

# MOCAP NEWS YOU CAN USE!!!!

December 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 -**

**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**



Thank you to the MOCAP members, the MOCAP board, and to our National Board members for making 2019 such a great year! Let's strive to make 2020 the best yet!

Tina Dillon, your 1st VP, has an action packed year planned for us! It begins with our monthly educational meeting on the 9th of January at the Capital Plaza Hotel here in Jefferson City. The topic will be "Dealing with Difficult People", presented by Chad Stiefferman, owner of Advanced Tactical, Inc. You won't want to miss it!

Be on the look-out for the National Education Conference Chapter Scholarship Application. It will be available soon. The SGMP National Education Conference will be held the third week of May, the 19th-21st, in St. Louis, Missouri! I hope you are planning to go!

Don't forget to be a Super Saver in 2020! Enjoy a discount when you pay in advance to attend MOCAP's 2020 Educational Meetings! Feel free to contact me should you have questions!

Sending you and yours warm heartfelt greetings for the New Year!

Melissa Adams  
SGMP MOCAP Chapter President

**Monthly Education Re-cap**  
**Wrote by Jennifer Jorgensen**

**Mindfulness Meditation as a Method of Relieving Street**  
**Presented by Dr. Lynn Rossy, Ph. D**

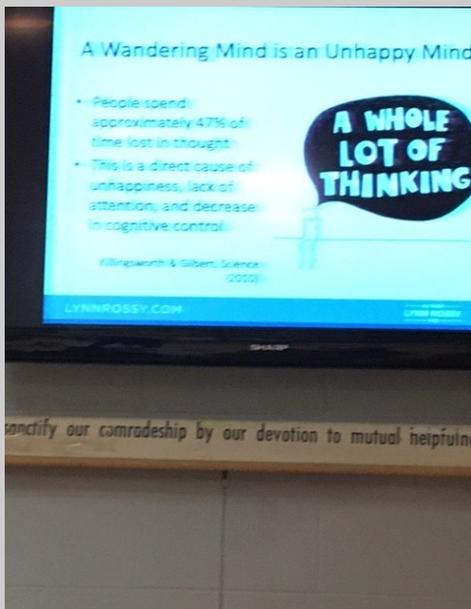
As a clinical psychologist, author, and president of The Center for Mindful Eating, Dr. Rossy has been practicing mindfulness for 20 years. An increasingly popular therapy, mindfulness is a mental state that brings a person's focus into the present through awareness and acceptance of thoughts, emotions, and sensations in the body. Dr. Rossy has adapted these principles to the thoughts and behaviors that surround our lifestyles.

Mindfulness can be used to help with chronic pain, fertility, eating habits, and meditation. A wandering mind is an unhappy mind. On average, people spend 47% of time lost in thought and not living in the moment, and have about 60,000 thoughts per day. With mindfulness, you condition the brain through your attention. What you give attention to is what you become. There are three ways to pay attention in a particular way: 1) on purpose (intention), 2) in the present moment (attention), and 3) non-judgmentally (attitude), with kindness, compassion and curiosity.

Dr. Rossy had the group practice a three minute breathing technique. During this mindfulness practice, we closed our eyes, focused on the breath, and brought the thoughts back to the breath when the mind would wander. Another thing Dr. Rossy said was to investigate your distractions. Investigation them allows you to discover and address them. Finally she quoted Mr. Rogers saying "Feelings are mentionable and manageable." It is ok to have feelings and emotions and we should not contain them but manage them.

Dr. Rossy says mindfulness has changed how she relates to life, which has become about "enjoying every moment, savoring every bite." For more information, visit her website at <https://www.lynnrossy.com/>.

## December 2019 Monthly Meeting Pics



# Five reasons why staff development in the workplace is important

Staff training and development isn't just important to any company, it is vital.

## 1. Efficiency

Professional development can help to ensure that you and your staff maintain and enhance the knowledge and skills needed to deliver a professional service to your colleagues, customer and the community. Enabling staff to advance in their career and move into new positions where you can lead, manage, influence, and mentor others.

## 2. Consistency

A structured training and development programme can help to ensure all employees have a consistent level of experience and knowledge, and allows you the confidence of knowing your staff all have the same set of skills required. Allowing you flexibility with your workforce planning.

## 3. Compliant

Training and development can help to ensure that your knowledge is relevant and up to date. Ensuring that you and your staff are compliant with the latest regulations.

## 4. Address weaknesses

Even the best of employees have some weaknesses when it comes to their workplace skills.

An ongoing training and development program allows you to find and address any weaknesses, helping your employees to be more all-rounded and better skilled at every factor of their job.

## 5. Confidence

Training and development can help to increase employees confidence within their role. Investment in training and development helps to show employees they are appreciated which can help them to feel a greater level of job satisfaction.

