

## Society of Government Meeting Professionals (SGMP)

### SGMP Chicago Chapter Newsletter

January

Winter

January 2012 Issue 5



**Mark Calderone**, MBA, CMP, is the Sales Manager at U.S. Equities Student Housing—University Center, located on 525 S. State Street. It is located in the heart of downtown Chicago and features over 15,000 square feet of conference facilities and offers a flexible array of room configurations catering to the needs of both large and small groups. Additionally, it offers unique summer housing and accommodations at extremely competitive rates. University Center combines superior business services, advanced technology, on premise catering and overnight accommodations with a dedicated, professional staff which promises to make your event an enjoyable and productive experience. The north half of each floor offers traditional suite-style units and features a quiet study room and a cozy social lounge complete with kitchenette, DVD player and comfy couches. The south half of each floor has apartment style units, complete with a microwave, full-sized refrigerator and dishwasher and come with covered couches, bookcases, and a kitchen table. Apartment kitchens are equipped with a sink, oven/stove top, microwave, full-sized refrigerator and dishwasher. University Center is dedicated to implementing sustainable practices throughout the building as well as a variety of “green” programs which include expanded recycling initiatives to using environmentally safe cleaning products. As you can see, University Center is doing its part to protect the environment!



#### Mark Your Calendar:

**January 18, 2012**—U.S. Equities Student Housing University Center, 525 S. State Street—**Mark Calderone**—312-924-8092

**February 15, 2012**—Hilton Suites Chicago Mag Mile—**Eugene Walker**

**March 21, 2012**—Silent Auction at the Marriott Mag Mile—**Willie Clay**

**April 20, 2012**—Holiday Inn, 200 East Rand Road, Mount Prospect, Il.—**Sheryl Troop**

**May 16-18, 2012**—NEC in New Orleans, La.

**May 23, 2012** - TBA

**June 20, 2012**— TBA

**July and August**—

### From the Desk of the President by Sandra Bennett

When the clock struck twelve on December 31st, people all over the world cheered and wished each other a very Happy New Year. For some, this event is no more than a change of a calendar. For others, the New Year symbolizes the beginning of a better tomorrow.

I hope that your New Year's messages and resolutions showed the anticipation of good times ahead and a wish that all of your dreams and aspirations come through. I also hope that your New Year's messages brought smiles and happiness to your family, friends and colleagues.

As we begin this new year, the Board is continuing to develop our strategic plan, which will provide guidance for our future direction, priority setting, and advancement of the organization. We have gained invaluable knowledge over the past six months, which is providing a strong base from which we will continue to build. I look forward to the future as we continue our 2011-2012 strategic planning process and beyond as we work to fulfill the mission of this organization — **“Get Connected in Government Meetings—plug into SGMP”**.

May every day of the new year glow with good cheer, health, well-being and happiness for you and your family.

#### Articles Inside this issue:

<i>Chapter Board</i>	2
<i>JLM</i>	2
<i>December Membership Status</i>	2
<i>About the Speaker</i>	3
<i>Continuing Discussion Re Code of Ethics</i>	3
<i>Monthly Education Programs</i>	4
<i>CGMP Class</i>	5
<i>Scholarship Criteria</i>	5
<i>Article on Contracts by Ted Miller</i>	6
<i>Thank You Notes</i>	7
<i>Recipes</i>	8 & 9
<i>Misc. Items</i>	10

**The 2011-2012 SGMP Chicago Board**

**Sandra T. Bennett**, President

312-575-6883

sandra.t.bennett@ssa.gov

**Phyllis M. Hartford**, First Vice-President - 312-321-0063

phyllis.m.hartford@gmail.com

**Jackie J. Levine**, Second Vice-President—312-768-4874

jackie.levine@whitelodging.com

**Rose Mosley**, Secretary

rose.mosley@ssa.gov

**Therese Hanen**, Treasurer

847-928-7648

threse.hanen@hilton

**Directors:**

**Ethel Crisp, CMP**

312-353-1442

crisp.ethel@epa.gov

**Marco Fernandez**

312-656-4144

**Jim Straus**

847-777-6559

jim.straus@westin.com

**Vernon Spears**, Immediate Past Presidents/Nominations & Elections and Liaison: 312-353-0769

spears.vernon@dol.gov

**2012 SGMP Joint Leadership Meeting (JLM) January 12-14!**

Sandra Bennett, President and Jackie Levine, Second Vice-President will be attending the SGMP Joint Leadership Meeting (JLM) in New Orleans on January 12 - 14, 2012 at the Hilton New Orleans Riverside.

