

# MOCAP NEWS YOU CAN USE!!!!

July 2019 SGMP MOCAP NEWSLETTER



## Our Mission

The Missouri State Capital (MOCAP) Chapter of the Society of Government Meeting Professionals (SGMP) strives to enhance and promote the expertise of government meeting professionals, to improve the quality of, and promote the cost effectiveness of government meetings.

## Our Sponsors



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## Chapter committee liaisons and chairs

### **Programs Committee**

**Board Liaison –Tina Dillon**  
**Chairperson –**

### **Hospitality Committee**

**Board Liaison – Lance Utley**  
**Chairperson –**

### **Communications Committee**

**Board Liaison—Lorie Jaegers**  
**Chairperson –Jim Jirik and Maurine Hill**

### **Holiday Extravaganza Committee**

**Board Liaison—Terra Crane**  
**HE Chairperson – Lagina Fitzpatrick**  
**SA Chairperson—**

### **Nominations & Elections Committee**

**Board Liaison—Maurine Hill**

### **Scholarship Committee**

**Board Liaison—Tina Dillon**

### **Charity/ Fundraising**

**Board Liaison—Jim Jirik**  
**Chairperson—Martha Morgner**

### **Awards & Honors Committee**

**Board Liaison—Terra Crane**  
**Chairperson—Donetta Iven**

### **Membership**

**Board Liaison – Jen Jorgensen**  
**Chairperson – Ramona Huckstep**

### **MO Event Summit**

**Co-Board Liaison – Melissa Adams**  
**Co-Board Liaison – Lorie Jaegers**  
**Co-Board Liaison – Tina Dillon**

### **NEC Committee**

## PRESIDENT'S REPORT



*Summer is over and school has begun!* Summer just never seems to last as long as one would like. I don't know about you but I feel it lasted all but 6 seconds! As quick as they come around, they wind down just as fast. I hope everyone enjoyed their Summer and is looking forward to the Fall weather as much as I am. Fall is my favorite time of the year. Speaking of Fall, the Fundraising Committee has been planning the upcoming Poker Stroll on Friday, September 20<sup>th</sup>. This will be the first of its kind for the MOCAP Chapter and promises to be a fun and successful event. I hope to see everyone participate and don't forget to invite your family and friends as ALL are welcome. The more the merrier!

I encourage you to consider stepping up out of your comfort zone to join a committee or even chair one! It is a lot of fun; and adding those experiences, friendships, and memories you will keep for a lifetime is something you won't regret. It's not too late to join! Some of our recent SGMP MOCAP experiences include the MO Event Summit recently held on August 6th at the Capitol Bluffs Event Center. I look forward to this event every year; and after being on the planning committee I got to see it from a whole new perspective. I hope you were able to attend and that you enjoyed it as much as I did. The Chapter made \$2779.02 because of this event! A survey will be emailed out soon so please complete the survey. It's a great tool in helping plan the event next year. We appreciate your help and your input.

Coming up in a few weeks is the September educational meeting at the Capitol Plaza Hotel in Jefferson City. It will be held on September 12th with Kayla Wilbers, Huber & Associates, speaking about Cyber Security on your personal devices. This is sure to be an educational meeting you will not soon forget. Invite your planner and supplier friends to join us! Then in October, on the 10<sup>th</sup>, we will host Bosses Day with more awesome education by Jerry Chadwick. He will be speaking about his own personal experiences with Human Trafficking at the Capitol Plaza Hotel in Jefferson City. This will be followed by the 2019 Holiday Extravaganza on November 8th at Margaritaville, formerly TanTarA at the Lake. It will be an absolutely fantastic event and one you will not want to miss! The committee is already in full-fledged planning mode and are working on a *fantastic* and unforgettable event! Pun intended!

MOCAP is planning what I hope will be some great experiences for you all. I look forward to seeing you join our upcoming meetings and events and can't wait to see you there! Take care!

