



## Annual Charity Event Planned

By Jill Allen, Charity Committee Chairperson

It is once again time for SGMP's annual Charity Event. This year we have decided to do a raffle and donate the funds raised, to the American Cancer Society – Relay for Life. This year we are putting a little bit of a different spin on the baskets. We would like to showcase each city with as many baskets as they choose to donate. We hope that this will increase raffle ticket sales by giving participants more chances to win. The drawing will be held on Thursday, April 13, 2006 at our SGMP Luncheon.

Raffle tickets will be handed out at the March meeting and then mailed to those who were unable to attend the meeting (if you need more raffle tickets contact Jill Allen or Holly Otto). Basket descriptions will be handed out with the raffle tickets and also by email. Ticket prices are \$2.00 for 1 ticket or \$5.00 for 3 tickets. The buyer must select one site per raffle ticket and do not need to be present to win. Members must sell \$25.00 worth of tickets for their name to be entered into drawing. For every \$25.00 worth of tickets sold, your name would be entered that many times.

Raffle stubs and money must be mailed to SGMP, PO Box 105255, Jefferson City, MO 65110-5255, Attention: Charity Event, no later than Monday, April 3, 2006. **PLEASE DO NOT SEND CASH. CHECK OR MONEY ORDER ONLY!**

For additional tickets or information, please contact Jill Allen at 314-802-3441 or by email at jaallen@hyatt.com; or Holly Otto at 573-526-1191 or by email at holly.m.otto@dss.mo.gov.

Let's all work to make this a successful charity event. Get out there and **SELL! SELL! SELL!**

## Let the Games Begin!

By Tammy Bagley, Chair SGMP Trade Show Committee Chair  
& Beth Mead, MTC Trade Show Representative

On Tuesday July 18<sup>th</sup>, the Capitol Plaza Hotel Ballroom will be transformed into a huge sports arena as suppliers from the entire state of Missouri launch "The Wide World of Sports" Joint Meeting Planners Trade Show.

In years past, the morning portion of this event has featured a Speakers' Showcase offering meeting planners a brief glimpse of potential speakers' talents. Based on SGMP members' recommendations, the Trade Show Committee has decided to offer an educational component in place of the Speakers' Showcase.

The Trade Show Committee is pleased to present Jeff Sacks, CMP, of Conferon Global Services. Jeff is Vice-President for the Midwest Region and his office is located in St. Louis. Jeff will be presenting the workshop entitled "Let's Negotiate!!" and has provided the following brief description of the two-hour session:

Is it a Buyer's Market? Seller's Market? What does it all mean?!? The Meetings Industry is ever changing. Hotel contracts containing stringent liability and performance clauses will be critical to your success (or failure), as attendance at your meetings fluctuates and economic conditions in the hotel industry are approaching the levels from the early parts of the decade. In this interactive session, we will discuss common liability issues that both planners and suppliers are facing, and review tools and strategies that each side can implement.

Specific topics of conversation will include:

- Analysis of both poorly written and well written contract clauses.
- Room block management. In today's market place, it is imperative that you are managing your room block correctly.
- Technology tools that are available to help you positively impact your events.

You definitely won't want to miss this workshop! Look for registration and sponsorship information in early spring. Please feel free to contact any committee member if you have any questions or suggestions.

### Inside this issue:

Committee Reports	2
Supplier Showcase	3
Monthly Meetings	4
Member Profiles	5
Personal Development	6
Professional Development	7
Supplier Survey	8
From the President	9
Announcements	10

### Upcoming Meetings

**March 9, 2006**

**Program:** Annual Bosses Day Lunch  
**Location:** Meadow Lake Country Club

**April, 2006**

**Program:** Annual Charity Event  
**Location:** Courtyard by Marriott, Columbia

**May 11, 2006**

**Program:** Suppliers Appreciation Event  
**Location:** TBD

## Membership Report

*By Roger Schlatter, Membership Chair*

Membership for the Missouri State Capital Chapter is at 144 members. The chapter presently has 74 Government Meeting Planners, 2 Contract Planners, and 68 Suppliers. The chapter continuously needs more Government Planners. We have a lot of suppliers that are wanting to join the Missouri Capital Chapter; suppliers cannot join without the planner matches.

