

January 2011  
Volume 8, Issue 1

# Capital Events



## Special Interest Articles:

- Hotel Safety & Security

Website/Newsletter Ad – see page 3



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## “Hotel Safety & Security”

SGMP Capital City Chapter started off the year with an informative program presented by Janet Roach, Meetings & Conventions Director for Visit Tallahassee about Hotel Safety and Security: Looking Beyond the Peephole, a Gilmer Institute of Learning Presentation created by Charles Sadler, CGMP, CHSP and CHSC.

This topic has great importance for our membership as we either supply meeting space and services or are responsible many times for meetings planned within a hotel. Specific take away lessons included: 1) Being able to name safety and security features of a hotel 2) Key safety concerns that should be addressed in your RFP 3) How to determine which questions to ask on site visits.

During the presentation attendees were actively engaged and many offered tips and suggestion they use in their work and travel. Some tips offered include:

- Staying on a floor under 6 as this is as high as a firefighter ladder can reach
- Travel with a flashlight in case of power outage
- Always use the main entrance of a hotel after dark
- Cover your luggage tag at check-in to prevent a dishonest person from accessing your room using your name
- Verify that all windows and doors are locked upon entrance to your room.
- Leave the radio or TV on low volume when leaving the room to convey an occupied appearance

A big thank you goes out to our sponsor for the evening, Jenny Dawson with the Residence Inn Universities. Jenny has sponsored several meetings for the chapter and we appreciate the continued support and dedication. An array of delicious food was presented, including pasta with red and white sauce, chicken, salad, bread, fruits, and fancy sweets. Thank you for everything. Jenny was needed at another meeting, so we do not have her picture to add.



PICTURE LEFT (from left to right) Buenita Lee, Programs Our speaker, Janet Roach and Amy Brown, President



Join in to welcome our two new members to the chapter. Below Brittany Callahan (left) and Wendy Valdez (right). We wish you a long time friendship with SGMP, and hope to see you on a committee soon. Feel free to contact the board if you have questions.

“The Start of Something New”  
to you from the mystery writer





President's Message – Amy Brown, CGMP, Florida Capital Chapter President

A few upcoming items to keep in mind.

We will have our New Member Orientation following the February program. This session was cancelled in January due to illness. Please plan to stay for this part of the program. All are welcome, even if you are not new and would like a SGMP refresher course.

The end of the term for board members will be this June. If you are interested in a board position, please look for information to come regarding nominations and elections. You will also want to take time to vote at both the chapter and national levels. This is an important topic for all.

Remember to keep an eye open for messages to come regarding the National Conference. The dates are June 8 – 11, 2011 and will be held in Norfolk, VA. We hope to see as many Florida Capital Chapter members attend as possible.

Another date to remember is September 11 – 14, 2011 for the Regional Conference in Daytona Beach. See the flyer at the end of the newsletter.

Remember SGMP is here to serve you, so "Connect to Government meetings - Plug into SGMP"!

Please do not hesitate to e-mail me [BrownA@doacs.state.fl.us](mailto:BrownA@doacs.state.fl.us) or call me (850) 617-7510 with any of your suggestions, questions or concerns.

**SGMP Board**

*Ellen Sliger  
Immediate Past  
President*

*Claire Smith  
First VP*

*Marcia Burks  
Second VP*

*Chris Schuh  
Secretary*

*Joice Ventry, CMP  
Treasurer*

*Directors:  
Retha Nero  
Janet Roach  
Arlene Roberts*

**Website/Newsletter Ad:**

Don't be left out - great space is available!

**February Membership Meeting, sponsored by Hilton Miami Downtown**

Tuesday, February 15, 2011

RSVP – [www.sgmpfl.org](http://www.sgmpfl.org)

Remember to RSVP and pay on-line to save time at the meeting.

**Looking Ahead – National Conferences**

June 8-11, 2011 - Norfolk, VA

**A Need to Know – Upcoming Programs**

February 15, Uncovering Norfolk's Meeting Planning Treasures

March 15, Ten Excel Secrets Every Planner Should Know

April 19, The Cost of Doing Business

**May 3, Supplier Appreciation ????????????**

June 14, Honor and Awards Banquet

**Committee Chairs**

Archives, George Fong  
Community Service, Gabrielle  
Honors & Awards, Arlene Roberts  
Member Services, Melissa Jackson  
Membership Recruitment and Retention,  
Lydia Southwell  
National Conference, Amy Brown  
Programs, Gloria Marion-Smith  
Publications, Arlene Roberts  
Special Events, Karen Lambert  
Sponsorship, Claire Smith  
Fundraising, Joice Ventry  
Web, Janet Roach

**Membership Report**

As Of Our 12/2010 Report

57.1% Planners

42.9% Suppliers

Planners – 72

Suppliers – 54

Not including retirees or

Educators/Students

**Monthly Board Meetings**

The Board meets the same day and place as the membership meeting beginning at 4:30 pm.

