June Meeting Review

Planner and Supplier of the Year Announced

by Robin Pollock, California State University, Sacramento and Robyn Cornell, Doubletree Hotel

It was an evening of celebration, recognitions a time to say goodbye, and a time to welcome in the new. Our June meeting had it all. It started off with a reception which gave us a chance to network, share memories from the National Conference and enjoy the view of the Sacramento River. The highlight of the evening was the announcement of the Planner and Supplier of the Year and the swearing-in of the 2006-2007 Board.

Congratulations to Lu-Lu Ramos, this year’s Planner of the Year

Lu-Lu has been an active member of the Sacramento Chapter since December 2000. In April of this year, she received a promotion to Associate Government Program Analyst and also serves as an Equal Employment Opportunity Counselor at the Department of Conservation, Public Affairs Office. Lu-Lu serves as Contract Manager for the $5-million contract for Public Outreach and Promotion of recycling issues, is the department personnel liaison, and arranges individual travel, group travel, and meeting/event site locations for her office. Recent projects include the Earth Day Festival, Project Manager for the Recycle Starter Kits Distribution, and America Recycles Day ’05 at the State Capitol. She also serves on various interview panels and committees.

This year’s “SUPPLIER OF THE YEAR” award goes to Margaret Walker

Margaret is Director of Marketing for Konocti Harbor Resort and Spa and has been in the hospitality industry for six years. Besides her involvement in SGMP (she has been a member since 1999) she is active in such industry associations as MPI, CALSAE, PCMA, and RCMA. When you talk to other society members, “they describe Margaret as "responsible," "always a professional," and "trustworthy."

As a valued SGMP member, she has worked tirelessly behind the scenes to make things happen. We can always count on her for raffle prizes or to jump in where help is needed, such as graciously hosting the summer Board retreat last year. While working hard on...
President’s XPRESSIONS

by Carla Slink, CGMP, Department of Transportation

The June Awards and Recognition meeting was held at the Delta King Hotel and I want to say a special thank you to Jeanne Coyne and her awesome staff for their attention to detail. We also delivered the Chapter’s accomplishments through using our strategic plan. Thank you Lu-Lu Ramos for pulling together our timelines and keeping track of our stats. Thank you to Lu-Lu and Emily Schroeder for the wonderful Goals and Objectives PowerPoint presentation. Completed goals and objectives were not the only thing that was celebrated. Congratulations again to the following very deserving award winners:

Planner of the Year: Lu-Lu Ramos, Department of Conservation
Supplier of the Year: Margaret Walker, Konocti Harbor Resort and Spa
President’s Award: James Lynton, Clarion Hotel Mansion Inn and Holiday Inn Express
Pony-Up Award: Susan Sater, Department of Transportation
Partnership Award: Tarsadia Hotels

There was a special “Thank You” Award given to the Clarion Hotel Mansion Inn for hosting our Board meetings for the entire year. Thanks again for your continued support of SGMP.

Before I go much further, I want to also thank the 05-06 Board of Directors. You worked tirelessly and did an outstanding job for the Sacramento Chapter. Thank you for your dedication.

After a very busy 05/06 year in the world of SGMP, I thought I would have some ramp up time in July, but that is not the case. Our elected Second Vice President, Lisa Bell submitted her letter of resignation to the Board on June 10 and we have since filled the vacant Board position.

There is still a lot to do before the August Membership Retreat at the Hampton Inn and Suites in North Natomas. The Board of Directors has decided to take your ideas with us to our Board Retreat at the end of August and use them to set the Chapter’s goals and objectives as well as our strategic plan. Last year we completed all but a couple of our goals thanks to all of you, and this year we hope to do the same if not better.

In the next 12 months, I want to focus on better communication and our website. I have a team that will be working on a better way to send out information as well as posting as much information as possible on the web. We are continually working on our website and want your help to update our photo album. Anyone with good photos of recent SGMP events, i.e. Installation Meeting and National Education Conference, Fundraisers, etc., please forward to me for review and posting. If possible, please label your photos with the event and names of the people in the photo.

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2006 landmarks the first year the CGMP accreditation program has been offered at the SGMP National Education Conference. Sacramento Chapter President Carla Slink was among the 23 conference participants to successfully earn the designation of CGMP at the conference.

