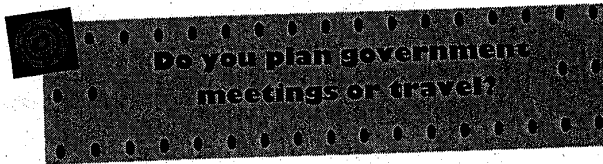


SAMPLE #1 (POST CARDS)

Front Side



▶ Society of Government Meeting Professionals

A "national organization"

www.sgmp.org

with a "local chapter"

www.sgmp-illinois.org

Back Side



You are invited to be our guest at our upcoming luncheon meeting!

Date: _____

Time: _____

Location: _____

Address: _____

Please RSVP to: _____

at _____

PLEASE PLACE STAMP HERE

SAMPLE #2 (LETTER OF ACKNOWLEDGEMENT)
PLANNER

Society of Government Meeting Professionals
San Francisco Bay Area Chapter
PO Box 2704
San Francisco, CA 94126

Allen M. Jones
Chair, California State Mining and Geology Board
801 K Street, MS 24-05
Sacramento CA95814

RECEIVED BY
STATE MINING & GEOLOGY BOARD
Department of Conservation

OCT 27 2003

October 20, 2003



SAN FRANCISCO BAY AREA CHAPTER
SOCIETY OF GOVERNMENT
MEETING PROFESSIONALS

Dear Mr. Jones:

On behalf of the Society of Government Meeting Professionals (SGMP) San Francisco Bay Area Chapter, please accept my sincere appreciation for allowing your employee, Kit Gonzales, to accept her appointed position as Chapter Newsletter Editor. Her participation and active involvement as a committee chair will be of tremendous value to the Chapter. Kit has tremendous energy and dedication to SGMP. She also is a fine representative of the State of California and its obvious to everyone that she loves her job at the State Mining and Geology Board.

The exchange of knowledge and expertise through sharing personal experiences and professional meeting planning tips helps the SGMP chapter membership. The *Bayview* newsletter serves as a forum for sharing and enhancing the various experiences and leadership skills of each of the members to combine a multitude of talents and resources available within SGMP. These skills translate directly to benefit you, her employer, in increased knowledge and ability to perform on the job.

The duties of a committee chair include attending an educational luncheon program and board meeting one day per month, performing the assigned duties or tasks of her position, attending the national SGMP education conference in the spring, and attending the annual chapter retreat. Our monthly meetings are normally held the third Thursday of the month. We would welcome your attendance at any of our meetings. I am attaching a schedule of our meetings for the rest of the year for your information.

Thank you for your continuing support of Ms. Gonzales and the SGMP organization. SGMP is the only national organization that is dedicated to improving the knowledge and expertise of individuals in the planning and execution of government meetings.

Please don't hesitate to contact me at (650) 329-4403 if I can be of any assistance to you in the future or if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Robin Wilson". The signature is written in a cursive style.

Robin Wilson, CMP
President

Enclosure

SAMPLE #2 (LETTER OF ACKNOWLEDGEMENT)
SUPPLIER

Society of Government Meeting Professionals
San Francisco Bay Area Chapter
PO Box 2704
San Francisco, CA 94126

Ms. Kim Wijmer
Hyatt Regency San Francisco Airport
1333 Bayshore Highway
Burlingame CA 94010



SAN FRANCISCO BAY AREA CHAPTER
SOCIETY OF GOVERNMENT
MEETING PROFESSIONALS

COURTESY COPY

July 2, 2003

Dear Ms. Wijmer:

On behalf of the Society of Government Meeting Professionals (SGMP) San Francisco Bay Area Chapter, please accept my sincere appreciation for allowing your employee, Leah Velasco, to accept her elected positions on the Chapter Board. Her participation and active involvement as a Board member will be of tremendous value to the Chapter.

You are invited to attend the Chapter Installation of Officers and Board on Thursday, July 17, 10:30 am - 2:30 pm. We will hold the ceremony on the Bay as we have traditionally done for the past thirteen years. Please register on-line at www.sgmpsf.org.

The exchange of knowledge and expertise through their personal experiences not only helps their fellow board members but also helps the SGMP chapter membership. The Board serves as a forum for sharing and enhancing the various experiences and leadership skills of each of the members to combine a multitude of talents and resources available within SGMP. These skills translate directly to benefit you, her employer, in increased knowledge and ability to perform on the job.

The duties of a member of the Board include attending an educational luncheon program and board meeting one day per month, performing the assigned duties or tasks of her position, attending the national SGMP education conference in the spring, and attending the annual chapter retreat. Our monthly meetings are normally held the third Thursday of the month. We would welcome your attendance at any of our meetings. I am attaching a schedule of our meetings for the rest of the year for your information.

Thank you for your continuing support of Ms. Velasco and the SGMP organization. SGMP is the only national organization that is dedicated to improving the knowledge and expertise of individuals in the planning and execution of government meetings.