### WELCOME TO OUR NEW MEMBERS:

- Pat Amick, Pat Amick & Associates - Contract Planner located in Jefferson City
- Patricia Barnett, St. Louis Convention and Visitors Commission, St. Louis
- Joanna Doyel, Lenoir Woods Community Center, Columbia
- Denise Kinard, Ramada Convention Center, Jefferson City
- Jodi Krantz, MO Department of Economic Development/ Business & Community Services, Jefferson City
- Sharon Topliff, MO Department of Agriculture, Jefferson City
- Annette Wallace, MO Department of Economic Development/ Business & Comm. Services, Jefferson City
- Maryann Williamson, University Center for Innovation and Entrepreneurship (UCIE), University of Missouri-Columbia

### CHANGES IN OUR MEMBERSHIP:

- Rees Hinton replaces Matthew Korsos at the Renaissance Grand Hotel & Renaissance St. Louis Suites Hotel, St. Louis
- Leo Buse replaces Jeanie Schmidt at the Holiday Inn Sports Complex in Kansas City
- Samrith Hong replaces Janice Pavlich with Elliott Lodging, Lamplighter Inn North Convention Center, Springfield
- Barbara Koenig replaces Ellen Barnes at the Doubletree Westport Hotel (formerly the Holiday Inn Westport), St. Louis
- Shana Lindsey replaces Connie Bodi at the Hilton St. Louis at the Ballpark (formerly St. Louis Pavilion Hotel), St. Louis
- Debbie Loftus replaces Jennifer Commuso at the Doubletree Club Hotel St. Louis Airport
- Tony Margherio replaces Christy Watts at The Roberts Mayfair Hotel, St. Louis
- Bert Russel replaces Wanda Cox, C.H.A., at the Ramada Inn in Joplin
- Stacy Swalley has taken over one of the memberships at the Radisson Hotel & Suites, Downtown St. Louis
- Faley Harris replaces Paula Barry at the Marriott Courtyard - Adams Pointe Conference Center, Blue Springs

### MARCH/APRIL MEMBERSHIP RENEWALS:

Shelly Adams, Julie Barchenski, Capital Plaza Hotel, Clare Brown, Sue Bushor, Stuart Cunningham, Andra Diehls, Nicole Dyel, Cindy Eddleman, Jo Ann Epps, Rita French, Dale Gerstner, Tina Grothoff, Cameo Harrington, Holiday Inn North in Springfield, Mary Henley, Cathy Jackson, Randy Kelley, Brenda LaBella, Linda Lefebvre CMP, Shana Lindsey, Sonia McNeely CMP, Lydia Mendoza, Embassy Suites St. Louis Downtown, Richard Nixon, Stacy Swalley, Beth Thurman, and Becky Verslues.

### ARE YOU CHECKING OUT YOUR NAME ON THE MEMBERSHIP REPORT?

When you receive an updated Membership Report, are you looking at your name and making sure everything is correct regarding your membership? If there is an error on your information, please contact the Membership Chair at [rschlatter@charter.net](mailto:rschlatter@charter.net) for information on correcting your information on the report. On the Membership Report, the dates on the far right side of the report is the month and year your membership expires.

**REMEMBER - ALL PLANNER APPLICATIONS, NEW AND RENEWALS, MUST BE ACCOMPANIED WITH THE PLANNER PROFILE. NEW MEMBERSHIPS OR RENEWALS WILL NOT BE PROCESSED WITHOUT THE PROFILE.**

## Communications Report

*By Cameo Harrington, Newsletter Editor, Planner/Supplier Director*

Don't forget to support your MOCAP Chapter by advertising on the website and/or in the newsletter. There are still spots available on each! This is an excellent opportunity to promote your business to the entire chapter—for a very minimal price!!! PLUS, the money raised from these advertisements go towards our educational programs!

For more information on advertising in the Gazette, please contact me at 800.657.2534, for website advertising contact Connie Lockwood at 573.751.2631. An advertising form is located at the end of this newsletter.