As a first year pilot program for the National SGMP organization, the PonyXpress newsletter committee was anxious to get Carla's overview and perspective of this accreditation program. In an interview with Carla, she provided the following comments:

• The training consists of general meeting planning and federal verbiage covering travel regulations, rules, and increased/decreased TDY per diem as defined by the General Services Administration.
• The instructor, Garland Preddy, CGMP, brings experience, knowledge, and understanding of government meeting planning and federal regulations and restrictions, providing an outstanding deliverance of all materials covered in the training manual. Admittedly, the training manual is still a work-in-progress and Garland encourages class participants to question the material in the manual to enhance standardization. Carla was very pleased by the support of Carl Thompson, Melody Kebe, and Isabelle Howes who have been the driving force behind this accreditation program.
• The methodology for success is to stay fresh, awake, and alert since each day's training is followed by a minimum of two hours of study time in order to be completely prepared for the examination. Participants are encouraged to identify areas of weakness, take notes, and identify key phrases in each tabbed area of the manual.
• Finally, bring your study skills with you each day since this is a very challenging three days of extensive training followed by an examination on the fourth day.

At the conclusion of the interview, Carla wished to thank Carl Thompson for his vision in bringing government to the top of the certification ladder and allowing government planners to be recognized as leaders in the field of government meetings.

Lu-Lu continued from cover

Lu-Lu’s SGMP activities include acting as Secretary to the Board, recently graduating from the Looking for Leaders Class, serving as Board Liaison for the Newsletter Committee, Co-Board Liaison for the Membership Committee, working on the Education Conference Tradeshow, Vice Chair of the Newsletter, as well as working on the hospitality and registration committees. She has received numerous SGMP awards including the Johanna Meyer Scholarship, Looking for Leaders Scholarship, and was a scholarship recipient for San Francisco’s Education Conference. (She has been a very busy lady.)

In Lu-Lu’s spare time (what little there is), she serves as the Travel Coordinator for Sacramento Spitfire’s Soccer Team as well as being the hotel site selection assistant for Sacramento United Soccer.

Lu-Lu has done much for our Chapter and her department. Kudos to her and congratulations on being named SGMP’s 2006 Planner of the Year.

Margaret continued from cover

the Education Conference, Margaret was also able to secure the sponsorship for our conference tote bags.

Part of the award for Supplier of the Year is not only what you do for our Chapter, but what you are willing to give back to your community. Margaret is the co-founder and a Board member of the Lake County Wine Alliance, raising monies for music programs for the five Lake County High Schools. She also serves as a Board member for the Sea Breeze Foundation (Konocti’s non-profit foundation) and Congressman Mike Thompson’s Toy Drive. She is past vice president of Lake County EDC and past Board member of the Yuba College and Soroptimist Club. For the past three years, she has served as co-leader for her daughter’s Brownie Troop.

As you can see, this year’s choice for Supplier of the Year exemplifies what the award is all about.
SUPPLIER 101
by Lisa Bell, Wyndham Hotels

Times are changing in the hotel industry. The economy is getting better, hotel occupancies are returning to pre-9/11 numbers, and hotels are being more selective on which type of business they are willing to take.

Now don’t get me wrong—hotels still want your business. In SGMP Sacramento there are currently 137 supplier members sent to the meetings each month in order to get to know you, build some rapport, and hopefully, eventually book your meetings.

However, as times change, we must change with them. That means that it is imperative that we educate you and your departments on what they need to do to get their meetings booked. The days of booking a meeting into a hotel because you like the hotel and they have space are over. Definitely relationships help, but on both sides it is hard to book with a hotel just because you like the sales manager or they are loyal to you. Your meeting has to fit and be profitable for the hotel.

Today’s hotels use many hundreds of sophisticated and detailed reports. They rely on every statistic you can think of. Hotels compare themselves to their competitors on a daily if not hourly basis.

Now more than ever, hotels have made it clear that they are in the business to make money. If your meeting is not profitable for them, at the very least, you will not get your preferred dates and meeting space. Instead you might have to pay hefty room rental and could lose any of the complimentary concessions that you have been used to and have enjoyed for the last several years.

