



GOVERNMENT MEETING PROFESSIONAL

SOCIETY OF GOVERNMENT MEETING
PROFESSIONALS

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A Memo From Our President

By Cheryl Thompson, CMP

The terrorism of September 11, 2001 has changed our lives forever. Earlier today, a letter from SGMP was sent to President Bush in support of his efforts to encourage Americans to resume the business of doing business. *See page 2.* SGMP can serve as an example and lead the way in promoting government employee travel and the resumption of governmental meetings.

Although some meetings were delayed following the events of September 11, 2001, most have been rescheduled. While being ever vigilant for the safety of each of our employees, government meetings continue with the knowledge that we are united in our sense of purpose.

In this time of great turmoil, SGMP can make a difference. I encourage each of you to do what you can to promote meetings and to consider our partner suppliers as we attempt to influence a positive change on our industry.

You can look forward to receiving information on SGMP relief efforts, both nationally and locally, in the near future. Be sure to keep checking the Web site. I invite you to contact me or SGMP headquarters offices with your comments or concerns.

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New Per Diem Rates Effective October 1

The new Federal Government Per Diem rates have officially been released from the General Services Administration. The new rates went into effect October 1, 2001. To obtain a copy of the new rates, go to www.policyworks.gov/perdiem.

With the release of the new FY 2002 rates, a number of changes have occurred:

- 22 percent of the rates increased over fiscal year 2001;
- 68 percent remained the same; and
- 10 percent decreased.

The Federal Premier Lodging Program (FPLP) has been launched in Chicago, Illinois; Denver, Colorado; and Jefferson County, Colorado. The per diem rates for the balance of the top 75 destinations will remain at their current lodging rate until contracts are in place. Once contracts are in place in a particular destination, the per diem rate will change to reflect the new FPLP lodging rate.

Letter to the President of the United States

October 2, 2001

Dear Mr. President:

As a national organization of almost 3,000 federal, state, and local government employees and suppliers of services required to conduct government meetings, the Society of Government Meeting Professionals applauds your commitment to getting back to the business of doing business. We support your policies that keep our government and economy strong and prosperous.

We were listening when you announced to the public on the evening of September 11, 2001, "The functions of our government will continue without interruption." While some governmental meetings were initially delayed, most have been rescheduled rather than cancelled.

We suggest that government entities continue with plans for travel and meetings around the country. Government employee travel and the resumption of governmental meetings provide a wonderful example to the American people that we are moving forward with a renewed sense of purpose. Ever conscious of the safety of each of our employees, we are secure in the knowledge that America is truly the land of the free and home of the brave.

While recent events have caused each of us to pause and take stock, we commend your commitment to keep America strong both physically and fiscally. We support your leadership and look forward to the positive impact of governmental meetings on an industry severely harmed by terrorism on American soil.

Very respectfully yours,

Cheryl A. Thompson CMP

An Active Retirement for SGMP Founding Member Ed Heitov

By Lynnette Simpson

A founding SGMP member, Ed Heitov has officially retired from his full time position as the Director, Federal/State Training for the Bureau of Labor Statistics (BLS), U.S. Department of Labor in Washington, DC. His last day was September 28, 2001. You may not find him at his work number anymore; however, he plans to remain active professionally, to zestfully serve within SGMP, and to increase volunteer activities.

On the Job

While working as a director at the Department of Labor, Ed was responsible primarily for the management of technical training related to the Bureau's employment and unemployment statistical programs, including the Local Area Unemployment Statistics, the Occupational Employment Statistics Program, Current Employment Statistics Programs,

and training on the Standard Industrial Classification System. His staff trained both BLS and State Employment Security Agency (SESA) personnel. "My position also required the planning and management of 30 to 40 training and other meetings and conferences for the Bureau each year," says Ed.

Ed has had several jobs with the Bureau over the years. His last position changed primarily in the meeting planning and management aspect. "Initially, the position involved just the supervision of the planning, development, and conduct of the training itself," comments Ed. Over time, Ed became more acknowledged for his meeting planning expertise and the position evolved into more meeting planning and management for a number of the Bureau's regional and national meetings and conferences.

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Ed shares his professional highlight with the Bureau. "It was the opportunity to work on a task group for a couple of years with some very dedicated and talented people to develop comprehensive training for first level supervisors within the Bureau, which we called Supertrain."