For more information on our products and services, please find our [brochure here](#) or email [Mark.Mulcahy@sfjuk.com](mailto:Mark.Mulcahy@sfjuk.com)

# Build a Personal Support System

By Z. Hereford

Why do we need a personal support system?

When things aren't going well or we're just not feeling that great we all need support and encouragement.

For those who try to tough it alone, it can be a difficult uphill battle.

On the other hand much wisdom, experience and insight that can be gained from friends, family or colleagues who have been there and have learned what it takes to prevail.

Before we get to the point of great difficulty, or in anticipation of life's little setbacks, we should implement strategies or have a support system in place to help us through some of those rough spots.

Here are some tips and strategies:

**Turn to family and friends.** There is no substitute for family and good friends to support and encourage you when the chips are down. Sometimes just talking to someone can [lift your spirits](#) and help take the weight off your shoulders. Having someone listen to your concerns helps make you feel supported and understood, which in turn encourages you to look at things differently.

**Cultivate a variety of interests.** [Read](#) more, go to the movies or a play, listen to [great music](#), enjoy [beautiful art](#), learn to dance. Engaging in healthy and mind-expanding activities can preoccupy you when you need a healthy distraction. Not only do they preoccupy you, they help you grow and develop, therefore leave less time to brood or stay down for too long.

**Exercise and play sports.** Have an assortment of exercises or [fun sports](#) you can draw upon to work out and let off some pent up energy and steam. There is nothing like a good workout to stimulate your happy hormones (endorphins). The after-effects can last up to three hours and put you in a positive frame of mind.

**Take a short, affordable trip.** We all have someplace we've always wanted to visit, but just never got around to. Travel to a big city such as New York City, Montreal, Boston or Toronto and partake of the cultural treasures it has to offer. The experience can [expand your horizons](#) and give you that [change](#) of scenery you need. If you happen to live in one of these bustling big cities, take a trip to the country-side and enjoy the bucolic surroundings.

**Create a quiet place or sanctuary for yourself.** Find a quiet place in your home, a corner in your local library, or a park where you can go to meditate, contemplate or rejuvenate yourself. In your home it could be a nice bubble bath with candles and soft [music](#) playing. In the library you could find a secluded corner where you can curl up with a book and be lost to the world. You can go for a stroll in the park and enjoy the flowers, trees and birds and connect with the surroundings.

**Volunteer at a hospital or a home for the handicapped.** Take a day and volunteer your services to someone who needs your help. Giving support is as important as receiving it. It would put things in [perspective](#). Life is short. Learn to appreciate and make the best of it.

Rather than resorting to unhealthy outlets such as over-eating, alcohol or other harmful substances when we are down, we can find positive ways of expressing ourselves while at the same time building [resilience](#).

We are here to build our resources, rather than deplete them or bring harm to ourselves.

# Top 8 Event Industry Blogs for Busy Meeting Planners

## EVENT MANAGEMENT, GENERAL INTEREST

Keeping up with what's going on in your industry is a top priority for most professionals, but especially those in the events industry. Meeting planners are busy people, so making sure you're staying on top of the latest news can be difficult while you're also juggling multiple events. Luckily, we have a list of our eight favorite blogs for events industry news and commentary so you don't have to search all over the internet to stay informed.

### 1. EventMB

Since 2007, EventMB has been an excellent source for trends, tech, innovation, and education in the industry. They also serve as a great reference for event startups, providing support and information for brand new event companies. And since 2010, EventMB has released '10 Event Trends,' an annual, research-based report on the coming year's trends in events.

### 2. Connect

An online magazine aimed at event planners, Connect covers everything from event trends to up-and-coming locations to intriguing foods to serve at your meetings. You can even find posts looking at the humorous side of running an event.

### 3. Event Industry News

This UK-based blog gives insight into the events industry on its home turf, but even planners based in the US can find useful discussions about industry trends and tips for making the most of your event. Event Industry News also has five free buyer's guides with excellent advice for UK planners.

### 4. MeetingsNet

MeetingsNet is another digital magazine, this one accessible and interactive as a mobile app. They have a blog as well, with articles delving into topics concerning the segmented events market.

### 5. International Meetings Review

If your job as an event planner takes you outside of the U.S., International Meetings Review is a great source for news and discussion of the international events market. Especially of interest is their coverage of international travel issues as well as legal issues in the U.S. and outside.

### 6. PCMA Convene

Convene, the blog for the Professional Convention Management Association, is a top choice for staying informed about the events industry. Their in-depth articles look at the most pressing issues in the industry as well as general work and productivity, topics that are important in any line of business.

### 7. Event Tech Brief

Written by Michelle Bruno, Event Tech Brief looks at how technology and the events industry interact. If you need to catch up on the latest tech advances, Event Tech Brief is a great place to start.