One of the best ways to work with the changing environment is to understand your meeting. Know the goals you want to accomplish and have realistic expectations.

When sending a lead or RFP (Request for Proposal) to a hotel, the more information you can provide regarding the meeting, the better. This will help the hotel to make an informed decision on whether to take your meeting. This can be the most proactive part you can do. Great preparation of an RFP saves time for you and your sales manager. It will become one stop shopping and you will see more proposals coming back for approval and you will have greater success booking your meetings.

Everything counts: tell all that you know about the meeting, but here are some questions that hotel management asks their sales managers to ask prior to presenting your meeting in their daily review. Hotels look at your meeting as one total dollar value; so the more information you provide the hotel, the better your meeting’s value. This is exactly what you want the hotel to know.

If you need per diem room rates, but you have planned meal functions and the budget is more than what is currently reimbursed, then let your sales manager know. This is a great time to show your incremental revenues. For example, if you don’t have a breakfast planned and you know your group typically uses their per diem to eat breakfast, ask for a discount to draw your attendees in. Make sure you are keeping track of the money spent each day. You will be able to use this as a bargaining chip the next time you plan the meeting.

Here are some of the questions you should answer when sending an RFP:

• What is the purpose of the meeting and what do you need to accomplish?
• Are your dates or pattern of the week flexible?
• Can they meet on, near or right before or after a holiday?
• What is the customer’s budgeted rate/revenue?
• What is the group’s rate/revenue history?
• What are the planned F&B functions and what is your budget?
• What are the intangible items that will make up your decision?

The bottom line…give every little piece of information that you know about your meeting to the sales manager and you will have more success booking your meetings.
TECH TIPS for the Non-Savvy!

by Brad Charlesworth, CHA, CHSP, Heritage Hotel Group

I click my heels three times and say, I have a form letter, I have a form letter, I have a form letter. I open my eyes, and all I see is a blank page, which matches the look on my face.

Over the past few issues of Tech Tips, we have been looking at how to set up Microsoft Outlook, and how to get the most out of this program. Well, one of the most powerful tools is to create a Word template to send out personalized form letters. If this was the 1980s and we were dealing with Word Perfect 5.1, I could do this, but with Microsoft Word, we will learn together.

The first step is not to be afraid. My biggest fear is that I am going to mess this up. I have come to the conclusion, that if I can do this, then anyone can do this.

Of course, when you try and learn any program, you must understand the terminology. Here is a list of the terms that Microsoft likes to use for merging documents.

**Mail Merge:** A process that merges data into documents to create envelopes, labels, form letters, e-mail messages, faxes, individually numbered coupons, directories and more.

**Main Document:** The document you start with in a mail merge. You add content and fields to this document. When you merge data from a data file with this document, each record from the data file becomes a unique merged document.

**Data File:** A file containing information organized into labeled columns and rows.

**Data File Field:** A placeholder added to a main document that is replaced by information from data file records when you merge. You can also use Word Fields to insert information that comes from your computer’s operating system or that results from an action or calculation.

**Merged Document:** One unique document (letter, e-mail message, envelope, label, or a fax that results from merging information from a data file into a main document.

**Comprehensive Document:** A document you can choose to create when merging information onto envelopes, labels, or form letters that contain the entire set of merged documents, with one document per page or section.

Now that we understand some of the terms that are used for a mail merge, we will be able to attempt doing a mail merge in the next issue of the PonyXpress.

I am very proud to say that we had 44 new members this year. I understand what it feels like to be a new member in a large organization and I sincerely encourage the long time members to mentor and encourage the new members to participate on a committee and get involved with community outreach or hospitality. What a great way to find out just how wonderful this Chapter and organization is. I guarantee you will grow not only personally, but also professionally. Welcome to all the new members and welcome back to our existing members.

You all did a fabulous job last year, let’s keep up the pace! Enjoy your summer. See you at the August Membership Retreat!

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“Character is the foundation upon which one must build to win respect. Just as no worthy building can be erected on a weak foundation, so no lasting reputation worthy of respect can be built on a weak character.”