The chapter is responsible for all travel costs for the chapter President and 2nd Vice President, including all airline fees and ground transfers, plus all hotel expenses and incidentals. SGMP national covers all group meal functions and breaks: one reception, two breakfasts, breaks and two lunches.

This joint meeting, which was developed as a leadership forum between the chapter and national leaders, is held annually. Also at this meeting, the leaders of each chapter will hear new information about plans for the 2012 NEC in New Orleans and important updates on national initiatives. Also, National will provide comprehensive reviews of national resources and training that is available for operating and leading your chapter.

**SGMP's December Membership Status**

The Monthly Membership Report (MMR) from National report indicates that SGMP's ratio membership increased by 26 this month. This month, 45 government planner members joined at the special rate of \$30. **SGMP recently announced that the \$30 offer has been extended for three more months.**

The membership status for the **SGMP Chicago Chapter** effective December 31, 2011 is as follows: Total Membership – 64 members: 31 Planners 33 Suppliers which gives us a planner ratio of 48.4% which is below the **50% ratio** that is required. Since we had no gains or losses, the membership freeze continues since the requirement is that you meet the 50% ratio for three consecutive months before it can be lifted. **Additionally, while we are under the freeze, for each supplier who joins our Chapter, 2 planners must join at the same time.**



**Our Holiday Charity Recipient**

Sarah Farrell, Strategic Gifts Officer, Feeding America, formerly named America's Second Harvest, attended the SGMP Chicago Chapter's Holiday Party to accept our donation on behalf of Feeding America. She expressed gratefulness that we chose to support them as our holiday charity.

Feeding America's mission is to feed America's hungry through a nationwide network of member food banks and to engage our country in the fight to end hunger. **Learn more at [feedingamerica.org](http://feedingamerica.org).** charity this year!

## About the Speaker:

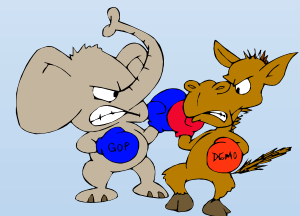
Ethel **Leonara Crisp**, CMP, is a Senior Environmental Protection Specialist with the U.S. the U.S. Environmental Protection Agency, Region 5 located in Chicago, IL. Her expertise and experience serving as an Grants Project Officer; Regional Intern Coordinator; Community and Academic Outreach Advocate and Educator to promote the understanding and involvement of issues relating to environmental justice, hazardous waste, pesticides, lead, and the protection of the environment; and also as a Meeting Professional **and Facilitator** for her office for planning “green” meetings and conferences, as well as with the several professional organizations that she belongs to. Her career history includes 42 years of Federal Government Service with the Executive Branch and the Legislative Branch.

She is a **Certified Meeting Professional, Certified Administrative Manager**; has over 30 years of experience serving in leadership roles in several professional organizations; and over 40 years of experience and expertise in office management, facilitation, parliamentary procedures, meeting planning (nationwide), adult education training, and fund-raising. The recipient of numerous awards and recognitions from the Federal Government; three professional certifications; a **Distinguished Toastmaster**; and is currently a “straight A” doctoral candidate with Walden University’s Adult Education Leadership Program (which she endeavors to attain by Summer 2012). She is also an elected official of the American Federation of Government Employees, Local 704 as its **Sergeant-at-Arms** and serves as the Local’s **Parliamentarian** and Board Liaison to all of the Standing Committees.

### **CONTINUING DISCUSSION on the CODE OF ETHICS — PART IV: Conflicts of Interest by Rose Mosley**

#### **Consider the following two scenarios:**

- ◆ A supplier representative sends a client two tickets to the Superbowl in appreciation for all the business they received from the client's company.
- ◆ A U.S. government employee inquires about job openings at a company that does business with the government employee's agency.