## Treasurer's Report

*By Debbie Alderson, Treasurer*

On December 20, 2005, the Chapter had a balance of \$13,138.84. We have had receipts of \$7,956.00 and disbursements of \$5,237.95 showing a balance on February 22, 2006, of \$15,856.89. I would like to report that the Super Saver was utilized by 8 persons.

# COMMITTEE REPORTS

## Nominations & Elections Report

By Maggie Burch, Chairman and Debbie Alderson, Board Liaison

It's hard to believe that it has been two years since the last election, but as required by our by-laws, elections for the MOCAP Chapter will be taking place before June 1, 2006. The chapter elections committee is calling for nominations to run for the chapter board for a two-year term commencing July 1, 2006 and ending June 30, 2008. The form will be distributed via email by the first week of March.

Candidates in the chapter shall be open to all persons engaged in the planning, management and support of meetings conducted by federal, state, and local government agencies and entities. Members in good standing shall be defined as having paid their dues on a current basis and should meet the requirements of one of the following membership categories and been a member for at least six months, prior to nomination.

1. Government Planner: Employed by Federal, state and local government meeting planners. Includes military and quasi-government associations and organizations.
2. Contract Planner: Individuals, organizations or companies operating under contract to government agencies, and are receiving said payments directly from government agencies, to assist in the planning or implementation of meetings, conferences or conventions are contract planners by this definition.
3. Associate Supplier: Individuals, organizations or companies that are compensated through retainer or commission from suppliers (i.e., hotels, conference centers, cities, etc.) will be considered associate suppliers. This means that individuals, organizations or companies whose income in the planning or placement of government meetings, conferences or conventions is derived from suppliers are also considered suppliers.
4. Supplier: Organizations providing facilities and services to government planners and contract planners. Supplier organizations may include hotels, transportation, audio-visual, travel services, convention and exhibit services, trade publications, tour operators, caterers and convention bureaus.

*continued on page 10*

## Supplier Showcase



**St. Joseph Convention & Visitors Bureau**  
109 S. 4<sup>th</sup> Street, St. Joseph, MO 64501  
816-233-6688 OR 800-785-0360 Fax: 816-233-9120  
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The St. Joseph Convention & Visitors Bureau provides a wide range of services to the meeting planner. We are dedicated to the success of your meeting or conference by providing the best that St. Joseph has to offer. St. Joseph is centrally located in the continental U.S. and only 35 miles from Kansas City International Airport. By car, travel interstate highways to St. Joseph from any major city in the country.

A variety of meeting facilities are available in St. Joseph including: Conference hotels - Holiday Inn and Ramada Inn; a unique outdoor-themed meeting facility at the Stoney Creek Inn; an arena facility; and summertime availability at Missouri Western State University. These facilities can accommodate meetings of all sizes, from 10-3,000 people.



# CHAPTER MEETINGS

## **No Monthly Meeting Fees for Planners!**

*By Maurine Hill, MOCAP President*

At the request of the National Board, and by approval of the Chapter Board, the Chapter has discontinued monthly meeting fees for planners, for regular educational meetings. This step has been taken to keep planner members, who are having to pay their own expenses and hopefully, bring in new planner members. We have already seen former planner members return! **As the Chapter is making financial commitments on behalf of planners, they will still be required to RSVP to Shannon Gill, shannon.gill@marriott.com. Additionally, planners will still be responsible for late RSVP/cancellation and no show fees.** If you have any questions or concerns, feel free to contact any of the Board members.

## **6 Points of Communication January Meeting Program**

*By Nancy Friedman, The Telephone Doctor*

Nancy Friedman, The Telephone Doctor, recently presented a program at the January SGMP meeting. Her topic: Sales and Customer Service was received extremely well by a packed house of about 65, at BONES. I wanted to thank all those who attended...and give a reminder, which I forgot to do, that Telephone Doctor products are available, of course, on line.

