

# Capital Events



## “Meeting Planning Timeline”

Our meeting this month was a luncheon sponsored by VisitGainesville, Nancy Fischer, CMP Director of Sales, and thank you Nancy for the great job of hosting your first Capital Chapter meeting. Lunch was wonderful starting with salad and moving on to the main event with a delightful finish of sweet goodness! We hope to see more of you and your dedication to our chapter.

Our program was presented by Arlene Roberts, Florida Department of Education, on Meeting Planning Timeline. Arlene walked us through from 12 months out on planning a meeting down to and including the BEO's “Banquet Event Orders” in preparing for a successful meeting. Going through the presentation with her own thoughts and experiences, Arlene encouraged her audience to participate during the presentation with their own knowledge and experience in planning meetings. Everyone was encouraged to bring up questions, thoughts, and additional information during the presentation.

### Special Interest Articles:

- Meeting Planning Timeline
- First Time Golf Tournament – October 19, 2010

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Amy Brown (left)  
Arlene Roberts (center)  
Gloria Marion-Smith (right)

Amy Brown (left) with our sponsors;  
Nancy Fischer, Visitgainesville;  
Barbra Temes, Gateway Grant;  
and  
Doug Morgan, Hilton UF





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

The Florida Capital Chapter has achieved many things over the last few years and I want to thank everyone for their efforts and time in supporting the chapter. We have added to our fund raising experiences this year by having our own "First Annual Golf Tournament". Please remember to view our web site for information and registration. We also have spots for sponsorships. See the message on page 3 for persons to contact if you are interested in participating on a committee.

For those golfers out there, tee time with a shotgun start is 11:00 am, Tuesday, 10/19. Your entry fee includes green fee/cart, range balls, box lunch, and the Awards Reception following play. There will be prizes for winning teams one through three, hole-in-one, and more. Put together a four person team. Make it a day of golf!

Those of you who do not golf must come out for the rest of the event and a fun time. There will be door prizes including hotels stays, jewelry, duffle bag, golf shoe bags, baskets, and much more! There will be box lunches for non-golfers as well, and you do not want to miss the Awards Reception following golf play.

Bring a friend, co-workers, or the whole family. Mark your calendars now.

Come join a fun day with SGMP Florida Capital Chapter!

**October Membership Meeting – Golf Tournament**  
**Tuesday, October 19, 2010, 10:00 am – Summerbrook Golf Course**  
**RSVP – [www.sgmpfl.org](http://www.sgmpfl.org)**  
**Remember to RSVP and pay on-line to save time at the meeting.**

**Membership Report**

As Of Our 8/2010 Report  
55.5% Planners  
44.5% Suppliers  
Planners – 66  
Suppliers – 53  
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.

**Looking Ahead – National Conferences**

June 8-11, 2011 - Norfolk, VA

**A Need to Know – Upcoming Programs**

November 16, The Cost of Doing Business  
December 14, Holiday Celebration and Charity Drive  
January 18, Hotel Safety & Security  
February 15, Uncovering Norfolk's Meeting Planning Treasures  
March 15, Ten Excel Secrets Every Planner Should Know  
April 19, How to Budget Effectively

**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

**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.



## **Upcoming Fundraising Event**

**Save the Date**

**October 19, 2010 10:00 A.M.**

**Tell your co-workers, friends, and family. We need you to come and gold with us, bring friends to gold with us. Not good, not a problem. We want you anyway. Come and have a fun day golfing with SGMP!**

**SGMP Florida Capital Chapter  
1st Annual Golf Tournament  
Golf Course at Summerbrook  
7505 Preservation Road  
Tallahassee, FL**

**To Provide Education Scholarships for the Chapter Members**

**Please contact the chairs listed below if you are interested in helping with the tournament.**

**Tournament Chair – Joice Ventry  
Tournament Director – Karen Lambert  
Sponsor Chair – Joice Ventry  
Golfer Chair – LaNedra Carroll  
Prize Chair – Arlene Roberts  
Volunteer Chair – Jenny Dawson**

**Annual Board Retreat  
Courtyard by Marriott, Sandestin  
August 20, 2010**



## Exciting Member News – CGMP Designation

**ANNABEL GABBERT, CERTIFIED GOVERNMENT MEETING PROFESSIONAL**

**Tampa, FL, September 2010** – Annabel Gabbert, Senior Sales Manager at Doubletree Hotel Tampa Westshore Airport, has received the designation of Certified Government Meeting Professional (CGMP). This is the highest designation available specifically for government meeting professionals. Annabel holds the distinction of being the only hotel sales professional with a CGMP in Tampa. This certification adds to a long list of recognition during Annabel's 10 year career in hotel sales. Most recently, Annabel was recognized as Manager of the Quarter at Doubletree Tampa Westshore in April 2010.

“Annabel's commitment to her clients is unparalleled. She truly exemplifies what it means to be a sales professional and a partner to her clients. We are so proud of this accomplishment and we are very fortunate that she is a part of our team at Doubletree Tampa Westshore” says Adam DePiro, Director of Sales & Marketing.

### Chapter Charity - Making Strides to Help Local Charities

by **Gabrielle K. Gabrielli, Ph.D., CGMP, Community Service Committee Chair**

Help celebrate more birthdays! SGMP Florida Capital Chapter's Community Service committee has selected Making Strides Against Breast Cancer (MSABC) of Leon County as the next local charity to benefit from our efforts. October is breast cancer awareness month, and all contributions will remain local. \$63 in cash was raised at the SGMP September meeting, and due to October's golf tournament, future efforts will take place online. Visit the <http://main.acsevents.org/goto/gabrielle> for details including register to walk.

MSABC is more than just the name of a walk; it describes progress being made in the fight against breast cancer. Nothing can describe the hope that is inspired by walking with others who share a passion for ending this disease. Please join us Sunday, 24 October at 12:30pm at Southwood Town Center to help in celebrating more birthdays, or make a donation in honor of a friend or loved one. Contact Gabrielle at 850-321-8222 or [gabrielle@gabrielleconsulting.com](mailto:gabrielle@gabrielleconsulting.com) for more details.



**Gabrielle K. Gabrielli, Ph.D., CGMP,  
Community Service Committee Chair**