#### **Do any of these examples sound familiar?**

Do any constitute a conflict of interest? The easy answer is...of course! The computer services employee could be taking business away from his or her employer. Accepting an expensive gift from a supplier may influence the client. The government official might have an influence on contracts held by his future employer. But let's take a closer look.

A conflict of interest can be defined as an action or relationship that might impair an employee's ability to make objective and fair decisions relating to the employee's job performance. Many organizations add the words "even the appearance of a conflict" to the definition. With this foundation, we will examine the above three examples and provide you with more information on this topic in the February newsletter. **Stay tuned!**

## SGMP's Core Competencies of Education

As you already know, ***SGMP's Educational Programs are based upon seven core competencies of government meeting planning.*** These core competencies are general meeting planning, facilities and services, financial and contract management, meeting logistics, technology, leadership and ethics. More detailed topics under these core competencies can be found at: [www.sgmp.org/chapterboard/](http://www.sgmp.org/chapterboard/). **Our chapter holds monthly meetings where education is always the key element. The educational programs that were presented thus far this fiscal year are as follows:**

<b>Month</b>	<b>Topic</b>	<b>Speaker (s)</b>
September 2011	Code of Ethics	Rose Mosley
October 2011	SGMP Bingo	SGMP Past Presidents
November	Tips on How to Avoid Problems with PowerPoint Presentations	Sandra Bennett
January 18, 2012	You Want to Meet Where! Unique Meeting Venues	Ethel Crisp, CMP
February 15, 2012		TBA
March 2012	Silent Auction– Marriott Mag Mile	
April 20, 2012		TBA
May 16-18, 2012	National Education Conference in New Orleans	
May 23, 2012		TBA
June 2012	Managing Your Inbox and Your Sent Box	Janice Murphy-Hill

Attending chapter education programs provides members the opportunity for the highest quality training in the government meeting profession. ***Therefore, effective in January, the above programs as well as future programs will be posted to our website, [www.sgmpchicago.org](http://www.sgmpchicago.org).*** It is still not too late for you to volunteer to present one of our Educational Program at our Chapter Meetings in February, April or May.

**Sign up now and play a major role in the Chicago Chapter of SGMP!!! Contact Jackie Levine at (312) 768-4874 or [Jackie.levine@whitelodging.com](mailto:Jackie.levine@whitelodging.com).**



Lisa Silverman, MA, CGMP, Education and Training Manager, is working with the Chicago Board to bring a CGMP class to Chicago the week of July 9, 2012. **This will be the first class for this chapter.** This is going to be exciting!

As a result of the memo that was sent out to you on September 27, 2011 and the Doodle responses we received, the week of July 9 was selected as the best time for us to host a CGMP class in Chicago.

Since a number of you who have already indicated that you are interested in taking the class, a memo was sent to you on Tuesday, December 13, 2011 asking if you are still interested in attending taking this class. Your deadline to get back to me with your responses is C.O.B. Friday, January 13, 2012. **The deadline is being extended to C.O.B. Friday, February 10, 2012.**

To be eligible to take the course, you must be an SGMP member in good standing for six months and pay a \$595 registration fee. This fee includes the three-day training sessions, all course materials, and the exam that is administered on the morning of the fourth day. You must pay registration fee of \$595.00 no later than **C.O.B. Friday, June 15, 2012.**

### ***CGMP Scholarship Criteria To Be Announced Soon:***

Our Chapter will be awarding one scholarship to either a planner or a supplier to attend the CGMP class which is scheduled to take place in Chicago the week of July 9, 2012. ***Don't miss your opportunity to apply for a scholarship to attend this CGMP class!*** This scholarship which will be in the amount of \$595.00 will be awarded to offset the cost of the training. All planner and supplier members are encouraged to apply for this scholarships.



The criteria that will be used to determine scholarship eligibility will be released shortly.