Dedication to SGMP

Ed was there for the inception of the Society of Government Meeting Professionals. He had been doing government business with a number of DC hotels that were involved with Sam Gilmer in the formative planning stages of the SGMP. "I was known to Dave DuBois and was invited to participate on the committee to address the feasibility of establishing a meeting planning organization specifically geared to the needs of government meeting planners," says Ed.

In the beginning, Ed and several others in the BLS carried the ball for this new organization, including membership, communication, and finances. Ed served as co-chair of the Program/Education Committee that first year. "One of my most memorable SGMP moments was co-chairing the first Annual Conference for the organization in 1983," says Ed. It turned out to be a tremendous success, and Ed received the Planner of the Year Award, now called the Sam Gilmer Award.

What advice can Ed extend to other SGMP members? "Much of what I learned in my early years of meeting planning was by the seat of the pants," offers Ed. "Although I had a very understanding boss who gave me great latitude and was very supportive, we were still learning the business together. It wasn't until SGMP came along that I began to recognize the professional aspects of meeting planning and that it was an important part of my job even if it wasn't recognized as part of my formal job description." Ed recommends to others, "Be

willing to seek out opportunities within your organization to take on responsibilities outside your written job description; or at least make it known that others can come to you for advice and assistance."

Ed intends to remain in the DC area for the time being and will continue to attend regular NATCAP chapter meetings. "I enjoy the connections and many friendships I have made and feel I can contribute to the education of our newer members," says Ed. He has been asked by Melody Kebe, CMP, NATCAP chapter president, to be available to speak to potential SGMP members. "In addition, I have been active on the planning committee for the 2002 Annual Conference in Norfolk and will be co-editing the 20th anniversary commemorative publication for the event."

Off the Job

Ed has accomplished many amazing achievements outside of his job and our organization. "One lifetime experience that was most memorable was completing a 49-day, 3,500-mile bike trip across the country from Seattle to Washington, DC in the summer of 1998 for the American Lung Association and being welcomed home by several thousand people on the Mall," says Ed.

Someone as active as Ed is not retiring to rest; instead, he is defining retirement as a new phase and opportunity to achieve what matters to him. "I won't be playing golf or fishing every day. While I am a fairly avid bicyclist and expect to be doing more riding, I plan to continue working in the hospitality industry as a meeting and hotel consultant. I also plan to expand the volunteer work that I do on a regular basis with Food and Friends, the National MS Society, and with WABA (Washington Area Bicyclist Association). I plan to do some extensive domestic travel and visiting all those people who have said, 'If you are ever in...be sure to stop in.'"

Will Your Chapter Win the Newsletter of the Year Award?

By Kit Gonzales, Chair, Newsletter of the Year Competition Committee

It is my pleasure to launch the Newsletter of the Year Competition for 2001. As chair of the Newsletter of the Year Competition Committee, I firmly believe this is one of the most prestigious and coveted awards and encourage every chapter to participate in this year's competition.

As in years past, this competition recognizes excellence in communications. Chapter newsletters are the most visible, tangible, and consistent link

with members and serves as a primary vehicle of communication.

The competition encourages chapters to submit their best newsletters to be judged alongside other chapters' offerings. The committee scores newsletters based on content, form, and frequency.

Winners will be announced at the educational conference in Norfolk, Virginia in May 2002 and

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will receive cash prizes of \$300 (first), \$200 (second), and \$100 (third).

The committee represents the best of SGMP with a balanced mix of suppliers, contract planners, and government planners. All members volunteer their time to read and score each of the entries and our goal is to receive entries from every SGMP chapter! (Note to SGMP Treasurer: Is the expense for our new reading glasses covered?)

Your chapter president has the entry information, so accept the challenge and enter!

- Win your hard-working newsletter committee some much deserved recognition (and possible prize money).
- Show off your pride of ownership in SGMP by sharing the quality of information your chapter puts out to your members.

- Support our organization's goal of professional recognition in the industry and increased membership involvement.

If you have any questions, please contact: Kit Gonzales, (916) 322-1082 or (916) 689-2528; smgb@consrv.ca.gov or kitgonzales@yahoo.com.

