President Sharon Delvisco called the meeting to order.

Secretary Willma Harvey called the Roll.

|  |  |  |
| --- | --- | --- |
| **Board Member** | **Board Assignment** | **Attendance** |
| Sharon Delvisco, CGMP | President | Present |
| Melisa Lee, CGMP | 1st Vice President | Virtual |
| Zondra Jones, CGMP | 2nd Vice President | Absent |
| Allison Landry, CGMP | Treasurer | Virtual |
| Willma Harvey, CGMP | Secretary | Present |

Melissa Lee made a motion to approve the absence of Zondra Jones. Allison Landry seconded the motion, all present were in favor, and the motion passed.

Allison Landry made a motion to approve the December 8, 2022 board meeting minutes. Melissa Lee seconded the motion, all present were in favor, and the motion passed.

**Officer Reports**

President - Sharon Delvisco

President Delvisco reported that the scholarship application has been released to SGMP Headquarters. Anyone interested can apply.

First Vice President – Melissa Lee

No Report

Second Vice President – Zondra Jones

Absent - No Report

Secretary - Willma Harvey

No Report

Treasurer - Allison Landry

Treasurer Landry presented the Financial Report as follows:

Bank Account Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month-Year** | **Beginning Balance** | **Credit** | **Debits** | **Ending Balance** |
| December 2023 | $8570.70 | $524 | $970.90 | $7075.80 |

Credits-Revenue:

$524.00

 - $250.00 - Sponsorship from St. Tammany Parish CVB

- $114.00 December 2022 Event Registration

- $115.00- Registration – January | February

- $25.00 – Revenue Share

- $20.00 - Raffle

Debits-Expenses

$970.90

- $45.35 – Bank Card Fee

- $$925.55 – Food & Beverage – Doubletree Hotel

**Committee Chair Reports**

Membership Report

Melissa Lee reported the following:

- Eighteen (18) Planners

- Fourteen (14) Suppliers

- One (1) New Member

- Two (2) Potential New Members

Program Report

President Delvisco provided the program report as follows:

- President read the survey results for the annual meeting. The comments were positive.

- The River Parishes Tourist Commission will sponsor the speaker gift for Kathleen Ryan, the

 presenter for the January education meeting.

- The February 12, 2023, education meeting is scheduled to take place at Southeastern Louisiana

 University in Hammond. The SGMP core competency topic is *The Benefits of working with*

 *University Conference Centers*. President Delvisco submitted this information to SGMP

 National for approval.

- Future education meeting dates, core competency topics, and locations are:

 March 9, 2023; Ethics; Gonzales, Clarion Hotel Conference Center

 April 13, 2023; The ABC’s of audio visual; New Orleans; Sonesta Hotel Conference Center

 May 11, 2023; Diversity, Equity, and Inclusion; Covington; Courtyard

- The NEC Annual Conference is June 6-8, 2023 in Bloomington, Minnesota.

Hospitality Report

- Melissa and Sharon birthdays in January.

Communications Report

President Delvisco asked everyone to submit to her any news to post on the social media platforms.

Fundraising Report

Fundraising projects selected for upcoming meetings are:

- February Meeting – Valentine and Mardi Gras Fundraiser

- April, May, and June meetings - Spring and Office Cleaning

Community Involvement Report

Spread the Love Peanut Butter and the Samaritan Center in Mandeville are the community involvement programs for the month of February.

**New Business**

The board retreat will be held July 6, 2023, at the Department of Transportation complex in Baton Rouge.

President Delvisco asked the members to begin thinking about an increase in registration fees to discuss at a meeting in the future.

The registration for the NEC Annual Conference is open.

**Adjournment**

Melissa Lee made a motion to adjourn. Allison Landry seconded the motion, all present were in favor, and the motion passed.