**Stay tuned!!**

Questions should be directed to **Jackie Levine**, Second Vice-President at [jackie.levine@whitelodging.com](mailto:jackie.levine@whitelodging.com) or **Vernon Spears**, Immediate Past President, at [spears.vernon@dol.gov](mailto:spears.vernon@dol.gov).

**Ted Miller, CHME, CHSP, CGTP, Starwood Hotels and Resorts**, who is true believer of the need to share resources when it comes to the chapter newsletters, writes articles each month for the NATCAP chapter and his local MPI chapter. He has offered to share his articles with us for publication in our monthly newsletter and has provided some of his most recent articles.

We are excited to engage in this partnership with Mr. Miller and beginning in January and continuing,

Mr. Miller's articles will be published in our chapter newsletters. **Enjoy!**



## **You have a contract you do not like, so now what do you do?**

By Ted Miller, CHME, CHSP, CGTP, Starwood Hotels and Resorts

*It is not uncommon from the inception of planning a conference that elements of it gradually change. So as you get closer to the event, you find that the space you originally reserved no longer meets your needs, and panic sets in. If you are dealing with a quality facility, there can be solutions to the problem that might escape your eye.*

First, list the original objectives for the conference and what you expected those in attendance to learn. Look closely at the day-by-day agenda so that you have the original timeline exactly as you first envisioned the conference. This relates to which activities were planned for each day and how each day's learning would build as the conference progressed. In addition, consider those who are either your staff teaching the materials or outside speakers, so you feel comfortable with the original objectives of the conference.

Now, go through these objectives with your staff and write a new set of objectives for the conference, what you now feel each attendee should learn and how you can measure the success of the conference. In addition, make a point to review who should be teaching each session and how the material will be presented. The way the material is going to be delivered is just as important as what is being taught. Take the old agenda and objectives and put them side by side with your updated agenda and objectives. Look for where you have similarities between them, so the changes that you need to make can be discussed with your conference site staff. One extremely important point is ensuring you have the size of each session noted, as that will be a crucial factor in how you discuss the new space you require.

Schedule a meeting as soon as possible with the conference site staff, which should include both the sales and conference services staff members. You need both so you can get the maximum creativity working on your side. Once you have explained your dilemma, let the conference site staff offer their suggestions on how they can meet your new objectives. You may be able to change the air wall configurations to reshape your space, or reuse some space with a small agenda change or use other spaces at the conference site that might not have been obvious to you. When you select a quality facility, you will find its staff is always available to help you and may have some better ideas on how to accomplish your objectives based on their experience.

Now remember you are an SGMP member, and if you have uncertainties in how you need to approach this situation, get one or more of your industry colleagues to sit down with you, review the situation and ask for their advice. The power of membership is only there if you use it.



*To Our Generous Donors; Without Whom our Holiday Party Would Not Have Been Possible*



*Hampton Inn and Suites—Downtown Chicago—  
Ruth Garcia, Catering Manager*

*Sullivan's Steak House—Keith Sansone and Erica Poppe  
D & M Touring—Laurie Frey  
Field Museum—Aimee Willets  
Priscilla Tomei - Hilton Indian Lakes Resort  
Blue Man Group—Greg White and Kristen Doss  
Howl at the Moon—April Wolcott, Jamison Miles and Scheerer  
Jacks on Halsted—James Kendal  
Rosebud Trattoria—Yvonne Contreras  
Cantina Laredo—Andrea Bubolo and Head Chef*