Announcing Future Annual Conferences

- 📅 May 15 – 19, 2002: Norfolk, Virginia
- 📅 May 21 – 25, 2003: Orlando, Florida
- 📅 May 26 – 30, 2004: Nashville, Tennessee

What Is Your President Doing at the Chapter Presidents' Roundtable?

By Melody Kebe, CMP, Chair, Chapter Presidents' Roundtable, President, National Capital Chapter

We are networking with one another! The Chapter Presidents' Roundtable (CPR) was formed by the National Board and the chapter presidents in 1989 as a means of ensuring that the national organization kept in touch with its members and met their needs. To continue the need for sharing information on a regular basis, the presidents meet three times a year. Meetings are held in conjunction with the meeting of the National Board and the chapter 2nd vice presidents. The first meeting is held in September at the site of the next annual conference. The second meeting is generally held in January; the third meeting is held one-day before the annual conference. This past June in Kansas City, the CPR elected the following presidents to serve in the following positions: Chair: Melody Kebe, CMP, NATCAP Chapter; Vice Chair: Sue Micensky, Great Lakes State Chapter; and Recorder: Loretta Terry, Dallas Chapter.

The purpose for the September meeting was to discuss goals to accomplish for the year and review how to improve business processes to keep our organization and the chapters current with industry changes in the meeting environment. The presidents had the opportunity

to share resource materials and ideas from their respective chapters that our members can use across SGMP. There are no secrets of how we operate within one's chapter. We believe in sharing our resources and talents. We also explored different ways of revamping the ticket exchange process for the Sam Gilmer Awards Banquet and making recommendations to the National Board for consideration.

Did you know that the presidents have a resource handbook to help them operate and manage their chapters effectively? If you do not know about this handbook, just ask your president to share this information with you. I guarantee you will better understand what it takes to run a chapter.

As you are well aware of, all chapters are encouraged to participate in the "Chapter Celebration of Successes" during the annual conference. This event broadens the awareness of what chapters are doing for the good of SGMP. It is a great way to tell everyone about your successes throughout the year. My challenge to you is to help your president share the *good news* during the annual conference. Keep your eyes open in future issues for updates to the CPR meetings.

St. Louis Gateway Chapter Supports Backstoppers

By Gayle French, chapter president

At its membership meeting on September 26, 2001 members of the St. Louis Gateway Chapter opened their hearts and wallets to contribute to the

Backstoppers organization in lieu of the chapter's usual 50/50 raffle. The contribution will be earmarked for families affected by the terrible events

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of September 11, 2001. The Backstoppers organization was chosen not only because police and firefighters are public servants, but also because of their dedication and selflessness after the terrorist attacks. We hope that our contribution

will help their families with their immediate and future needs as they attempt to continue their lives without their loved ones. I am very proud to announce that our chapter's contribution totaled \$200.00.

SGMP's Annual Education Conference 2002 Highlights

Who should attend?

Meeting managers and meeting professionals in government, all facets and experience levels should attend! Hoteliers, car rental companies, airlines, convention bureaus, anyone who provides services and supplies to the government meeting industry should be there.

What goes on?

There will be three full days of educational opportunities including personal development, customer service, contracts, and meeting management. There are over 35 workshops covering topics important to us in our professional and personal lives.

Plan to attend an industry forum where both sides can talk over issues that are incredibly important to working together and making sound decisions.

When?

Wednesday, May 15th ending with a marvelous event on Saturday, May 18th; so schedule your departure on Sunday, May 19, 2002.

Where?

- Norfolk Waterside Marriott Hotel, 235 E. Main Street, Norfolk, VA 23510
- Sheraton Norfolk Waterside Hotel, 777 Waterside Drive, Norfolk, VA 23510
- Room Rates: Planner \$99 plus tax; Supplier \$129 plus tax

Why?

SGMP is committed to its members, their education, their networking, their personal and professional growth and your organization!

Conference Fees, Early/Regular Registration Cost

- Government Planner Member: \$285/\$335
- Government Planner Non-Member: \$360/410
- Contract Planner Member: \$525/\$575
- Supplier Member Non-Exhibiting: \$575/\$625
- Supplier Non-Member: \$1,050/\$1,050
- Guest: \$315/\$365
- Banquet: \$75/\$75

Look for more exhibit information to be mailed in the next two weeks!

