



# Capital Event

March 2013  
Volume 10 Issue 3

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## President's Message

*Amy Brown, CGMP*



### President's Message

I hope many of you will be able to attend the National Conference this year, right here in Florida. Go to <http://www.sgmp.org/nec2013/index.cfm> for information regarding the conference and hotel. Also, view the information regarding the National Charity on page two. If you have questions, please contact one of your board members.

Remember SGMP is here to serve you, so "Connect to Government meetings - Plug into SGMP"!

Please do not hesitate to e-mail me [Amy.Brown@freshfromflorida.com](mailto:Amy.Brown@freshfromflorida.com) or call me (850) 617-7510 with any of your suggestions, questions or concerns.

Kimball Mathews, Lee County Visitor & Convention Bureau  
THE BEACHES OF FORT MYERS & SANIBEL  
Along with her co-sponsors, Christine Brosh, Crowne Plaza  
Chip Minick, Sanabel Harbour Marriott

Thank you for your support and commitment to the chapter. We had a great turnout and what a meal including a very interesting salad and dressing, wonderful bread and continuing with a mushroom rice risotto and shaved zucchini, and ending with a delightful key lime treat.

We appreciate your time and efforts to be a part of our chapter. Thank you again for your sponsorship.

CGMP Course Opportunity  
August 22-24, 2013  
Cost is \$595.00

The CGMP Course is being offered at the Hilton Downtown Nashville prior to the beginning of our Regional Conference. If you would like to be on the participants list for this class, please contact the coordinator, Patty Barron, [patricia.barron1@us.army.mil](mailto:patricia.barron1@us.army.mil). Patty is with the Rocket City-Alabama Chapter of SGMP.



Pictured left to right;  
Kimball Mathews, Chris Schuh, Chip  
Minick and Christine Brosh (right)

**SGMP Board**

Amy Brown  
President

Ellen Sliger, CGMP  
Immediate Past  
President

Chris Schuh  
First VP

Janet Roach, CGMP  
Second VP

Buenita Lee  
Secretary

Karen Lambert  
Treasurer

Directors:  
Retha Nero, CGMP  
John Read  
Lydia Southwell

**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.

**Membership Report**

February Report  
57.1% Planners  
42.9% Suppliers  
Planners – 56  
Suppliers – 42

**Looking Ahead**

April 16, 2013  
Member Meeting

SREC  
August 25-28, 2013  
Nashville, TN

National Conference  
2013 Orlando, FL  
2014 Portland, OR  
2015 Minneapolis, MN



Jennifer Anderson (left)  
Thometta Cozart Brooks (right)



Two new members visiting  
our March Meeting  
Pat Swartz (left), Stacy  
Feldhusen (right)

**Adding Health-Related Opportunities to Successfully Promote Your Event**

Presented by Thometta Cozart Brooks, MS, CGMP, tcbrooks consulting @ [tcbrooksconsulting@yahoo.com](mailto:tcbrooksconsulting@yahoo.com)  
Center for Equal Health, University of South Florida

Attendees learned several health-related opportunities that may be added to conferences or meetings, such as aerobics, a health fair or a health panel discussion. Health is a state of complete physical, mental and social well-being. We also learned the various methods of promoting health-related opportunities that may be added to our conferences or meetings. Thometta took us through the following steps; Types of Health Event Add-Ons, Benefits of Worksite Wellness and Revenue and Sponsorship, Promoting Your Event, a Recommended Planning Guide, and the Recognition to acknowledge contributors of the event.

In regards to your agency, you need to consider Ethics, Lobbying Restrictions, Gifts and Incentives Policies, and Insurance and Liability.

**MANAGE YOUR TIME AND CONQUER EMAIL OVERLOAD WITH OUTLOOK**

Peggy Duncan, Founder  
The Digital Breakthrough Institute

With so many things going on in your fast-paced, hectic environment, you need a way to keep track of it all. Microsoft Outlook will help. It's like the cockpit of an airplane, and from it, you can do almost anything you need to do. In this session, at the 2012 CGMP Congress, November 14-16, Washington, D.C., Ms. Duncan shared strategies for getting organized and managing your time wisely. Her presentation focused on the following:

- Reduce email overload by addressing personal pet peeves.
- Turbo-charge Outlook with powerful, little-known tips and tricks.
- Develop a routine for keeping the Inbox clear and email under control.
- Track appointments, contacts, and due dates, and tie them all together.
- Build and maintain a database and improve business communications.

Her presentation concluded with if we utilized the strategies, we would revolutionize how we managed email, important projects, business and personal contacts, appointments and everyday tasks.

**National Charity – The Mustard Seed**

The mission of The Mustard Seed Furniture and Clothing Bank is to help rebuild lives of families and individuals who have suffered a disaster or personal tragedy. The Mustard Seed team helps families in need to gain a sense of ownership and confidence. They support and help families feel safe and comfortable in their homes and the children perform better in school. The folks they serve say "that because of the Mustard Seed's service, they feel better about their living environment and the environment they are providing their children.

Your gift will provide clothing for children, a bed to a child that would otherwise be sleeping on a bare floor, and tables and chairs to share family meals together. The Chapter GOAL is \$500.00. Thank you for your support.

**Welcome to our New Members!**

Jackie Blue, Ramada Plaza Beach Resort, Ft. Walton Beach  
Lisa Smith, Cambridge Systematics, Tallahassee

We are still looking for sponsors in 2013 for our monthly meetings. If you have an interest in sponsoring one of our meetings, please contact our sponsorship chair, Arlene Roberts at [arlene.roberts@fldoe.org](mailto:arlene.roberts@fldoe.org)

**Committee Chairs**

Community Service, Gloria Marion-Smith; Honors & Awards, Jennifer Coto; Membership, Lydia Southwell; National Conference, Amy Brown; Programs, Jennifer Anderson; Publications, Arlene Roberts; Special Events, Faith Clarke; Sponsorship, Arlene Roberts; Marketing, Gabrielle Gabrielli, PhD