**Holiday Party Raffle:**

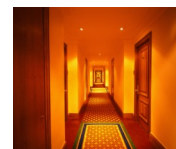


*Habitat Corporate Suites  
Fingello*

*Network—Pattie*



*Hilton Chicago Northbrook—Gary Tarpinian  
Holiday Inn Mount Prospect—Sheryl Troop  
Holiday Inn Chicago Mart Plaza—Diane Fuentes  
Hyatt Regency Milwaukee—Maureen DeValkenaer  
Residence Inn Chicago River North—Jackie Levine  
Springhill Suites Chicago River North—Jackie Levine  
The Wit- Mark McLaughlin  
Intercontinental O'Hare—Jessica Kight  
Homewood Suites by Hilton Downtown Chicago—Vanessa Kosloski  
Embassy Suites Downtown- Jacqueline Allen  
Embassy Suites Doubletree/O'Hare—Therese Hanen  
Westin Chicago North Shore Hotel—Jim Straus  
Hilton Chicago/Indian Lakes Resort—Priscella Tomei  
Dana Hotel and Spa—Marc Condie  
Comfort Inn & Suites Downtown Chicago—Marc Condie  
Courtyard Marriott—Amy Hubbard  
Silversmith Hotel & Suites—Michael Solis  
Sax Chicago—Jeff Davis*



*Recipe Submissions from the Chicago Chapter for the  
"Let's Get Hungry 30th Year Anniversary Cookbook" (3rd Edition)*

SGMP's new **project for – a cookbook** in honor of SGMP's 30<sup>th</sup> anniversary that will be distributed to all attendees at the "2012 National Education Conference in New Orleans" ended on Monday, October 31, 2012. The recipes below were submitted from our chapter:

**Carrot & Raisin Shitake Mushroom Salad with Sweet Orange & Walnut** submitted by Ethel Crisp, CMP

**Ingredients** (for a party of 4 – 6 people)

4 – 8 medium sized carrots  
2-3 shitake mushroom caps  
2-3 cups of plump raisins  
1 large sweet orange  
4 – 8 sprigs of fresh basil  
1 medium size Vandalia or yellow onion  
2 cups of raw walnuts  
2-3 cups of cherry tomatoes  
2 large table spoons of all spice  
2-4 large table spoons of thyme

Shred the carrots in a food processor or grate them to a crunchy state with a greater. Then toss in the raisins. Layer them in the bottom of the dish and sprinkle the allspice over them and let stand for 10 minutes to soak in the flavor.

Chop up the walnuts in a blender to a crunchy state. Dice two of the mushroom caps into half inch pieces and toss the mushrooms and walnuts together in a separate bowl along with a quarter cup of olive oil, thyme, and liquid aminos or sea salt to taste. Then toss the carrots, raisins, walnuts and mushrooms gently together.

Thinly slice the orange and quarter it. Peel and thinly slice the onion and quarter it. Slice the third mushroom and tuck the slices into the perimeter edges of the bowl.

Break the basil leaves away from the stems and toss them into the mixture. Then place the tomatoes in a decorative fashion to your liking. When complete, garnish the final mix with the sweet orange slices and drizzle your favorite salad dressing across the top. Eat as a main dish or as a side dish. Enjoy!

**Black-eyed Peas with Ham, submitted by Ethel Crisp, CMP**

**Ingredients**

3 1/2c Fresh black-eyed peas or frozen, thawed  
3 c Chicken stock or canned low-salt broth  
4 oz ham, finely chopped 1sm yellow onion, chopped  
2 tb Balsamic vinegar or red wine vinegar  
3 lg Garlic cloves, minced  
1 Bay leaf  
1/2 ts Dried thyme, crumbled  
1/4ts Dried crushed red pepper

**Instructions**

Bring all ingredients to boil in heavy large saucepan. Reduce heat and simmer until peas are tender, stirring occasionally, about 45 minutes. Season to taste with salt and pepper. Yield: 6 servings

**Honey BBQ Turkey Meatloaf, submitted by Ethel Crisp, CMP*****Ingredients***

2 packages Ground Turkey  
2 packages Turkey Sausage (not the links or smoked sausage)  
½ can of Italian Tomato paste  
1 cup of Uncooked Oatmeal  
Salt and Pepper; your desired amount  
2 small eggs  
1 cup Curt's BBQ Sauce  
½ cup of Honey

***Instructions***

Combine ground turkey and turkey sausage with hands until completely mixed together. Add salt and pepper and/or additional seasonings of your choice (recommend seasoning salt, as a salt substitute). Mix in the eggs. Once the eggs are completely dissolved in the turkey; add the tomato paste and uncooked oats. Mix thoroughly. Recommend lightly greasing your baking pan with vegetable oil, as turkey has less fat oils and will not produce enough grease to prevent the loaf and pan from burning.