You can equip your staff with the skills they need to best serve your customers, both internal and external. The website, [www.servicesskills.com](http://www.servicesskills.com), offers 24/7 access to the content in the Telephone Doctor® Complete Video Training Library. Team members with broadband access to the Internet and multimedia PCs can now view high quality video chapters, measure retention with online quizzes, view post-quiz feedback, print key point reminder and earn certificates of completion - directly from their desktop.

Contact AMY LOVETT at Telephone Doctor, 314-291-1012, or log on to [www.telephonedoctor.com](http://www.telephonedoctor.com)

*Nancy Friedman,  
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Cell: 314.276.1012  
[www.telephonedoctor.com](http://www.telephonedoctor.com)*



## **Power of Positive Thinking February Meeting Program**

*By Maurine Hill, MOCAP President*

Dwight Heseman, retired Lieutenant and Assistant Director for the Missouri State Highway Patrol's Division of Drug and Crime Control, gave a very motivational presentation on the power of positive thinking. Have you ever been around someone you enjoyed being around, and wonder why? Do you find yourself not wanting to be around someone who is negative? ...or even find that your own attitude sinks when you are around them? Using experiences from his own life, although the names have been changed to protect the persons involved, Dwight spoke about how our attitudes, both positive and negative, impact those around us. His presentation was a reminder that we have the means to control our environment around us...even making a positive difference for others...by just being positive!



Thank you to the Capital Plaza Hotel - Jefferson City for being our host for the meeting. The meal and dessert were delicious! We also want to thank Hotel DeVille and Fairfield Inn Marriott - Jefferson City for the valentine-themed door prizes.

# MEMBER PROFILES

## Supplier Profile - Leo Buse



**Title:** Sales Manager

**Current Employment:** Holiday Inn Sports Complex, Kansas City, MO

**How long have you been in the industry?** 8 years

**How long have you been in SGMP?** Brand New!

**How has your membership helped you?** It has given me the opportunity to answer these profile questions. And, of course, it's helped me to meet some very nice people!

**Worst meeting/event mishap:** Once had a cycling group check in during a rain storm. One guest tried to dry his shirt by hanging it from the fire sprinkler in his room. This is a bad idea. Our hotel became as wet inside as it was outside.

**Most notable meeting/event moment:** I worked for a hotel that housed the U.S. Ski Team every November, while they trained in Beaver Creek, CO. It was neat to realize they were all just "ski bums" like us...just much, MUCH better at it!

**Hometown:** Olathe, KS now. Originally from Cincinnati, OH.

**Where do you see yourself in 10 years:** Still happy and healthy, I hope. And, we'll probably have kids by then, which may or may not be good for my health.

**Interesting fact you would like people to know about you:** I am not above a shameless plug...come stay with us!

## Planner Profile - Stacy Wright

**Title:** Assistant Deputy Director

**Current Employment:** Department of Social Services—Family Support Division and Children's Division

**How long have you been in the industry?** 1 1/2 years

**Years in SGMP:** Since July 2005

**How has your membership helped you?** Networking with facilities allows me to learn more about the meeting opportunities that are available to the Family Support Division and Children's Division staff.

**Worst meeting/event mishap:** Last minute meeting requests that require a bid.

**Most notable meeting/event moment:** Extra accommodations for our special needs clients were made by a hotel in St. Louis. This was very much appreciated by the Division.

**Hometown:** Martinsburg, Missouri.

**Where do you see yourself in 10 years?** Still working for the State of Missouri.

**One thing you would like people to know about you:** I am very policy-driven when it comes to business issues. Otherwise, I have the most adorable two-year-old son that rules our household.



## Driving Accountability – Yours!

By Jay Gubrud

Have you ever been driving down the highway and someone in the left hand lane moves over three lanes at the last minute? They get in everybody's way trying to move over, when they should have planned much further ahead and moved over *before* the exit.

Or maybe you have seen those folks who are in a left turn lane and decide they don't want to turn left. So they put on their right blinker to signal to get back out into moving traffic. The problem, is that moving traffic is going 50 mph! Yet they manage to shove their car into traffic, usually causing a major disturbance.



The other day I saw someone in a *right* turn lane signaling *left* to get back in the lane that goes forward. However, they were not able to move out of the right turn lane so others could proceed, which caused a major back up in traffic.