—R.C. Samsel
Partnerships, Contracts, and the Typical Presence of One-Sided and Unreasonable Clauses

by Richard L. Heitke, CMP, California Redevelopment Association

Partnership is held up by Dictionary.com as a “relationship between individuals or groups that is characterized by mutual cooperation and responsibility, as for the achievement of a specified goal.” Conducting successful meetings requires partnership between meeting professionals, both planners and suppliers. The parties to a contract define mutual cooperation and responsibility in the contract they establish.

The typical beginning of a partnership occurs when a planner expresses interest in using a supplier’s property and the supplier responds with a proposal briefly outlining important facts about the property and stating a few figures, such as which dates are available, how much guest rooms will cost, whether there will be meeting room rental, food and beverage minimums, etc. Seeing what he/she likes, the planner decides to move forward and requests that a contract be drawn up. The supplier prepares a contract by inserting specifications about the meeting, and then transmits it to the planner.

Unfortunately, the rule, or norm, is for the “contract offer” to show up bearing certain egregiously one-sided clauses to which no savvy planner should commit. I estimate that at least 3/4 of the original contracts arriving at my desk bear clauses that are somewhere between unacceptable as is and potentially harmful to our organization. Sometimes in the cynical conspiracy-theorizing recesses of my mind, I wonder whether suppliers send forth such contracts because I have a relatively weak negotiating position, or, are they assuming that planners reviewing contracts are not likely to catch such problems, so they may as well try to get them by unnoticed.

Fortunately, after much time consuming effort and volleying the contract into each other’s courts, planners and suppliers are almost always able to come to an agreement with which both are happy. I agree that cancellations clauses should enumerate damages a group would owe on a defined schedule. But…the property, too, should be subject to cancellation guidance in the contract, such as the following, “The hotel shall not cancel the meeting solely for the purpose of booking another group.”

The most commonly unbalanced clauses are “cancellation” and “indemnification”. I shudder to think that a planner would sign a contract wherein he/she agreed to protect, indemnify, and hold harmless the property, but the property doesn’t want to do the same for the group.

Similarly, cancellation clauses almost always arrive describing damages the property will suffer if the group cancels their event, and enumerating how much the group will owe. I agree that cancellations clauses should enumerate damages a group would owe on a defined schedule. But…the property, too, should be subject to cancellation guidance in the contract, such as the following, “The hotel shall not cancel the meeting solely for the purpose of booking another group.”

With regard to the difference between penalties versus damages in cancellation scenarios, I suggest that all properties adhere to the judicially tested industry standard amounts owed by cancelling groups for items such as sleeping rooms and food and beverage. Damages are the amounts reasonably owed by a group to a property when the group cancels. Damages become penalties, however, when a property will make more money if the event is cancelled than if it was actually held. Penalties are punitive in nature and will not stand up in court. To qualify as damages, the money owed by a group upon cancellation must fall within the range of the industry standard profit. All too often in the original contract, properties demand the group remit 100 percent of lost revenues for rooming and food and beverage when they cancel. This constitutes a penalty, and not a reasonable damages. For rooming, the industry standard range of profit margin on guest rooms is 75-85 percent. Profits on food and beverage are between 25-30 percent, and on alcoholic beverages, 80-85 percent. If a group cancels their event, the hotel won’t be providing the goods and services, and therefore, should not be entitled to revenues to offset expenses they did not experience. To lost profit, however, planners should gladly agree.
AUGUST/SEPTEMBER 2006 | PERSONAL DEVELOPMENT

CHSP REVIEW

Common Acronyms in the Hotel Industry

by Brad Charlesworth, CHA, CHSP, Heritage Hotel Group

Acronyms, those of us in the hospitality field love them. We can have a complete conversation, and it may as well be a foreign language.

Hotel people enjoy having a conversation regarding ADR, REVPAR, CPOR, RVGU, the STAR Report, Fair Market Share, and the Market Share Index. The rest of you may be asking, "Huh?" Listed below is the definition of these terms, and what the hotelier is actually saying.

ADR – Average Daily Rate. This is a calculation that hoteliers use to determine how much they are selling hotel rooms for. The formula is Total Room Revenue divided by total number of rooms sold.

Until the 1990s this was how the hotel determined how well they were doing in generating revenue.

