

November 2009
Volume 6, Issue 11

Capital Events



Special Interest Articles:

- Organization by Christy Crump
- Charity

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"Get Organized and Stay Organized"

We had another exciting program at our monthly chapter meeting given by Christy Crump, owner of Administrative Professional Services & Solutions, LLC (www.apsonline.com). It was about how to "Get Organized and Stay Organized".

Did you know that it takes 21 days to create a habit? Many of us have good intentions when it comes to organization, but do not stick with it long enough to become second nature to us.

Christy taught us the "4 Ds"

- Do it now.
- Defer it to Later
- Delegate it.
- Dump it or Delete it.

Another great tip is to take 10 minutes at the end of your day to prepare for tomorrow. Thanks Christy for your energetic and insightful presentation!

PICTURE RIGHT – We want to thank our sponsor, Visit St. Petersburg/Clearwater, for the event tonight. Jeanine Messerschmidt (left) Marie Jones (center), and President, Amy Brown (right)



PICTURE LEFT -Thank you Christy Crump for the presentation on Organization. Kristi Griffith (left), Christy Crump (center), and Gloria Marion-Smith (right)



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Above left, Rob Coffman, First Vice President of our National Board and national liaison for our Chapter with Amy Brown, right

"The Wonder of Giving"
to you from the mystery writer



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

SGMP Board

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Suzy Keenan
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Joice Ventry, CMP
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Janet Roach
Arlene Roberts

As we enter into the holiday season, I cannot believe another year is almost gone, and I cannot wait for our annual holiday charity event. It is my favorite SGMP event of the year. We will not have a program, just great food and fellowship.

The charity we are supporting is the homeless at The Shelter http://www.tallahasseeleonshelter.com.

I look forward to seeing everyone there at our holiday event.

Also, national announced a 2009/2010 Membership Contest. The contest will run from November 15, 2009, through March 15, 2010. The goal is to recruit new planner members. Prizes will be awarded to the top three individual recruiters; in addition, there will be another chapter-based prize program. Make sure you get credit for the recruit by asking the planner to put your name on the referral part of the new planner form. We would love for one of our members to win the contest, so recruit, recruit and recruit some more! If you have any questions regarding the contest, please contact our membership chair Lydia.Southwell@fldoe.org

Again, please see the ad for the Certified Government Meeting Professional (CGMP) training class and examination. We need more people to commit before we can bring the class to Tallahassee.

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 or call me (850) 617-7510 with any of your suggestions, questions or concerns.

I hope everyone has a wonderful Thanksgiving. Thanks again for your valuable support and encouragement.

December Membership Meeting - "Holiday Celebration and Charity Drive"

Tuesday, December 15, 2009, 5:00 pm – 7:30 pm, University Center

Sponsored by – Meeting Spots, Pensacola CVB, Hilton Pensacola, and DoubleTree Orlando

RSVP - Joice Ventry, CMP at joice@meetingspots.net

During an economic downturn, non-profit organizations suffer most. Generous SGMP Florida Capital Chapter members have helped fill the gap in needed donations to local charities. This month's charity is The Shelter http://www.tallahasseeleonshelter.com which provides housing, meals, crisis intervention, mental and physical health services, and educational opportunities. The Shelter houses up to 150 people per night, and increasingly those guests include families with young children. Let's make this holiday season a little brighter for our homeless community by bringing donations of canned goods, clothes, blankets, and toys. Critical needs include bath tissue, bleach, cough drops, and gift cards for groceries. Click "wish list" on The Shelter website for more ideas. Thank you in advance for your generosity!

Membership Report

As Of Our 9/09 Report

57.5% Planners

42.5% Suppliers

Planners – 66

Suppliers – 45

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.

A Need to Know – Upcoming Programs

December 15 – Holiday Celebration and Charity Event

January 19, 2009 – What's in Your SGMP Playbook

February 16 – Meeting Toolbox

March 16 – Ethics the Do's and Don'ts

April 20 – Another Meeting?

May 4 – So you have to Plan a Meeting?

June 20 – Honors & Awards Banquet

July 20 – Staying Fit

August 17 – Silent Auction

Looking Ahead – National Conferences:

May 19-22, 2010 - Kansas City, MO

June 8-11, 2011 - Norfolk, VA

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.