So what do all these scenarios have in common? In my opinion, they involve people who are not accountable for their decisions and actions. By not being accountable, they are forcing others to pay for their poor decisions or change of mind. I believe the drivers in the situations mentioned should follow through with their decisions and pay for their mistakes. The person in the far left lane should take the next exit instead of trying to make the one they want at the last minute. The persons in those turn lanes should make the turn and find a way to get back to where they want to go.

These decisions and actions also happen in our professional lives. Our coworkers, team members or leadership decide to make a move that involves many other people and then change their mind. When they do so, they negatively affect every person involved. If you make a bad decision at work, don't try to back track or cover something up if it is going to cause significant difficulty or inconvenience to others. Follow through on your original choice and be willing to pay the price. An important key in life is to learn from your mistakes! Realize that while we all have our individual jobs, responsibilities and initiatives, we are all connected and affected by each other.

We know in our gut when we are trying to make up for a bad decision or choice. The idea is to stop ourselves from trying to cover up the mistake or not taking accountability for it. Acknowledge your error in judgment to those affected, by saying you are sorry. Apologies can go a long way in making things better and getting forgiveness. The other idea is to keep track of your errors. We all make errors, but if you find that you are constantly making errors or repeating the same error, you need to seriously address it.

Too often in our world it is easier to focus on holding other people accountable when the real rewards occur when we hold ourselves accountable!

### About the Author:

For over eight years, Jay Gubrud has helped corporations, associations, their boards and members eliminate roadblocks to their success. His theme is very unique and one everybody can relate to – **Cars and Driving!** Jay's articles on performance improvement have been in numerous publications nationwide. You can reach Jay at [www.jaygubrud.com](http://www.jaygubrud.com) and 651-635-9939.

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## Certified Government Meeting Planner (CGMP)

By Tina Grothoff

It's hard to believe that the Certified Government Meeting Planner (CGMP) is over a year in the making. With many planners running to make the grade, there is very little known about the CGMP course other than the benefits that it can provide, not only to the planner, but to the employer that takes the time and the money to invest in the growing future of their company or organization's professional meeting planner.

### We have all heard how the CGMP can benefit any organization by:

- Demonstrating the commitment and ability to perform duties of a meeting planner.
- Enhancing the image of the excellence in coordinating and planning government meetings.
- Building self-esteem that measures the equality of education, experience and ethics required of a meeting planner.
- Establishing a professional credential that serves as an endorsement of the planner's knowledge and experience.
- Preparing the planner for greater on the job responsibilities, indicating their willingness to invest in your professional development.
- Providing for greater earnings potential, monetary incentives, and recognition.
- Improving skills and knowledge by confirming proficiency and knowledge of the planner.
- Offering greater professional recognition from peers and superiors.

But, have you heard what the course involves? Well, I was lucky enough to have some help from a very dear man, Charles Sadler, SGMP Deputy Director, whose passion for the CGMP runs endlessly. There are many points that he and the CGMP members want to convey to anyone that is thinking of taking the course. Certification programs are a win-win situation, the certifiers benefit, and so do the customers, clients and/or employers who rely on the knowledge and skill of a government meeting planner.

### The course lasts for four consecutive days.

- 1st day will cover the Overview/Administration and Events Management Facilities & Services Part I
- 2nd day will cover the Event Management Facilities & Services Part II
- 3rd day will cover the Financial and Risk Management
- 4th day will be for the Exam

Course cost is \$650.00. Currently, the CGMP course is offered to meeting planners only. Not to worry suppliers, CGMP will be offered to you within the next year. A planner must attend all three sessions and the testing. If for any reason you should fail the test, you will be allowed to retake it at the next session for a fee of \$100.00.

