**Attendance**

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

President Sharon Delvisco called the meeting to order at 9:58 AM.

President Delvisco read a section of the Member Bill of Rights: SGMP leaders will operate with utmost fiduciary responsibility and accountability to maintain appropriate financial management and internal controls. Leadership will be transparent in ensuring all funds are used for member activities and initiatives for today and future sustainability. Funds will be safeguarded against waste, fraud, unauthorized use, or misappropriation.

Secretary Willma Harvey was absent so Sharon Delvisco called the Roll.

Zondra Jones was not present at the board meeting. Melissa Lee made a motion to approve Zondra’s absence. Allison Landry seconded the motion, all present were in favor, and the motion passed.

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

**Officer Reports**

President - Sharon Delvisco

President Delvisco reported the following:

- The monthly/annual report filings are current.

- The monthly financial statements review was completed

- The chapter’s business plan and priorities are still in effect.

- The chapter’s monthly reports were submitted to National.

First Vice President – Melissa Lee

No Report

Vice President – Zondra Jones

Absent

Secretary - Willma Harvey

Absent

Treasurer - Allison Landry

Treasurer Landry reported the following:

There was a refund issued for a registration that was cancelled according to chapter policy.

Bank Account Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month-Year**  | **Beginning Balance**  | **Credits**  | **Debits**  | **Ending Balance**  |
| Sept 2022  | $6149.94 | $279.00 | $242.27 | $6178.67  |

**Committee Chair Reports**

Membership Report

Melissa reported the following:

- We have 19 planner members and 14 supplier members.

-We are reaching out to those with renewal dates within 60 days.

Program Report

Sharon reported that Willma has a plan for the meetings through May 2022. There will not be a monthly meeting in June due to NEC.

Hospitality Report

Allison reported the following:

- Sharon has made posts for upcoming birthdays and anniversary dates reported by members.

Communications Report

Sharon reported the following:

- There has been an increase in the number of followers for all social media accounts.

Fundraising Report

- Donations for fundraising activities can be done online.

- Another raffle will be done at the November meeting.

Community Involvement Report

The upcoming community involvement day is for the Baton Rouge Food Bank.

**Unfinished Business**

Allison made a motion to approve the Chapter Policy Manual with a second by Melissa, there was not opposition, so the motion carried.

Sharon will post it on the chapter website.

**New Business**

Chapter Retreat is scheduled for Dec and speakers have been confirmed.

**Adjournment**

Melissa made a motion to adjourn.  Allison seconded the motion, all present were in favor, and the motion passed. Meeting was adjourned at 10:42 am.