Place the turkey in the pan and shape. Preheat your oven to 350 degrees (if not oven; if electric oven, reduce temperature to 250 degrees). Place baking pan on top rack and leave uncovered for 15 to 20 minutes. Mix sauce and honey. Glaze the meatloaf with the sauce and cover with aluminum foil and let cook an additional 15 to 20 minutes (3 to 4 servings).

**“Turkey has less fat and therefore cooks faster...so check repeatedly. Enjoy!  
Honey BBQ Turkey Meatloaf**

***Ingredients***

2 packages Ground Turkey  
2 packages Turkey Sausage (not the links or smoked sausage)  
½ can of Italian Tomato paste  
1 cup of Uncooked Oatmeal  
Salt and Pepper; your desired amount  
2 small eggs  
1 cup Curt's BBQ Sauce  
½ cup of Honey

***Instructions***

Combine ground turkey and turkey sausage with hands until completely mixed together. Add salt and pepper and/or additional seasonings of your choice (recommend seasoning salt, as a salt substitute). Mix in the eggs. Once the eggs are completely dissolved in the turkey; add the tomato paste and uncooked oats. Mix thoroughly. Recommend lightly greasing your baking pan with vegetable oil, as turkey has less fat oils and will not produce enough grease to prevent the loaf and pan from burning.

Place the turkey in the pan and shape. Preheat your oven to 350 degrees (if not oven; if electric oven, reduce temperature to 250 degrees). Place baking pan on top rack and leave uncovered for 15 to 20 minutes. Mix sauce and honey. Glaze the meatloaf with the sauce and cover with aluminum foil and let cook an additional 15 to 20 minutes (3 to 4 servings).

**“Turkey has less fat and therefore cooks faster...so check repeatedly. Enjoy!**



**SGMP Chicago Chapter**  
**P.O. Box A3249**  
**Chicago, Illinois 60609**

*We're on the Web.*  
*Visit us at :*  
**[www.sgmppchicago.org](http://www.sgmppchicago.org)**



**SGMP Chicago Committees:**

Go to [www.sgmppchicago.org](http://www.sgmppchicago.org) for more information

**Membership:**

Phyllis M. Hartford—Board Liaison

**Program and Education:**

Jackie Levine & Ethel Crisp—Board Liaisons

**Holiday Party & Charity:**

Demetra Collins—Chair

Phyllis Hartford—Board Liaison

**Silent Auction:**

Vernon Spears—Board Liaison

**Community Service:**

Willie Mae Jordan—Chair

**Scholarships Committee:**

Sandra T. Bennett—Board Liaison

**Honors and Awards Committee:**

**Newsletter and Website**

**Committees:**

Sandra T. Bennett—Board Liaison

**Meeting Policies:**

**Meeting Policies:** Any guest attending an SGMP meeting and is a prospective member may attend meetings as follows:

First Meeting: No charge

Second Meeting:

Planners: \$10.00

Suppliers: \$20.00

Third Meeting: an application must be completed with the appropriate dues.

All other guests—\$20.00



**Membership Report:**

Membership Ratio as of 12/31/11:  
**48.4%**

Government Planner: 31

Contract Planner: 0

Other Members: 3

Suppliers: 33

Total: 64

**Membership Fees:**

Government Planner: \$55.00

Contract Planner: \$140.00

Supplier: \$350.00

Education/Student/Retiree: \$25.00



*About SGMP National: **Mission & Objectives***

Our mission is to enhance the knowledge and expertise of government meeting professionals. Our objectives are to improve the quality of, and promote the cost-effectiveness of, government meetings. SGMP is the only national organization in the U.S. dedicated exclusively to government meetings. SGMP delivers our membership value of education, resources and networking to nearly 4,000 members and through 32 chapters nationwide. *Get connected* to government meetings — *plug into* SGMP.

SGMP which was started in 1982 has entered its 30th year as the only national organization dedicated solely to government meetings! I invite you to connect to SGMP by reviewing our web site and discovering the benefits we offer through unparalleled education, networking and resources.