Sincerely,

*Melissa Adams, President*

## 2019 Missouri Event Summit—A Taste of Missouri

by

Lela Kosteck Bunch

The 2019 Missouri Event Summit—Taste of Missouri was held on Tuesday, August 6, 2019 at the Capitol Bluffs Event Center. The event was hosted by the Missouri Society of Association Executives, Missouri Travel Alliance, and the Society of Government Meeting Professionals. There was food, fun, more food, networking, more food, beverages, more food, resources, and still more food and lots of prizes!

The event summit began at 4:00 pm with over 30 exhibitors representing properties, lodging management, entertainment, and convention and visitors bureaus from all over the State. At registration attendees were asked to fill out an entry form to be eligible for prizes. The first drawing was held at 5:00 pm with several drawings following throughout the event. A number of door prizes were awarded by an assortment of venues.

Attendees were also provided with a conference bag sponsored by Margaritaville Lake Resort. Excellent information and lots of different food specialties filled the conference bags in no time, not to mention the camaraderie with the many vendors who were there. Attendees had the opportunity to renew old friendships and create new ones while they enjoyed a variety of yummy treats from all across the State, including cashew chicken from Leong's in Springfield, cotton candy and kettle corn from the St. Louis Zoo, barbecued ribs from St. Charles, Cherry Mash from St. Joseph, ice cream from Central Dairy in Jefferson City, and popcorn from Kansas City, just to mention a few. All in all, a great time was had by all, as well as more than a few extra calories!

# Bunco August 2019



2019 Bunco Party  
By  
Lela Kosteck Bunch

Jim Jirik, Assistant Director of Sales at the Holiday Inn Country Club Plaza in Kansas City, once again hosted a fun-filled Bunco party for the SGMP-MOCAP members and their guests on August 5 at Action Realty in Jefferson City MO. Jim started the event in 2015 so this was the 5<sup>th</sup> annual event, which has become a staple on the SGMP-MOCAP social calendar and fundraising event list. We are lucky that Jim is also the Charity/Fundraiser board liaison for our chapter.

For those of you who don't know, Bunco is a time-sensitive dice game with elements of chance, laughter, quick reflexes, and meeting new people while connecting with current friends. 31 SGMP-MOCAP members and their guests attended the event.

Jim and his team provided food and drinks for this special event, as well as prizes and silent auction items. Special breaks were incorporated into the play to allow attendees to look over the silent auction items and get in their bids. Prizes contributed for the silent auction were as follows: a spa set with yoga mat donated by Mariya Baker of the Branson Chamber/Convention and Visitors Bureau, a two-night stay donated by Lorie Jaegers of the Capitol Plaza Hotel, Columbia gift bags donated by Terra Crane of the Columbia Convention and Visitors Bureau, a beach towel and 6-pack golf cooler donated by Lagina Fitzpatrick of Lake of the Ozarks Convention and Visitors Bureau, 3 one-night stays donated by Ashley Guthier of Embassy Suites, Homewood Suites, and Residence Inn, KCI, a weekend of romance and a one-night stay donated by Jim Jirik of Holiday Inn Country Club Plaza, a one-night stay donated by Martha Morgner of Holiday Inn SW Route 66, St. Louis, t-Shirts and swag donated by Jordan Rowles of the Jefferson City Convention and Visitors Bureau, 2 rounds of golf with cart donated by Lance Utley of the Lodge at Old Kinderhook, and a one-night stay donated by David Wallace of Candlewood Suites in Columbia.

Not only was Jim coordinating a fundraiser for our chapter, but he also reminded us that he would be collecting school supplies donations at the Bunco party. After the event was over, Jim had raised \$806 to be contributed to our chapter. One of the goals of fundraising efforts goes toward chapter member scholarships for the SGMP National Education Conference, which will be held in St. Louis next year May 19-21, 2020. Over the 5-year period that Jim has been hosting the Bunco party, he has raised a total of \$3308. Way to go, Jim!

# SAFE HABITS TO PRACTICE ALL THE TIME

Here are some tips for safe habits that any employee can start practicing today:

Use strong passwords (longer is better!) and change them regularly.

Keep your sensitive login credentials private.

Be very wary of opening emails and attachments from sources that you don't recognize.

Don't install software or connect hardware to your business's network without permission.

When working from home, make sure your Internet connection is secure.