REVPAR – Revenue Per Available Room. This is also a formula—Total Room Revenue divided by total rooms available for sale. This formula became popular in the mid-1990s, and is now used to gauge how well the hotel is doing to generate revenue. In every budget that hotels produce, they will be asked to increase their REVPAR.

CPOR – Cost Per Occupied Room. Another formula used to help establish room rates, and to see at what rate they are breaking even. The formula is – total number of rooms sold divided by total expenses.

REVGU – This is a new term, and it means, Revenue Per Guest. The formula is total hotel revenue divided by the number of guests in the hotel.

STAR Report – This is a report produced by Smith Travel Research that indicates how one hotel is doing compared to another. It looks at three categories—ADR, Occupancy, and REVPAR. This report indicates if the hotel is getting its fair share of the business, and its fair share of rate.

Fair Market Share – This report is based on the STAR Report. It takes the total number of rooms available for sale in the market place and indicates the amount of rooms that you should sell based on your size. For example, if there are three hotels in an area and they each have 30 rooms, then they should each receive one third of all rooms sold.

Market Share – This is based off the STAR Report. It is a calculation used to see how you are doing against your competition. The formula is based on the Fair Market Share. So, based on the previous example, if 60 rooms are sold in the area, each hotel should have sold 20 rooms. If one sold 25 rooms, and another only sold 15, then one hotel received more than its Market Share, while the other hotel would not have received its market share.

Hopefully, these few key acronyms will help you to understand the world of hoteliers the next time you hear them talking shop.

RECIPE BOX

A recipe from Melinda Lang

Gazpacho

6 large ripe tomatoes
2 red sweet peppers
2 medium-size yellow onions
2 large shallots
2 large cucumbers
1/2 cup red wine vinegar
1/2 cup olive oil
1 1/2 cups canned tomato juice
3 eggs, lightly beaten
pinch of cayenne pepper
salt and pepper to taste
1/2 cup chopped, fresh dill

Directions

Wash and prepare vegetables. Core and coarsely chop tomatoes; save the juice. Core, seed and coarsely chop peppers. Peel and coarsely chop cucumbers. In a bowl, whisk together vinegar, olive oil, reserved tomato juice, canned tomato juice and eggs. In a blender or food processor, puree the vegetables in small batches, adding tomato juice mixture as necessary to keep blades from clogging. Do not puree completely, the gazpacho should retain some of its crunch. Stir in cayenne, salt and pepper to taste, and dill. Cover and chill for at least 4 hours. Serve in soup bowl or mug.
Flor McCafferty, CMP is a conference management specialist with the Rural Community Assistance Corporation (RCAC) and has been working there for the past 13 years. She started as a secretary for the RCAC, but was introduced to the world of meeting planning through her manager, Linda Petta, who needed assistance due to the high volume of meetings they were having. Flor started getting her feet wet by handling small one-day workshops and eventually became responsible for planning all of the RCAC Board meetings. A couple of years later, the RCAC created another conference management position which Flor applied for and the rest is history. Since then, she’s planned everything from small workshops and Board & staff meetings to retreats and large conferences, and she even attained her CMP in 2003.

Flor says that her favorite aspect of her job is the opportunity to travel to places she’s never been, and that Hawaii and Alaska are her favorite locations to hold a meeting. Wouldn’t we all love to plan a meeting in those beautiful locales?

As a member of SGMP for over ten years, Flor says she really enjoys networking and getting acquainted with a lot of nice people at the monthly meetings and educational conferences.

SGMP you get to meet suppliers who work with non-profits and government agencies who understand our needs.”

Born in San Salvador in Central America, Flor has been married for almost 14 years and has two daughters, ages ten years old and 18 months. She also has a dog named Buddy who is half Lhasa Apso and Shihtzu. In her spare time, she enjoys cooking, shopping, watching movies, and taking walks with her daughters. Her favorite foods include Chinese, Italian, and her native cuisine—Salvadorian.

She describes herself as dependable, reliable, and trustworthy. Flor isn’t sure how her friends would describe her, but adds, “Hopefully, that I am a good friend who is there to listen to them and is always available when they need me.”

Like many of us in the meeting planning business, Flor’s job requires her to juggle several tasks at once, but besides work, she actually knows how to juggle items ranging from small balls to lemons, and oranges! Now that’s truly multi-tasking.

