



# Capital Event

August 2014  
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**President**  
*Chris Schuh*



### President's Message

August 5<sup>th</sup> Silent Auction and Live Auction Successfully raised \$4,811 dollars for scholarships to the Southeast Regional Education Conference and the National Education Conference. Our thanks to Merle Manzi, our auctioneer and past president, for the donation of funds to permit all those who purchased an item to receive a "free" drink ticket, which went a long way in loosening up the bidding. His auctioneer skills were critical to the success of the event. There were 81 items donated including 41 stays at hotels across the state. The chapter has a special thanks to Michele Bemis, National Convention Sales Manager Greater Fort Lauderdale Convention & Visitors Bureau for her work in securing ten nights of stays in the Ft. Lauderdale area. This provided two big-ticket items in the auction. Josh Hoce, the National Account Manager for Visit Jacksonville provided five nights of stays in the Jacksonville and St. Augustine area. We also want to thank the DoubleTree downtown and Ms. Karen Lambert, their Director of Sales for the donation of the space to have the auction.



The chapter members thank everyone who worked to make this event a success for the chapter. We are a trade association with a service mission of "Getting connected to government meetings by plugging into SGMP". We appreciate the nearly 70 people "plugged into SGMP" on the night of the auction. Again, the chapter leadership thanks the committee and all of the members who helped to make this night a success.

### President's Message Cont'

The Southeast Regional Education Conference held in Peachtree City was hosted by the Georgia Peach chapter of SGMP. The conference was the work of five chapter's representatives; Florida Capital, Rocket City Alabama, Central Florida, SGMP Tennessee and the Georgia Peach Chapter. Hundreds of hours of planning and execution occurred to create an excellent program with top quality programs for continuing education. The Florida Capital chapter had 17 of its members in attendance at this educational event, with three scholarship recipients. The conference was a success for all involved.



1<sup>st</sup> Place Winners of Scavenger Hunt  
All Capital Chapter members!!!  
(above left to right)  
Ellen Sliger, Chris Schuh,  
Betty Ann Lewis and Becca Zarcone

Our Regional Conference Team  
(below left to right)  
Lenoir Stallings, Rhonda Bardsley, Eileen Lavoie, Janet Roach, Amy Brown, Erica



### SGMP Board

Chris Schuh  
President

Amy Brown, CGMP  
Immediate Past President

Ellen Sliger, CGMP  
First VP

Betty Homan-Bolick  
Second VP

Cherryl Faulk  
Secretary

Karen Lambert  
Treasurer

Directos:  
Dr. Gabrielle Gabrielli  
Betty Ann Lewis  
Lydia Southwell

### Tactical Leadership

Submitted by Arlene Roberts

I enjoyed the entire conference of speakers. We had a great group of sessions to attend and learn from. I'm not sure what one was a favorite because they were all very good. The Tactical Leadership was very interesting and set with scenes from the movie King Arthur. The movie and Col. Marshall Irvin, Jr. took us from the beginning of leading your team to knowing what kind of people you have around you. You need to know and understand each situation and the circumstances surrounding it. You need to know how and when to take action and when to lead your team from the front lines. You need to know the past and how things were done and what needs to be taken care of moving forward. You need to look at your team and see each one as an equal so that you make significant moves as a team or your team will fall apart. Judge your team by character, actions, and results. These qualities all make for an extreme leader. You always want those of honor, trust, faith, and respect.



<<<<<Thinking about it?  
**DOIN IT**  
Our own chapter singers  
Jennifer Anderson, Retha Nero,  
and Cherryl Faulk (left/right)



### Monthly Board Meetings – same day as membership meeting

Members are welcome to attend, and minutes are available upon request.

### Membership Report

49% Planners, 47 Planners  
41% Suppliers, 34 Suppliers  
10% Retirees, 2 Retirees

### Looking Ahead

National Conference  
April 28-30, 2015  
Minneapolis, MN

### Committee Chairs

Community Service, Buenita Lee; Honors & Awards, Mary Jo Ortiz; Membership, Cherryl Faulk; National Conference, Amy Brown; Programs, Jennifer Anderson; Publications, Arlene Roberts; Special Events, Patty Ball Thomas; Sponsorship, Janet Roach; Marketing, Gabrielle Gabrielli, PhD

**SITE SELECTION BEST PRACTICES**

Connie Bergeron, CMP/President, Site Selection Solutions, Inc.  
Submitted by Retha Nero, CGMP

Connie Bergeron, a Certified Meeting Professional (CMP) is based in Atlanta, Georgia. The company's mission is to place international, national and regional trade and nonprofit associations, government and corporate clients in settings that offer the optimum environment at the best price for their meetings and conventions. This session was very informative and beneficial to the attendees. The three general areas covered were: Information to update RFPs; Effective Site Inspection; and Integration of Risk Management Procedures. Ms. Bergeron emphasized the following information:

"Six Tips to Successful Site Selections."

- The Importance of Accurate History – there are no substitute for quality research It is critical to obtain accurate information on potential sites.
- Present Accurate Request for Proposal (RFP)- share goals/objectives of event, provide demographics of attendees, include set-up and move out times, request staff office and speaker ready room, share everything – nothing should be left unsaid.
- Conduct Venue Research- check safety location of possible venues, written emergency plan in place, safety deposit boxes in rooms/front desk, smoke and CO2 detectors, sprinklers, distance from 24 hour emergency facility and defibrillators, CPR training, and alcohol safety.
- Site Inspection – look for economic health issues of the community, clearly marked emergency exits, adequate lighting of corridors, parking areas, unobstructed corridors and back hallways, hours security personnel on duty and full descriptions of ADA-equipped rooms.
- People are Primary- check for peep holes in guest room doors, safety deadbolts In sleeping rooms, hard wired telephone in guest rooms, clearly posted emergency Information in rooms, phones in guest room hallways and pest control procedures.
- Documentation- use check list for site visits to ensure maximum capacity of space, guest room accommodations, food & beverage, safety and security procedures, parking and other amenities.



Betty Homan-Bolick with our National President, Rob Coffman



Patty Baron and Chris Schuh



**Florida Capital Chapter Attendees at Regional**

Chris Schuh, Ellen Sliger, Amy Brown, Janet Roach, Arlene Roberts, Betty Homan-Bolick, Becca Zarcone, Betty Ann Lewis, Lydia Southwell, George and Retha Nero, Cheryl Faulk, Jennifer Anderson, Sam Pollack, Vanessa Moore, Shannon Young, Shirley Garrett