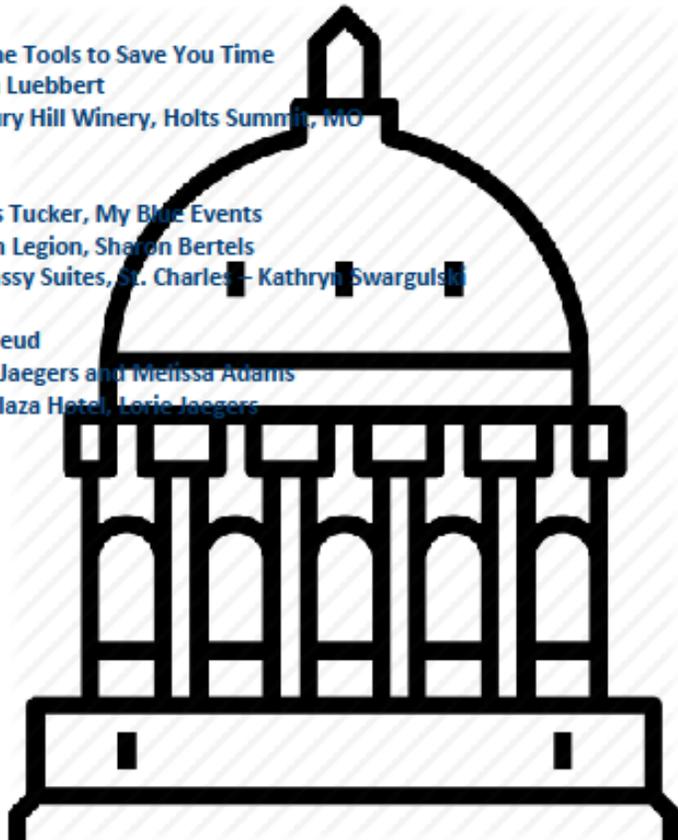
### 8. Bizbash

Bizbash is both a company that helps connect event planners with venues and suppliers as well as a blog. Their article topics range from ideas about event themes and décor to the big issues sweeping through the industry.



## MOCAP Chapter Meetings & Events Schedule

- |                 |           |  |
|-----------------|-----------|--|
| <b>November</b> | <b>8</b>  | Holiday Extravaganza<br>Location: Margaritaville Resort, Osage Beach, MO   |
| <b>December</b> | <b>12</b> | Mindfulness Meditation as a Method of Relieving Stress<br>Speaker: Dr. Lynn Rossy, PH.D, Health Psychologist<br>Host: American Legion, Sharon Bertels<br>Sponsor: Courtyard by Marriott, Columbia, Laree Hutchinson<br>Bake Sale |
| <b>January</b>  | <b>9</b>  | Dealing with Difficult People<br>Speaker: Chad Stieferman, Advanced Tactical, LLC<br>Host: Capitol Plaza Hotel, Lorie Jaegers<br>Sponsor: Springfield CVB, Lisa Perez<br>Food drive  |
| <b>February</b> | <b>13</b> | Apps and Online Tools to Save You Time<br>Speaker: Sarah Luebbert<br>Host: Canterbury Hill Winery, Holts Summit, MO<br>Sponsor:  |
| <b>March</b>    | <b>12</b> | Speaker: Travis Tucker, My Blue Events<br>Host: American Legion, Sharon Bertels<br>Sponsor: Embassy Suites, St. Charles – Kathryn Swargulski   |
| <b>April</b>    | <b>9</b>  | SGMP Family Feud<br>Speaker: Lorie Jaegers and Melissa Adams<br>Host: Capitol Plaza Hotel, Lorie Jaegers<br>Sponsor:   |



Planner / Supplier Profile

**Title: Administrative Assistant**

**Current Employment: Dept of Economic Development**

**How long have you been in the industry? 10+ years**

**How long have you been in SGMP? 3 months**

**How has your membership helped you? Networking and meeting new people.**

**Worst meeting/event mishap: None that I'm aware of**

**Most notable meeting/event moment:**

**Hometown: Jefferson City**

**Where do you see yourself in 10 years? In Florida!**

**Interesting fact you would like people to know about you: I sing in a popular local band (Five Turn Knot) and have an acoustic group (Extra) with my husband, Brad and my dear friend Brittney Kliethermes.**



2020 NEC

May 19-21

In St. Louis

Missouri



## **Membership Report**

The October MMR report from SGMP shows the MOCAP chapter is holding strong with 34 planner members, 28 supplier members and 9 retired members totaling membership of 71.

### **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

**2020 NEC**

**ST. LOUIS, MO**

**May 19—21**

**November 1, 2019  
Treasurer's Report**

# 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:

**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**

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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.