Know someone you’d like to see featured in the next “Supplier or Planner Personality Profile?” Please email Dina Fong at dfong@cde.ca.gov.

―Things turn out best for the people who make the best of the way things turn out.‖ —John Wooden
Board Talk

Sacramento Chapter 2006/2007 Board of Directors

by Lu-Lu Ramos, Department of Conservation

Carla Slink, CGMP
Position: President
Employment: Caltrans - Conference Coordinator
This is Carla's second term as President of the Chapter. Highlights of her first term include member of the Chapter Presidents Roundtable (CPR), creation of a Chapter Strategic Plan; creation of two new awards given by the Board: the Pony-Up Award given to a planner member and the Partnership Award given to a supplier member; and maintaining a strong financial growth for the Chapter.
Carla has been actively involved in all aspects of the organization. For the past five years, she has worked on the Silent Auction, Education Conference, written articles for the newsletter, and has led the Communications Committee.

Emily M. Schroeder
Position: First Vice President
Employment: California Department of Aging – Conference Planning and Contracts
This is Emily’s second term as First Vice President. This former Planner of the Year has worked on several of the Chapter’s committees.
She was part of the foundation for our award winning newsletter, she helped select the charity for the 2005 National Conference, has been involved with the Silent Auction, and has played a huge role in the Chapter’s Education Conference.
Emily’s strong sense of pride and enthusiasm will help to guide this year’s Board.

Teri Onorato
Position: Second Vice President
Employment: The Los Angeles Athletic Club - Director of Sales
Teri was originally elected as one of the Supplier Directors, but is now Second Vice President due to the resignation of Lisa Bell.
Terry served on the 2003 – 2004 Board and has been involved with the Education Conference, Registration Committee, and was the former Second Vice President for the Los Angeles Chapter.
Her focus for this year will be a return on investment for all members.

Lu-Lu Ramos
Position: Secretary
Employment: Department of Conservation, Public Affairs
Budgets and Contract Analyst
This year’s Planner of the Year is in her second term as Secretary for the Chapter and brings a sense of pride and commitment to SGMP.

Donna D. Dotti
Position: Treasurer
Employment: Hampton Inn and Suites Sacramento Airport Natomas – Director of Sales
After stepping in as treasurer last year, Donna has learned that the position requires time and discipline, both of which she has committed to the Chapter this year and will continue to in her second term as Treasurer.
She has been involved with the Education Committee, the Silent Auction, the Charity Committee and is a former 4-H Club treasurer.
In her spare time Donna enjoys spending time with her two dogs.

Karl Baur, CMP
Position: Planner Director
Employment: RDL Enterprises – Project Director
This is Karl’s first time on the Board. He has been a contract planner for 12 1/2 years, and has been involved with the Sacramento Chapter almost as long.
Karl has taught courses on ethics, computer software, and on the audio-visual components of the CMP exam.
He brings a fresh look and enthusiasm to this year’s Board.

Crystal Spencer
Position: Planner Director
Employment: California Department of Justice, Attorney General’s Office
Conference Services Manager
For the past ten years, Crystal has been a member of the Sacramento Chapter of SGMP, has been an advocate of the Education Conference, and is involved in several monthly programs including: “Judge Judy,” “What Are Your Ethics,” and “Planners Are From Venus, Suppliers Are From Mars.”
Crystal brings a wealth of experience to this year’s Board, and is eager to pass on her knowledge to other members.

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Community Mailbox
by Janice Hayden, California State University, Sacramento

**Committee Mailbox**

**Community Service:** Join us as we stay in the spirit of giving and helping others in the community all year long. If you are interested in joining this committee, please contact: **Donna Dotti** at: sacnn-sales@g-rem.com

**Education Conference:** If the idea of creating the most poignantly Education Conference gets your attention, then join us in planning for 2006/2007. If you are interested in joining our committee, please contact **Karl Baur** at: Karl@RDLent.com or **Crystal Spencer** at: crystal.spencer@doj.ca.gov

**Hospitality:** The Hospitality Committee Wants You! Join us as we greet our meeting attendees each month and help sell raffle tickets. If you are interested in joining this committee, please contact **Donna Dotti** at: sacnn-sales@g-rem.com

