**Society of Government Meeting Professionals Louisiana Chapter Board Meeting Minutes Thursday, October 14, 2021**

**Attendance**

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

President Sharon Delvisco called the meeting to order.

President Delvisco noted that there is a proposed addition to the SGMP Bill of Rights. She read the new proposed right: Members have the right to leaders who put the Society first **-** Leadership is service to others and being true to the Society’s mission.

Secretary Willma Harvey called the Roll. All board members were present. Susan Shaffette, the past Program Chair attended the Zoom Call.

Melissa Lee made a motion to approve the August 12, 2021, Board meeting minutes. Allison Landry seconded the motion, all present were in favor, and the motion passed.

**Officer Reports**

President

Sharon Delvisco reported on the following items:

All reports submitted by Treasurer Allison Landry were accepted. The Business Plan is in the works.

SGMP National is still in need of recipes. The goal is to acquire 100 recipes. Several members attended the National Education Conference in a hybrid capacity.

Secretary

Willma Harvey thanked Melissa Lee for thoroughly reviewing and making the appropriate edits to the meeting minutes.

Treasurer

*Website*:

Allison Landry reported that she has been receiving notices about the website. Susan Shaffette noted that iPage handles the website domain and Wild Apricot is the website host. Susan Shaffette will assist with any website issues.

Allison Landry reported the debit card issued to LeAnna Toups would be deactivated. New passwords were set up by LeAnna Toups when new board members installed.

(Susan Shaffette left the Zoom call)

*Registration*:

There is a glitch in the registration system that is preventing Willma Harvey from showing up as registered for the meetings after she has registered and paid for attendance. Allison is researching the issue.

Jenny Rozas’ registration was changed to $0.00 since she was the October 2021 presenter- speaker.

AffiniPay is the online program that is used to process registrations payments for the meetings. The contact information will be changed from LeAnna Toups to Allison Landry.

*Financials*:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month**  **Year** | **Beginning**  **Balance** | **Monthly**  **Deposit** | **Monthly**  **Expense** | **Ending**  **Balance** | **Purpose for**  **Deposit** | **Purpose for**  **Expense** |
| Aug-21 | $6,301.91 | $102.00 | $26.21 | $6,377.70 | Event Registrations | Mail Chapter Year End Binder  Bankcard Fees – Merchant Services |
| Sep-21 | $6,377.70 | $76.00 | $4.81 | $6,448.89 | Event Registrations  Revenue Shares | Bankcard Fees – Merchant Services |

*Bank Account*:

Allison Landry asked for confirmation on what changes needed to be made to the bank account due to new chapter board members taking office. As stated above, the debit card issued to LeAnna Toups will be deactivated. Although the debit card will be deactivated, her name will remain on the account. Sharon Delvisco will be added to the account and will be issued a debit card bearing her name. Jessica McChesney’s name will be removed from the paperwork as Secretary and replaced with Willma Harvey. Both Allison Landry and Pam Valenzuela will stay on the account. Once the revised bank account paperwork is complete, the chapter will have four (4) individuals with signature authority (Sharon Delvisco, Allison Landry, LeAnna Toups and Pam Valenzuela.

Melissa Lee made a motion to approve the bank account changes. LeAnna Toups seconded the motion, all present were in favor, and the motion passed.

Treasurer Landry reported that the post office renewal is due October 30, 2021, and the price has increased to $188.00.

There were no reports presented from Melissa Lee, 1st Vice President or Zondra Jones, 2nd Vice

President.

**Committee Chair Reports**

Membership

Melissa Lee reported that the chapter has 26 Members (14 Planners and 12 Suppliers). The MMR reports were sent to the members to notify everyone about any upcoming expirations. Zondra Jones renewed her membership and reached out to Marie Hammond.

The members discussed posting a flyer about SGMP in federal and state buildings, and everyone was receptive to the idea.

Sharon Delvisco instructed Willma Harvey to maintain the paperwork for the Government Meeting Specialist (GMS) applicants. GMS payments should be sent to Allison Landry.

Program

The board decided to have the Annual Education Conference in person in Baton Rouge. The date of the conference is December 9, 2021.

The date of the November 2021 meeting was changed to Wednesday, November 10, 2021, due to

November 11, 2021, being a federal holiday.

President Sharon Delvisco reported the results of the surveys from the August 2021 meeting. The percentage ranges were between 71% to 100%.

Hospitality

President Delvisco asked members to send any pictures of the NEC conference to include in the newsletter and to post the chapter’s social media platforms.

Fundraising

Zondra Jones reported that fundraising projects would begin when the chapter starts meeting in person.

Other

Allison Landry reported that she is working on the policy manual. Government Meetings Professional month is October.

**Adjourn**

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