## NON-TECHNICAL PRACTICES ON THE GO

Strong security isn't just about the cyber domain of strong passwords, blocking malware, and managing permissions. You also safeguard sensitive information with **physical security and cautious behavior**. Here are some non-technical security tips:

Keep an eye on your devices and never leave them with strangers.

Look for privacy in places like airports and coffee shops. Sit where no one can see over your shoulder.

Dim the screen on your device or get a privacy filter so it's harder for strangers to see what's on your device.

Don't discuss sensitive information in public areas or where people can eavesdrop on your conversation.

Get a case to protect your devices. A sturdy case can cushion your device if dropped or protect it if something is spilled on it.

## SENSITIVE DATA ON THE MOVE

We live in a connected world where we must share sensitive, identifying information regularly in exchange for services. If you're accessing government or medical services, you'll be sharing your PII (Personally Identifying Information). If you're shopping, you're sharing your credit card number. And so on! Safely transferring and storing sensitive data affects us all.

How can you verify that you're sharing and transferring sensitive data well? Follow these three steps:

**Verify the recipient.** Don't send to the wrong person! Take a minute to double-check the recipient before you hit "Send".

**Verify the data.** You don't want to send the wrong data, even if it's to the right person. Glance over your attached document one last time (did you attach the version with the least necessary sensitive information, for example?) and reread your email.

**Verify the method.** Transfer data according to best practice or in line with your organization's policies. Are you required to encrypt emails with PII? Make sure you're doing that.

~

Rakesh Gupta

Vice President Information Technology

Atrium Hospitality

# 30 day happiness challenge



1  
clean the  
bed sheets

2  
listen to music from  
your younger years

3  
meditate

4  
treat yourself to  
some flowers

5  
compliment  
someone & yourself

6  
dance like no one  
is watching

7  
take yourself  
out for lunch

8  
do something  
creative

9  
take a relaxing hot  
bath or shower

10  
create a pinterest  
board full of things  
you love

11  
bake a cake

12  
go for a walk

13  
call a friend

14  
read a book

15  
learn  
something new

16  
try something new

17  
help someone

18  
start a journal

19  
yoga

20  
up-level  
something

21  
celebrate every  
win

22  
exercise

23  
cook from scratch

24  
make a  
fancy breakfast

25  
listen to the birds

26  
tidy a  
room in your home

27  
visit somewhere  
new

28  
watch the sunrise

29  
eat healthily

30  
have a PJ day

## MEETING PREPARATION CHECKLIST

Use this tool to prepare for your next big meeting.

### Have you:

- Identified the purpose of the meeting?
- Made sure you really need a meeting?
- Developed a preliminary agenda?
- Selected the right participants and assigned roles?
- Decided where and when to hold the meeting?
- Confirmed availability of the space?
- Sent the invitation?
- Sent the preliminary agenda to key participants and stakeholders?
- Sent pre-reading or requests which require advance preparation?
- Followed up with invitees in person, if appropriate?
- Chosen the decision-making process that will be used (majority vote, group consensus, or leader's choice)?
- Identified, arranged for, and tested any required equipment?
- Finalized the agenda and distributed it to all participants?
- Verified that all key participants will attend and know their roles?
- Prepared yourself (drafted presentations, printed handouts, etc.)?