**Membership:** Do you know state, city, county and independent planners who could benefit from joining the Sacramento Chapter of SGMP? Are you personable and friendly and enjoy meeting and talking to new people? If so, come to the Membership Retreat on August 3, 2006 and join the Membership Committee. This year we will focus on acquiring new members who will benefit from membership and retaining our current members. Join the Membership Committee. If you are interested, please contact **Emily Schroeder** at: eyounsc@aging.ca.gov or **Lu-Lu Ramos** @ lramos@consrv.ca.gov

**New Member Development:** If you enjoy sharing your knowledge of SGMP, then the Chapter would like you to become a mentor to others. If interested in joining this committee, please contact **Crystal Spencer** at: crystal.spencer@doj.ca.gov

**Newsletter:** If you enjoy putting thoughts and ideas to paper then come join our award winning Newsletter Committee. Please contact **Lu-Lu Ramos** at lramos@consrv.ca.gov or **Brad Charlesworth** at: becworth2003@yahoo.com for more information.

**Program:** If you have creative and educational ideas then this committee is for you. Here is your chance to make a change. Join us as we shape great, magnificent programs for 2006/2007. If you are interested in joining this committee, contact **Karl Baur** at: Karl@RDLent.com

**Registration:** For those of you who want to be in the know like Inspector Clouseau, come join the Registration Committee and get the scoop on who’s coming ahead of time! For more information, please contact **Teri Onorato** at: teri.onorato@laac.net

**Silent Auction:** Do you want to be a member of one of the most exciting committees Sacramento Chapter of SGMP has to offer? Join this committee in planning the most successful Silent Auction in the Sacramento Chapter of SGMP’s history. For more information contact **Emily Schroeder** at: eyounsc@aging.ca.gov

**Tradeshow:** The 2007 Annual Tradeshow Committee needs you to volunteer your time and energy to make this next show the best we have ever had. If you are interested in joining this committee, please contact **James Lynton** at: JamLlynton@yahoo.com or **Teri Onorato** at: teri.onorato@laac.net

**Board Talk continued from page 9**

**James Lynton**

**Position:** Supplier Director  
**Employment:** Clarion Hotel Mansion Inn – Director of Sales

James has been on the Board for the past three years – two as the 2nd Vice President, and one as the Supplier Director. In 2006 James received the President’s Award for his hard work and dedication to the Chapter. This former Supplier of the Year has been involved in the Education Conference, Tradeshow, and Charity Committee, and has chaired many of our monthly meetings.

James believes that “work can be fun and meaningful, if you bring the right attitude to the job. People make the difference, and with the right people working with you, the job is easier.”

**Janice Hayden**

**Position:** Immediate Past President  
**Employment:** California State University, Sacramento Director, University Ceremonies and Visitors Relations

Janice has been an active member of the Sacramento Chapter for the past 11 years. She was elected to the Board in 1999, and was elected President in 2003.

In 2000 Janice received the Planner of the Year Award. Her goal continues to be to encourage greater Chapter involvement of all Chapter members. She is a firm believer in the power and the benefit of continuing education, personal development of members, personal relationships, and teamwork.
AUGUST MEETING

5th Annual Membership Retreat

*by Lu-Lu Ramos, Department of Conservation*

Please join the Board of Directors for our 5th Annual Sacramento Chapter Membership Retreat on Thursday, August 3, 2006, at the Hampton Inn & Suites Sacramento Airport - Natomas, 3021 Advantage Way, Sacramento.

This is a great opportunity for you to help grow your Chapter by providing input and ideas for the upcoming year, develop quality programs and get involved in one or more of our committees.

We will start the day off with registration at 11:30 a.m., lunch at 12:00 p.m. and then we will break into committees for brainstorming.

Please note that this meeting is for Sacramento Chapter Members only.

SEPTEMBER MEETING

Public Speaking – Elevator Speeches, Don’t Take the Stairs

*by Lu-Lu Ramos, Department of Conservation*

Join us at the Clarion Mansion Inn, 700 16th Street, Sacramento on September 7, 2006, as we venture into the world of Public Speaking and Elevator Speeches.