### The course cost of \$650.00 will cover the cost of:

- Three days of classroom studies
- Training (maximum of 25 to 30 per class)
- Materials and the exam

Some of reference materials that may be required are the Convention Industry Council Manual (CIC) and the CGMP Manual. The exam consists of approximately 100 questions (a mix of multiple choices and true/false questions) and lasts two hours. You will need to receive a score of 80% to pass the course. Now are you asking yourself, "Where can I take this course?" The CGMP is coming to a town near you:

Denver, CO  
May 21st – 23rd 2006  
Exam: May 24th 2006

Washington, DC  
July, 2006  
Dates: TBD

Chicago IL  
September, 2006  
Dates: TBD

Dallas, TX  
November, 2006  
Dates: TBD



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## Supplier Survey—We Hear You!

By Brett J. Sterenson, NATCAP SLR Representative

In 1999, the Supplier Leadership Roundtable (SLR) was established to ensure that supplier needs were being met nationally by the organization. Thrice a year, supplier representatives from SGMP Boards around the country, have an opportunity to convene with the intention of discussing supplier issues in the association. These SLR meetings take place in September, January and May, as part of the annual conference.

The SLR's objectives for the year are as challenging as they are clear. In order to properly address the suppliers' main concerns, the SLR has been divided into three task forces: (1) The CHSP task force; (2) the Marketing Plan task force; and (3) *the Supplier Survey task force.*

### THE SUPPLIER SURVEY TASK FORCE

Several months ago, supplier members were provided an electronic survey in an attempt to identify overall supplier satisfaction, while ascertaining areas of concern for supplier members as a whole. In general, the survey showed overall happiness with the direction of SGMP and the programs currently established. The survey also conveyed opportunities in two main arenas: maximizing the Return On Investment (ROI) and the Tradeshow portion of the Annual National Conference.

#### Return on Investment

The ROI element shall be addressed by the aforementioned task force, with a focus on the marketing. It can be said that completing and executing a marketing plan for suppliers is intrinsic to the whole credo of the Society of Government Meeting Professionals. How is SGMP's value created for, and equally important, how is it demonstrated to the suppliers in the organization? The Society leans heavily upon their supplier members, as more than simply representing half of the membership; suppliers contribute the majority portion of membership dues, marketing dollars, and annual conference fees to the organization.

The task force was challenged with coming up with new and novel ideas on how to properly market SGMP supplier members to its planner members. How can we better ensure planner members are using their supplier members, when business opportunities arise? And, how can we track it so that we can show the value to current and prospective supplier members?

The SLR, with the help of the Chapter President's Roundtable (CPR), is working on the development of a beta tracking system for several chapters to use in the coming year, to better illustrate where we can grow and show value to our suppliers. A number of other ideas were also exchanged, many of which centered on the enhancement of the existing national website.

#### The National Conference Tradeshow

The challenge of executing a successful "supplier" tradeshow is not specific to the SGMP National Conference. While many comments reflected positive results, there was consistency in urging changes be made to promote planner attendance. Because of the magnitude of the challenge associated with the tradeshow, the CPR and SLR created a separate task force, charged only with making improvements to the tradeshow itself. Like many Association tradeshows, the most common concern is low planner attendance. Initial suggestions included changing the day of the tradeshow, the hours, creating incentives for planner participation, moving lunch onto the tradeshow floor, even abandoning the tradeshow altogether. All ideas are carefully considered. There is an additional challenge in that many proposed changes cannot take effect until 2008, as the tradeshow is already contracted for 2006 and 2007. However, our National Board is committed to the supplier members of SGMP and has taken the results of the survey seriously. We are working to address what you said is important.

With every suggestion, however, there is often a very poignant counter argument. Thus changes which may seem obvious are not always in the best interest of the organization. For example, while a number of suppliers think moving the tradeshow to Thursday would increase attendance, it would likely also result in suppliers leaving the conference one day early. As a result, the room night count would diminish, and SGMP would no longer be able to garner the kind of sponsorships it needs in host cities.