## MOCAP Chapter Meetings & Events Schedule

<b>September 12</b>	<b>Personal Mobile Phone Protection</b> <small>Topic: Safety</small> Speaker: Kayla Wilbers, IT Consultant, Huber & Associates Host: Capitol Plaza Hotel, Lorie Jaegers Sponsor: Capitol Plaza Hotel, Lorie Jaegers
<b>October 10</b>	<b>Human Trafficking Bosses Day</b> Speaker: Jerry Chadwick Host: Capitol Plaza, Lorie Jaegers Sponsor: Springfield CVB, Lisa Perez Coat, hat and glove drive
<b>November 8</b>	<b>Holiday Extravaganza</b> Location: Margaritaville Resort, Osage Beach, MO
<b>December 12</b>	<b>Mindfulness Meditation as a Method of Relieving Stress</b> Speaker: Dr. Lynn Rossy, PH.D, Health Psychologist Host: American Legion, Sharon Bertels <small>Bake Sale</small> Sponsor: Courtyard by Marriott, Columbia, Laree Hutchinson
<b>January 9</b>	<b>Dealing with Difficult People</b> Speaker: Chad Stiefferman, Advanced Tactical, LLC Host: Capitol Plaza Hotel, Lorie Jaegers Sponsor: Springfield CVB, Lisa Perez Food drive
<b>February 13</b>	<b>Apps and Online Tools to Save You Time</b> Speaker: Sarah Luebbert Host: Canterbury Hill Winery, Holts Summit, MO Sponsor:
<b>March 12</b>	<b>Speaker: Travis Tucker, My Blue Events</b> Host: American Legion, Sharon Bertels Sponsor: Embassy Suites, St. Charles – Kathryn Swargulski
<b>April 9</b>	<b>SGMP Family Feud</b> Speaker: Lorie Jaegers and Melissa Adams Host: Capitol Plaza Hotel, Lorie Jaegers Sponsor:

## Money, Money, Money

### LET'S MAKE SOME!

SGMP Fundraising Committee, it's time to spread the word about our upcoming charity and fundraising events. So shout it high and low and help spread the word!

- **SEPTEMBER 20 -POKER STROLL JEFFERSON CITY**
- **OCTOBER 10-COAT,HAT, GLOVE DRIVE**
- **JANUARY MEETING-FOOD DRIVE**
- **JANUARY 2020-BUNCO FUNDRAISER**
- **APRIL MEETING-CHARITY BASKET FUNDRAISER**

THANKS TO EACH AND EVERY ONE OF YOU FOR ALL YOU DO FOR SGMP!

## Planner / Supplier Profile



**Name:** Cathy Susa

**Title:** Events Coordinator

**How long have you been in the industry?** 17 years in September

**How long have you been in SGMP?** 15 years

**How has your membership helped you?** It's given me the opportunity to meet a lot of the suppliers that I work with. It's nice to have a face to go along with the name or the voice you talk to when looking for information. I use the database for sending out RFPs for our meetings. It makes my job a lot easier!

**Worst meeting/event mishap:** Knock on wood, there really hasn't been one.

**Most notable meeting/event moment:** I guess it would have to be my very first conference. We were in Springfield and as I was checking in, this guy came walking into the lobby. I looked at him, then did a double take and thought "I should know that guy". Then I heard someone whisper...come on down, you're the next contestant on the Price Is Right! That's right, it was Bob Barker. I smiled and gave a little wave and nodded his head and smiled back at me. Then he was swallowed up by adoring fans looking for pictures and autographs. That's the closest I've gotten to someone "famous".

**Hometown:** Greenwood, Wisconsin

**Where do you see yourself in ten years?** Living the retired life and spending more time with my grandkids!

**Interesting fact you would like people to know about you?** I was born in Wisconsin and raised on a dairy farm. I'm the middle child of 11, with 9 brothers and 1 sister. When I came along after 5 boys, my mother said that she wasn't surprised I was a girl because the road to the hospital was so bumpy that (in her words) "it bounced the balls right off of me". My dad was so happy that he walked the local bar with a peacock feather in his hat. Another interesting fact is that my oldest brother is 11 years older than me and my youngest brother is 11 years younger than me. So, I guess I really am the middle child. Oh, and I was born on a Friday the 13th!!

## Membership Report

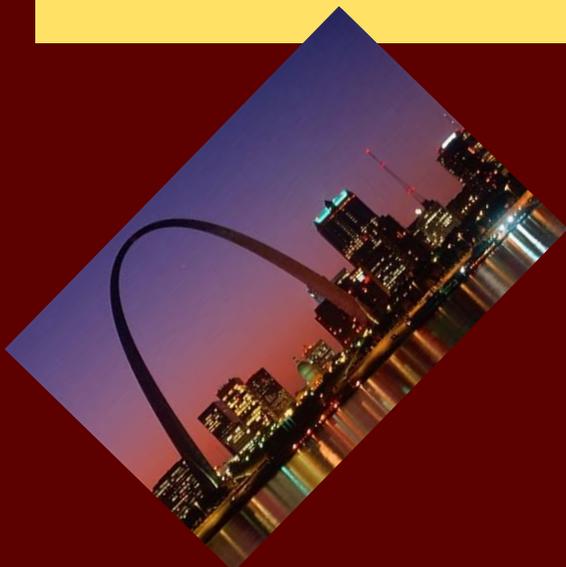
The August MMR report from SGMP shows the MOCAP chapter is holding strong with 37 planner members, 33 supplier members and 8 retired members totaling membership of 78.