Elevators speeches are the verbal application of your organization or company’s messages. They help your members/employees explain exactly what your organization or company does in about 30 seconds. Whether you are a meeting planner or a supplier, this topic is relevant to you.

Registration is at 4:30 p.m. with the meeting starting at 5:00 p.m.

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SACRAMENTO SGMP

VISION

The Sacramento SGMP Chapter is universally recognized within the industry as the premier resource for the government meeting profession.

MISSION

Expand the knowledge and expertise of Government Meeting Professionals through education, training, advocacy and industry relations to ensure cost-effective meetings and provide added value to each organization.

Membership Statistics

*by Janice Hayden, California State University, Sacramento*

<table>
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<td>Contract Planners</td>
<td>9</td>
</tr>
<tr>
<td>Suppliers</td>
<td>106</td>
</tr>
<tr>
<td>Assoc. Suppliers Grandfathered</td>
<td>1</td>
</tr>
<tr>
<td>Retired</td>
<td>4</td>
</tr>
<tr>
<td>Student</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Chapter Membership</strong></td>
<td><strong>221</strong></td>
</tr>
<tr>
<td>Government Planners</td>
<td>50.9%</td>
</tr>
<tr>
<td>Suppliers</td>
<td>49.1%</td>
</tr>
</tbody>
</table>
The Society of Government Meeting Professionals (SGMP) enjoys interaction of government meeting planners (local, state and federal), suppliers who support government market and contract planners who work with government planners. SGMP is a national organization with Chapters throughout the United States.

The SGMP Sacramento Chapter chartered in June 1988 with 37 members. The Chapter has grown to over 200 supportive members, and is the second largest Chapter in the U.S. Our Web site is www.sgmpsac.org.

The National Web site can be viewed at www.sgmp.org.

Remember to log in on the “Members Only” section by using the first four letters of your last name and your membership number.

**BOARD OF DIRECTORS**

**President**
Carla Slink, CGMP
Tel (916) 227-9126
Carla_slink@dot.ca.gov

**Secretary**
Lu-Lu Ramos
Tel (916) 322-5125
lramos@consrv.ca.gov

**Director**
James Lynton
Tel (916) 444-8000 ext. 561
jamlynton@yahoo.com

**1st Vice President**
Emily M. Schroeder
Tel (916) 419-7534
eyoungsc@aging.ca.gov

**Treasurer**
Donna D. Dotti
Tel (916) 928-5700
sacnn-sales@g-rem.com

**Director**
Crystal Spencer
Tel (916) 323-5608
crystal.spencer@doj.ca.gov

**2nd Vice President**
Teri Onorato
Tel (213) 630-5282
teri.onorato@aac.net

**Director**
Carl Baur
Tel (916) 443-0218
Karl@RDLent.com

**Immediate Past President**
Janice Hayden
Tel (916) 278-4723
haydenj@csus.edu

**President**
Carla Slink, CGMP
Tel (916) 227-9126
Carla_slink@dot.ca.gov

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**CHAPTER EVENT CALENDAR**

**August 3, 2006**
5th Annual Membership Retreat
Hampton Inn & Suites
Sacramento Airport – Natoma
3021 Advantage Way
Sacramento, CA
Registration: 11:30 a.m.
Lunch: 12:00 p.m.
Planning Meeting: 1:00 – 5:00 p.m.
Possible Reception following Planning Meeting

**August 25-27, 2006**
Board Retreat
Historic St. George Hotel
Volcano, CA

**September 7, 2006**
Public Speaking Elevator Speeches, Don’t Take the Stairs!
Clarion Mansion Inn
700 16th Street
Sacramento, CA
Registration: 4:30 p.m.
Meeting: 5:00 – 6:30 p.m.

**October 5, 2006**
Government Travel Rules
DPA-GSA-AMX
Hawthorn Suites
321 Bercut Drive
Sacramento, CA
Registration: 4:30 p.m.
Meeting: 5:00 – 6:30 p.m.

**November 7, 2006**
Team Building “Solving the Puzzle”
Holiday Inn Rancho Cordova
11131 Folsom Blvd.
Rancho Cordova, CA
Registration: 4:30 p.m.
Meeting: 5:00 – 6:30 p.m.

**December 7, 2006**
Supplier Appreciation Event and Holiday Celebration
Location to be announced