*Continued on page 10*

## Chapter Calendar 2006 Programs & Locations

### January 19, 2006

Bones, Jefferson City  
*6 Touch Points of Communication*  
Nancy Friedman, Telephone Doctor

### February 10, 2006

Capital Plaza, Jefferson City  
*The Power of Positive Thinking*  
Dwight Hessman, MO State Highway Patrol

### March 9, 2006

Meadow Lake Country Club, New Bloomfield  
*Annual Bosses Day Luncheon*

### April 13, 2006

Courtyard by Marriott, Columbia  
*Annual Charity Event*

### May 11, 2006

Memorial Park Pavillion, Jefferson City  
*Suppliers Appreciation Event*

### June 8, 2006

Lodge of the Four Seasons, Lake Ozark  
*Annual Awards Banquet &  
Installation of Officers*

### July 18, 2006

Capitol Plaza, Jefferson City  
*Joint Meeting Planners Tradeshow*

### August 10, 2006

Ramada Inn, Jefferson City  
*Back to School: More about CMP,  
CGMP and CHSP Certifications*

### September 14, 2006

Summit Lake Winery, Holts Summit  
*Community Involvement, Ramona Huckstep,  
MO Dept. of Natural Resources*

### October 12, 2006

Best Western Columbia Inn, Columbia  
*Secrets on Handling Stress, Jan Cloninger,  
The More Productive Workspace*

### November 9, 2006

Fraternal Order of the Eagles, Jefferson City  
*Program TBD*

### December TBD

*Annual Holiday Extravaganza  
& Silent Auction*

## From the President

By Maurine Hill, MOCAP President



Here we are, a new year already underway. Along with it, come new goals and new challenges, with emphasis on the Chapter and what it can offer. The Board has been working hard to address the needs of the Chapter, through enhanced monthly education and trying to bring in more meeting planners from other areas. This past year saw the loss of numerous planner members, not just by MOCAP, but all across the nation. This loss was largely due to planners having to pay for their membership and monthly meeting fees, without reimbursement from their agencies. To address part of this issue, the National President, Donna Carey, issued a challenge to all the chapters to eliminate monthly meeting fees for planners. I have to admit that my first reaction...as with most presidents whose chapter's planner membership consist of state and local planners...is that this can't be done, due to the significant impact it would have on the chapter budget. After reviewing all the pros and cons, talking to both planners and suppliers, reviewing the budget and upon Board approval, MOCAP has met this challenge. Some of the benefits are an increase in planners, which will in turn, allow for more supplier members, an increase in our revenue shares from National and a stronger Chapter! We are already seeing a positive affect of these changes. The only thing we ask, since the Chapter is making a financial commitment for you, the planner, is that you still RSVP and/or cancel in a timely manner. All late RSVP/ cancellation and no show fees will still apply, as before.

Return on investment is important to agencies on both the planner and supplier side. The Chapter Presidents Roundtable is working on a means for being able to capture the financial benefits of membership, for both planners and suppliers. Three chapters are currently testing a impact survey created by Ross Alvina of the Atlanta Chapter, which has so far shown savings in the millions!

I hadn't intended to write a book, but I did want to encourage anyone interested in being on the Board, to submit your nomination. Being on the Board requires effort, but is well worth it. A lot has been accomplished over the past two years, but there are still a lot of challenges ahead. Here is your opportunity to contribute to the Chapter...to make a difference.

*Don't forget to order your shirt for Nationals!  
Deadline for ordering is March 24, 2006. Order  
form is included with this Newsletter.*

# ANNOUNCEMENTS

continued from page 8

There is a very delicate balance to almost every decision. What might seem easy to change at first, many times has obstacles that are not always obvious.

The important message to convey is this – supplier concerns are being heard! In fact they are of chief concern to the governing body. This message, that your concerns are being addressed, is one of the most important messages that we, as SLR representatives, can take back to our chapters. The Supplier Survey was taken with a purpose. The SLR, the CPR, and the joint meeting with the board, is an excellent way to present the results of the survey and discuss the concerns in an open forum.

As issue memos are written and decisions are made, your chapter SLR representatives will keep you apprised of all the pertinent changes. As one final note, the organization as a whole is very grateful for the many of you who participated in the survey. There may be additional surveys in the future and we ask that you encourage your colleagues to join you in making supplier's voices heard.

## Attention Suppliers!!!

When planning your 2006 budget—don't forget to include the SGMP Holiday Extravaganza! RFP's for this year will be out in August, so start planning now on what you would like to sponsor!