Job Vacancy

Government Program Coordinator

Courtesy Associates, a top-level DC multi-management firm, seeks a full-time individual to coordinate arrangements of logistical support for medical/scientific, international exchange programs for numerous institutes of the National Institutes of Health and other agencies and divisions of the Department of Health and Human Services.

Sample tasks: travel/lodging arrangements, per diem requests, correspondence, and communication with NIH contacts. Must be detail oriented and able to balance several projects simultaneously. Requirements: excellent oral communication skills; ability to work with many types of people including US citizens and foreign nationals; ability to prioritize, meet deadlines, and make productive use of time under pressure. College degree required. EOE.

Fax resume to: Smith, Bucklin & Associates, Inc.; 2025 M Street, NW Suite #800; Washington, DC 20036; Fax: (202) 367-2193; E-mail: dc-hr@dc.sba.com. EOE/No telephone inquiries, please.

Missouri State Capital Chapter: Big Number in a Small City

By Terry Boldt, CMP

I attended the Chapter Presidents Roundtable (CPR) in Kansas City on June 5, 2001. I was the newly elected president of the Missouri State Capital Chapter and had not been installed yet. The current president thought it would be beneficial for me to attend the CPR and experience first hand what actually takes place at the meeting.

During the meeting, chapter presidents were encouraged to share success stories and to elaborate on any difficulties they had encountered. It became obvious to me that membership was an extremely important component to each of the chapters. Not only are the number of members that attend the

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CHAPTER MONTHLY MEETINGS CALENDAR

Arizona Chapter

- October 17, 2001: Working with the Caterer, Chaparral Suites
- November 14, 2001: Silent Auction, Scottsdale Renaissance
- December 19, 2001: Holiday Luncheon, Mesa Hilton

Atlanta Chapter

- October 17, 2001: Lynn Caldwell, CMP, Lenox Inn
- November 14, 2001: CMP Mock Exam, Michelle Burkett, Marriott Atlanta Airport

Buckeye Chapter, Columbus, OH

- October 15, 2001: Maximize Your Use of Audio/Visuals, Grand Host East
- November 19, 2001: Judge Judy-Negotiating Contracts, Holiday Inn Airport

Crossroads of American Chapter

- October 23, 2001: Etiquette—Joy Lebbert, Omni Severin Hotel
- November 9, 2001: Annual Education Conference in conjunction with the Meetings Industry Council, Marten House

Florida Capital Chapter

- October 16, 2001: Silent/Un-silent Auction, Ramada Inn Longwood
- November 13, 2001: Breaking Ice with Ice Breakers
- December 11, 2001: Holiday Social and Community Service Project, Adam's Mark

Old Dominion Chapter

- November 7, 2001: Sandy Brashear/Panel (Site Selection), Holiday Inn Bells Road
- December 9, 2001: Holiday Party and Silent Auction, Sheraton West

Rock Mountain Chapter

- October 6-7, 2001: Fall Education Conference, Keystone Resort

- November 27, 2001: Judge Judy — The Case of the Cancellation, Adams Mark Downtown

- December 11, 2001: Marriott Denver West

Sacramento Chapter

- October 4, 2001: Bridging the New Generation Gap, Red Lion
- November 1, 2001: CMP Process, LaQuinta
- December 5, 2001: Marriott Community Support and Holiday Meeting

St. Louis Gateway Chapter

- November 2, 2001: Educational Conference, Orlando's
- November 28, 2001: Taxes—To Pay and Collect, Adam's Mark
- December 19, 2001: Holiday Cheer and Community Services Committee Speakers, Crown Plaza

San Francisco Bay Area Chapter

- October 18, 2001: Getting the Boss to Buy in, Cathedral Hill Hotel
- November 15, 2001: Time is NOT Money, Federal Building, San Francisco

Texas Lone Star Capital Chapter

- October 11, 2001: General Services Commission Update, Doubletree Hotel
- October 17, 2001: Chat and Chow Networking Luncheon, Threadgill's N. Lamar
- November 8, 2001: Impact of September 11th Disaster on Meeting Industry, Radisson Hotel
- December 6, 2001: Awards, Holiday Party, Volunteer Appreciation, Doubletree Hotel

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monthly meetings important, but also the actual number of members in their chapter. Therefore, maintaining membership was vital to the success of any SGMP Chapter.