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

**About the organization** - The SGMP Florida Capital Chapter chartered June, 1989 with 35 members. The chapter offers a variety of services to its members, including monthly educational programs, leadership opportunities, social activities and a strong code of ethics.

**Mission Statement** - The Society of Government Meeting Professionals is a national organization dedicated to improving the knowledge and expertise of individuals in the planning and management of government meetings through education, training, and industry relationships.





## January Charity

### "Family of 8 Left Homeless from Fire...You Can Help!"

Adriane Stephens a mother of seven children ages ranging from 16 years-old to 6 year-old twins is trying to find a new home for her children.

An electrical fire burned everything inside their mobile home on the 2800 block of Cathedral Drive Sunday January 2nd.

The family has been roaming from hotel to hotel with the help of local agencies. Her children don't have any toys to play with at the hotel room, but when you ask them what they miss the most, they will tell you their clothes and having a home.

Stephens tells us, she's had a rough several months. One of her children was battling cancer, her fiancé lost his job and she's helping to take care of her sick mother.

Stephens says she's grateful to the churches and agencies providing assistance but says she's going to need all the help she can get.

She's asking for gently used clothes for her children.

You can drop of item donations to the family at the Community Action Partnership office at 309 Office Plaza Drive in Tallahassee.

Here's a list of the children's names and clothes, shoe sizes.

Keyshawn, size 5, shoe size 12.

Rayshawn, size 7, shoe size 13

Markuis, size 12 shoe size 2 ½

Tytianna, size 10, shoe size 3 ½

Tyrell, size 10, shoe size 4 ½

Sharod, size 12, shoe size 6 ½

Kovarious, is 16 years old and wears a shoe size 11 ½

A representative from Capital Area Community Action Agency, Inc., Dorothy Inman-Johnson, Executive Director (below) with our charity chair, Gabrielle. Ms. Inman-Johnson spoke of the agency and received donations for the family. SGMP members provided \$155 in cash and checks plus clothes, shoes, silverware, pots and pans, a coffeemaker, fresh baked cookies, toys, and more. Thank you to everyone for your generosity and commitment to serving others through the Florida Capital Chapter, SGMP.





## Florida Hotel and Conference Center DISCOVER FLORIDA'S MOST CONVENIENT HOTEL!

LOCATED AT THE FLORIDA MALL, THE 511 ROOM FLORIDA HOTEL AND CONFERENCE CENTER OFFERS AMENITIES NOT AVAILABLE AT MOST HOTELS – INCLUDING IN-ROOM SPA TREATMENTS, AND A STARBUCKS IN OUR LOBBY. LOCATED JUST MINUTES FROM THE ORLANDO INTERNATIONAL AIRPORT, THE ORANGE COUNTY CONVENTION CENTER, AND WALT DISNEY WORLD RESORT, WE ARE AT THE CENTER OF EVERYTHING THERE IS TO DO IN CENTRAL FLORIDA!

E-MAIL MARCIA BURKS @ [mburks@thefloridahotelorlando.com](mailto:mburks@thefloridahotelorlando.com)

**Florida Hotel and Conference Center**  
1500 Sand Lake Road  
Orlando, Florida 32809  
407 816-5071 direct line  
407 855-9863 fax

**PACT RECIPIENTS** – Retha Nero (left) and Gloria Marion-Smith (right)  
Your PACT points are acquired through your volunteer work with the chapter.



### REGIONAL CONFERENCE NOTICE - MORE TO COME AS PLANNING CONTINUES

**SGMP**  
SOCIETY OF GOVERNMENT  
MANAGEMENT PROFESSIONALS

**SGMP REGION 2 CONFERENCE**

FLORIDA CAPITAL CHAPTER  
CENTRAL FLORIDA CHAPTER  
GEORGIA PEACH CHAPTER  
TENNESSEE CHAPTER  
ROCKET CITY CHAPTER

**Elevate**  
To Greater Heights

**Motivate**  
To Greater Goals

**Educate**  
With Great Sessions

**Save The Date**  
**SEPTEMBER 11 – 14, 2011**  
THE SHORES RESORT, DAYTONA BEACH, FL