The Holiday Extravaganza will be held on the first or second Friday or Saturday of December.

*More details will be available this summer.*

continued from page 3

The chapter Officers or Directors to be elected shall meet the qualifications for the office as herein established to the following positions:

President - Government Meeting Planner or Contract Meeting Planner  
First Vice President - Government Meeting Planner or Contract Meeting Planner  
Second Vice President - Supplier/Contract Meeting Planner  
Secretary - Supplier or Contract Meeting Planner\*  
Treasurer - Government or Contract Meeting Planner\*  
Director - Government Meeting Planner  
Director - Supplier  
Director - Government Meeting Planner, Contract Meeting Planner or Supplier  
\*Reversed from standard upon approval by National.

Please check with anyone that you nominate, to ensure that they meet the requirements for the position to which they are nominated and that they want to hold the position, if elected.

*Ballots will be mailed to each member during April. Candidates elected will be announced at the May meeting with installation of new officers at the June meeting. If you have any questions, please feel free to contact either Maggie Burch (Maggie.Burch@courts.mo.gov) or Debbie Alderson (Debbie.Alderson@courts.mo.gov).*

## 2005—2006 MOCAP Board of Directors

### President

Maurine Hill  
Department of Social Services  
Jefferson City, MO  
573.522.2633

### First Vice President

Holly Otto  
Department of Social Services  
Jefferson City, MO  
573.751.5980

### Second Vice President

Michele Burrows  
Hotel DeVille  
Jefferson City, MO  
573.636.5231

### Secretary

Shannon Gill  
St. Louis Airport Marriott &  
Renaissance Airport Hotels  
St. Louis, MO  
314.253.5299

### Treasurer

Debbie Alderson  
Supreme Court of Missouri  
Jefferson City, MO  
573.751.7308

### Planner Director

Cathy Jackson  
Dept. of Economic Development  
Jefferson City, MO  
573.526.5814

### Supplier Director

Carrie Spicer  
Courtyard by Marriott  
Columbia, MO  
573.443.8000

### Planner/Supplier Director

Cameo R. Harrington  
Joplin Convention & Visitors Bureau  
Joplin, MO  
417.625.4790

**MOCAP Gazette Editor: Cameo R. Harrington, Director of Sales - Joplin CVB, [charring@joplinmo.org](mailto:charring@joplinmo.org)**

# Newsletter Advertisement Submission Form

On a first-come, first serve basis, MOCAP will offer newsletter advertising to its members. Currently, there are only ten spaces available, approximately four inches wide by three inches tall, at a price of \$200 for one year (six consecutive newsletters).

Once notified that the Supplier has been accepted for advertising, payments (made to SGMP MOCAP), will be due within 30 days of acceptance. Invoices and receipts will be provided upon request. Individuals expressing an interest in advertising, but not returning their ad layout and payment to us by the within 30 days, will forfeit their opportunity and the ad will go to the first person on a waiting list. Individuals on the waiting list will have first opportunity to purchase ad space at the end of the year, when current ads expire.

## ***Please complete the following:***

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**Company Name:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## ***Advertising Specifications:***

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<b>Advertisement Size</b>	<b>4 inches x 3 inches</b>
<b>Acceptable Formats</b>	<b>PC EPS, Microsoft Publisher, Adobe Illustrator Full Color or Black &amp; White</b>
<b>Price</b>	<b>\$200 for a full year (6 consecutive newsletters)</b>

***All advertisements will remain the same for a full year. Adjustments may be made due to staffing, organization changes, etc. at the discretion of the Newsletter Editor.***

***No ad will be placed in the newsletter without having first been paid in full.***

If you have any questions or to submit ads, please contact:

Cameo R. Harrington  
Joplin Convention & Visitors Bureau  
602 S. Main, Joplin, MO 64801  
800.657.2534 or 417.625.4790  
charring@joplinmo.org

## ***Payment:***

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Check payable to SGMP MOCAP enclosed in the amount of \$200

Please bill my MasterCard or Visa in the full amount of \$200

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_