### Need to update your membership information?

It's as easy as logging on to [www.sgmp.org](http://www.sgmp.org). You can update your contact information, renew your membership and even ask for an invoice to be sent for payment. You can also download the membership change form and submit directly to SMGP. There is \$25.00 fee to transfer a membership.

### **August 1, 2019 Treasurer's Report**

We are currently at a balance of \$7,832.48 plus we have a \$1002.48 CD .



2020 NEC

ST. LOUIS,  
MO

May 19—21



# CGMP

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The Certified Government Meeting Professional designation ("CGMP") is designed for planners and suppliers whose work is governed by the rules and regulations of the federal government. Individuals who have earned their CGMP have obtained the highest designation available that is specifically for government meeting professionals.

Everyone who takes the course must be an SGMP member. You must be a member in good standing for six months to participate in a CGMP class and exam, but this requirement can be waived for new members with more than one year of experience in the hospitality industry. The \$595 registration fee includes the three-day training sessions, the CGMP manual and the exam that is administered on the morning of the fourth day. In order to sit for the exam, you must attend all three days of the course.

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**To register for any upcoming CGMP course,** you must first log in to your SGMP account (in the left margin of this screen). Once logged in, please continue to "Your Account", and then click on "Events and Registrations". Links to upcoming courses will be listed on that page.

In order to register, you must be a current member. Sign in using the Member Login section at left, then open the course in the Upcoming Events area. Look for the link to register. Please check back for more information as it becomes available. All courses have limited registration space available. Payment is required in advance of the course. **In the event of a cancellation, collected fees will be applied to a future course registration.**

All registrants will be notified within 30 days of the course of the location of the course and exam. Questions about the CGMP course? Contact us at [education@sgmp.org](mailto:education@sgmp.org).

## Upcoming Classes:

**September 9-12, 2019**  
**Capitol Park Event Center**  
**702 River Road**  
**Baton Rouge, LA 70802**

**September 29 - October 2, 2019**  
**Beaver Run Resort & Conference Center**  
**620 Village Rd**  
**Breckenridge, CO 80424**

**October 11-14, 2019**  
**Hilton Vancouver Washington**  
**301 W 6th Street**  
**Vancouver, Washington 98660**  
**360-993-4500**

**December 3-6, 2019**  
**Location in Virginia, Maryland, or DC to be determined**

## Course Material & Fee

**CGMP Class & Exam     \$500**

**Required CGMP Manual     \$95**



## 2018-2019 SGMP MOCAP BOARD OF DIRECTORS



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## **CHECK US OUT**

Website—[www.sgmpmocap.com](http://www.sgmpmocap.com)

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Instagram—[sgmp\\_mocap](https://www.instagram.com/sgmp_mocap)

Pinterest—SGMP MOCAP

National Website—[www.sgmp.org](http://www.sgmp.org)



## **Advertise with SGMP—MOCAP**

Our chapter newsletter is published twelve times a year and is sent to all MOCAP chapter members.

MOCAP offers advertising on our website or newsletter for \$200 each or for only \$350 suppliers can advertise in both, that's a great deal!

- Specifications for newsletter ads—high resolution PDF or Jpeg and can be business card size.
- Specifications for website—Company logo and link to Company website (needs to be a minimum of 200 pixels in width and either jpg, gif or photo available for scanning).

If you are interested in advertising in the MOCAP News You Can Use and/or on the MOCAP website, [sgmpmocap.com](http://sgmpmocap.com), please contact Lorie Jaegers at [ljaegers@kinseth.com](mailto:ljaegers@kinseth.com) or 573.443.8112.