Please don't hesitate to contact me at (650) 329-4403 if I can be of any assistance to you in the future or if you have any questions.

Sincerely,

Robin Wilson, CMP
President

Enclosure

SAMPLE #3, (Value Points)

SAMPLE

Dear Sacramento Chapter SGMP **Planner** Member:

You will be receiving your notice to renew your membership in SGMP very shortly. We hope you will take a moment and reflect on the many things SGMP and the Sacramento Chapter has provided you for your \$25.00 Membership fee over the last year.

- 10 Educational Programs designed to increase your knowledge of Government meetings
- 2 opportunities to gather socially and raise funds for local charities and our scholarship fund
- Annual joint meeting with the San Francisco Chapter
- Complimentary admission to our annual education conference and tradeshow
- www.sgmpsac.org updated on a regular basis and features "Breaking News"
- Bi-monthly electronic newsletter
- Attend Sacramento chapter meetings at no additional charge
- Monthly networking opportunities with suppliers and planners representing all areas in California
- Opportunity to volunteer and develop valuable business skills that benefit your "day" job
- Opportunity to do a site inspection at monthly meeting venues
- California Chapters' Resource Guide
- National *Advantage* Magazine
- National Membership Directory
- National electronic newsletter
- Members Only section of National website www.sgmp.org featuring: an on-line directory; Meeting Planners' Toolkit; Chapter Resources; Speakers Bureau; and information on Certification programs

Your membership dues of \$25 equal \$2.08 per month. Even in tight budget times, this is money well invested in your department and *yourself*. Please send your renewal payment along with your planner profile directly to the National Organization as indicated on your form. Thank you in advance for your continued support of the Sacramento Chapter of SGMP.

Dear Sacramento Chapter SGMP **Supplier** Member:

You will be receiving your notice to renew your membership in SGMP very shortly. We hope you will take a moment and reflect on the many things SGMP and the Sacramento Chapter has provided you for your \$300 membership fee over the last year.

- 10 Educational Programs designed to increase your knowledge of Government meetings
- 2 opportunities to gather socially and raise funds for local charities and our scholarship fund
- Annual joint meeting with the San Francisco Chapter
- Opportunity to showcase your property at our annual education conference and tradeshow
- www.sgmpsac.org updated on a regular basis and features "Breaking News"
- Bi-monthly electronic newsletter
- Supplier members attend Sacramento chapter meetings at no additional charge
- Monthly networking opportunities with planners representing many government agencies
- Opportunity to volunteer and develop valuable business skills that benefit your "day" job
- California Chapters' Resource Guide
- National *Advantage* Magazine
- National Membership Directory
- National electronic newsletter
- Members Only section of National website www.sgmp.org featuring: an on-line directory; Meeting Planners' Toolkit; Chapter Resources; Speakers Bureau; and information on Certification programs

Your membership dues of \$300 equal \$25 per month. If your membership lapses, you will be required to bring in 2 new planners to re-join. Even in tight budget times, this is money well invested in your property and yourself. Please send your renewal payment directly to the National Organization as indicated on your form. Thank you in advance for your continued support of the Sacramento Chapter of SGMP.

Example #4: SAMPLE SURVEY USED AT 90-DAY RENEWAL DEADLINE

Are you no longer responsible for planning meetings/events?

Has your unit's budget been reduced and your membership renewal denied?

Please tell me the reason you can not/did not/will not renew.

If you wish to remain in SGMP, what can we do to help you get that decision turned around? Can we contact your supervisor to explain the benefits of SGMP?

What do you hope to get out of chapter meetings?

If your chapter falls short, can you provide ideas for improvement?

If you could change one thing about your chapter, what would it be?

SAMPLE #5 ("HOW ARE WE DOING" SURVEY)

How Are We Doing?

Dear _____:

Because you are a valued new member of the Society of Government Meeting Professionals, the national Membership Retention Task Force is interested in finding out how the Organization is doing. We hope you have already discovered the value of SGMP's unique forum and outstanding educational opportunities for our members. We appreciate you taking a few minutes to answer the following questions so we can make sure we are meeting your needs. Remember, there are no wrong answers, and your comments will help us build a bigger and better SGMP!

Please return this survey to: _____ at the _____ chapter.

- In the last six months, how many chapter meetings have you attended?

 1-3 meetings, 4-6 meetings

- If less than three, are there any specific reasons you cannot attend more?
(i.e., regional travel restrictions to meeting location, time of meeting conflicts with work schedule, etc.)
- Were you, as a new member, acknowledged at any of these recent meetings? And if so, did that acknowledgement make you feel welcome?
- How did your chapter help you to become familiar with other members or chapter proceedings?**
- Are the names of your chapter's current board members and its standard meeting schedule easily available to you for quick reference?
- Does the Chapter's newsletter provide you with additional information that you find helpful?
- Are you familiar with the national web site and its Members Only section?
- Does SGMP currently meet your expectations by offering educational programs that are pertinent to your job?
- What are some topics that would be of interest to you?
- Can you provide ideas for improvement?