Our chapter is no different from the other chapters. Our membership has changed over the past few years. New faces come and go; however, it is remarkable that our chapter has been able to maintain our level of membership. In fact, we have been able to increase our membership. You see, home for the Missouri State Capital Chapter of SGMP is Jefferson City with a population of 39,900 and a city that holds the distinction of being the second smallest state capital city in the nation. You may wonder why membership numbers are not a problem to the chapter located on the banks of the Missouri River.

We give most of the credit to one of our members, Carrie Spicer.

Carrie is the current secretary of the chapter but is the past chair of the membership committee and currently co-chairing the membership committee this term. If you knew Carrie, you would understand why she has been so successful. She just received her second supplier of the year award at our chapter awards ceremony in June. She is on several other committees within our chapter and is always available to assist the chapter however she can. Her hard work and dedication has paid off for the chapter since we have grown from 20 members in 1993 to 120 members in 2001. At the conference in Kansas City the National Board recognized our chapter for having over 100 members and presented the chapter with an award and two scholarships to attend the 2002 Conference in Norfolk, Virginia.

We appreciate all of Carrie's hard work and support. We are also grateful for the assistance we receive from our members, all 120 of them.

Chapter Presidents

Arizona
Judy Winder, CMP
602-543-7706

Atlanta
George F. Smith
770-928-9286

Buckeye
Jackie McNeary
614-466-5332

Central Florida (Gainesville)
Elmer "Ole" Nelson, CMP
352-392-1701 x244

Chicago
Jan Stinson
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Rocky Mountain (Colorado)
Claudette Ferris, CPS
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Crossroads of America (Indiana)
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Nancy Ahlbin
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Heart of Illinois
Tammy Miner
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Terry R. Boldt, CMP
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SGMP North Carolina
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Tennessee
Norma Cardwell
615-574-5979

Texas Lone Star Capital
Heather Hidalgo
512-347-9927

SGMP National Board Announces Changes

The National Board of SGMP announced on Friday October 19, 2001, changes of two board positions. Connie Elliot, CMP, formally withdrew her name from the position of National Second Vice President. Connie's new job related duties have increased tremendously, and she felt that in the best interests of the Society, she must step down from the National Board position.

Effective October 20, 2001, Charles Sadler, CHSP, National SGMP Director, will fill the position of National Second Vice President, and the 2002 Annual Educational Conference Chair. Mr. Perry Tarleton from the Renaissance Concourse Hotel, Atlanta, GA (Atlanta Chapter) will fill the National Supplier Director position on the National Board.

SGMP National Board

President: Cheryl Thompson, CMP

U.S. Postal Service, Retail Workforce Strategies, 1735 N. Lynn Street, Suite 5032 Arlington, VA 22209-6056; 703-292-4105; CThomps4@email.usps.gov

First Vice President: Donna E. Carey

General Services Administration, Office of Fleet Administration, 802 Q Street Sacramento, CA 95814; 916-327-2068; donna.carey@dgs.ca.gov

Second Vice President: Charles Sadler, CHSP

Holiday Inn Central/Richmond, 3207 North Boulevard, Richmond, VA 23230-4225; 804-359-9441; charlessadler@aol.com

Secretary: Roger Schlatter

IL Depart. of Public Health, Health Regulations, 525 West Jefferson, Springfield, IL 62761; 217-785-5550; rschlatt@idph.state.il.us

Treasurer: Kristi Griffith

Performance Hospitality Management 10221, Brantley Bend; Austin, TX 78748; 512-292-6155; kgriffith@wyndham.com

Director: Ruth Harris, CMP, CTAS

Centers for Disease Control & Prevention, 4770 Buford Highway, NE; Mail Stop K36; Atlanta, GA 30341-3724; 770-488-2522; reh6@cdc.gov

Director: Stacy Janecka, CMP

Office of Attorney General of Texas, P.O. Box 12548, Austin, TX 78711-2548; 512-475-4600; srj2@oag.state.tx.us

Director: Perry Tarleton

Renaissance Concourse Hotel/Atlanta Airport, One Hartsfield Centre Parkway, Atlanta, GA 30354; 404-305-2374; www.ptarleton_1999@yahoo.com

Immediate Past President: Lynette Schick, CMP

Colorado Dept. of Public Health & Envir., 4300 Cherry Creek Drive, South, Denver, CO 80246-1530; 303-692-2101; Lynette.Schick@state.co.us

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