



# Capital Event

September 2012  
Volume 9 Issue 9

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## President's Message

*Amy Brown, CGMP*



Amy Brown, President (left)  
Janet Roach, Second Vice President (right)  
**Hard at work during registration**

### President's Message

The chapter raised \$473.00 for the Regional Charity. A huge box of items from their wish list was also donated. Mary McAleer of the Ronald MacDonald House of Mobile picked the check and items up. Mary spoke at the conference and thanked everyone for their generosity.

I also want to thank everyone for participating in this worthy cause.

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.

Thanks again for your valuable support and encouragement.

**Please mark your calendar and make note that the October meeting is a luncheon.**

### Regional Conference Highlights



**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**

August Report  
57.9% Planners  
42.1% Suppliers  
Planners – 62  
Suppliers – 45

**Looking Ahead**

**October 16**  
**Mission San Luis**  
**LUNCHEON**

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

**Regional Conference Highlights, Cont'****TIME MANAGEMENT: Time is a Circus...Here one Day; Gone the Next**

Presenter: Sherry Hilley, SherRo Enterprise - Submitted by Retha Nero, CGMP

This session had a special interest to me and other attendees because of our busy schedules and our inability to say "No" for fear of being perceived as not being a team player. The presenter shared myths about time, time wasters, making the best use of time and getting the most of the first two and the last two hours of the day.

**Myths About Time:**

- Time can be managed
- Longer you work, more is accomplished
- Do it yourself
- Not suppose to enjoy work
- Do one thing at a time
- Handle paper only once
- The more you do, the happier you are

**Time Wasters:**

- Attempting to do too much
- Knowing when to say "NO"
- Attempting to accomplish task(s) with inadequate information
- Management by Crisis/fire fighting
- Interruptions

**Making the Best Use of Time:**

- Decide you don't have to please everyone
- Let go – don't be a perfectionist
- Resist temptation to do small, insignificant tasks too well
- Outsource what you can

**Get the Most of the First Two Hours of the Day:**

- Look at calendar for the day
- Review your "To Do" list
- Pull your "tickle" file for the day and start with the most important task for the day.
- Do one of the unpleasant tasks

**The Last Two Hours of the Day:**

- Check tickler file for the next day
- Delete unnecessary emails
- Clear clutter
- File the day's completed tasks

Ms. Hilley has 35 years of Government service with the Department of Defense. She has worked for the Air Force and Army throughout her career as an Administrative/Staff Support Specialist. The last fifteen years of her career were devoted to event planning as an Events Coordinator. She is now retired and is presently the CEO of SherRo Enterprise. The session was extremely informative and very interactive. At the end of the session, the buzz was "when I return to my work place", I will do a better job of prioritizing and organizing my work and "Ole man procrastination" will be buried forever.

**Fast and Effective ways to rapidly reduce Stress, Submitted by Arlene Roberts**

By using one or more of your senses, such as **sight**, **sound**, **taste**, **smell**, **touch**, or **movement**, you can help stamp out stress that bogs you down during the day. Try some of these and feel the weight lift of your shoulders. It's amazing!  
**Sight** – look through cherished photos, buy a plant or flowers for your living and working space, surround yourself in colors  
**Sound** – listen to your favorite uplifting music and continue to hum the tune throughout the day, listen to wind chimes  
**Taste** – INDULGE in something you love, maybe dark chocolate, fruit, or sip on your favorite cup of coffee or tea  
**Smell** – walk outside and smell the roses, light a scented candle while relaxing in a quiet place  
**Touch** – in the cold, wrap yourself in a warm cozy blanket, cuddle up with your cat or dog, soak in a hot bubble bath  
**Movement** – put on some music and dance, stretch your body, go for a walk, roll around on the floor with your children

Remember to breathe deep and take time each day to relax and do nothing, massage your hands, wiggle your toes, turn away from your computer and stretch, watch your children and revisit the senses you once had as a child.  
Grownups can be young at heart too!

**Welcome to our New Member – September 2012**

Ihsan "Esa" Frazier, Supplier, Friends of Mission San Luis, Tallahassee  
Kimberly Lee, Supplier, Kessler Collection, Orlando  
Brian Lim, Government Meeting Planner, United States Air Force, Hurlburt Field  
Rebecca Moore, Contract Meeting Planner, Crawfordville  
Brittney Rucker, Government Meeting Planner, Department of Education, Tallahassee

**Committee Chairs**

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



### Regional Conference Highlights, Cont'

A collage of pictures from the conference for your enjoyment

