



Upcoming Meeting Dates

Please Mark Your Calendar and Plan to Attend!

January 8, 2020 – Hilton Downtown Richmond

February 5, 2020 – Holiday Inn Express Downtown Richmond

March 4-5, 2020 – The Craddock Terry

April 1, 2020 – Sheraton Four Points Richmond

May 6, 2020 – Hilton Richmond Short Pump

www.sgmp.org

www.olddominionsgmp.org

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President's Corner
Winter 2019
Angela McGrath

Happy New Year! I hope everyone had a wonderful holiday season. Our chapter was busy collecting toys for the Richmond Fisher House at McGuire VA Medical Center along with winter accessories and toiletries for OAR of Richmond. OAR provides re-entry services for incarcerated adults. Everything our chapter collected was very appreciated by both organizations. Thank you for your donations!

I'm also pleased to announce we have a new 1st VP, Joyce Fogg, and I'm excited she has agreed to serve in that position.



As our chapter continues to grow, I encourage each of you to become an SGMP All Star. How? Simply invite one or more friends or colleagues to join our chapter, have the new member fill out the application online, and list you as the referring member. Once they submit the form, you have automatically become an SGMP All Star! That's it! So far since the contest began, we have three All Stars – Marilee Tretina, Wayne Callis, and Laura Osborne! Let's continue to see how many more All Stars Old Dominion will have by March 31st!

Mark your calendars for the 2020 Old Dominion Chapter Conference on March 4 – 5 in Lynchburg, VA at the Historical Craddock Terry Hotel. The chair of the committee this year is Michelle Hawkins and she has been busy putting together an agenda of great education topics and speakers. Our chapter conference is a wonderful opportunity to connect with other members and receive the best meeting planning training. Registration will be opening soon so be sure to look for details.

Also mark your calendars for SGMP's National Education Conference May 19 –21, 2020 in St. Louis. If you haven't been to a NEC yet, I encourage you to attend! You will learn lots of great information, network with people from other chapters, and have a good time! I hope to see you all there!

Thank you everyone for a great year so far! I look forward to seeing each of you at upcoming meetings for education and networking. If you have any ideas or questions, please be in touch with either me or one of our board members.

See you at the meetings!

Angela McGrath

Committee Reports

Hospitality & Mentoring Committee Karen Sullivan, CGMP

The Hospitality Committee looks forward to greeting and helping you check in for our monthly meetings. Please remember your cash, checks or credit cards for payment. New to SGMP? This committee is a great way to meet members as they arrive at the meetings.

PLEASE BE SURE TO STOP BY THE DESK TO HAVE YOUR ATTENDANCE NOTED BY THE HOSPITALITY TEAM.

Fundraising Committee Lorna Battles, CGMP

A BIG thank you to the entire membership for continuing to donate, buy, and participate in all of our Fundraising Events! We are grateful for your engagement and help as we raise money for our Chapter's scholarships and education projects.

Special shout out to the Fundraising Committee Members: Michelle Hergenrother, Sandy Brashear, Jeff Bunn, Wayne Callis, Hope Adams, Cheryl Knight, Harold Kretzer, and Bea Anderson for always sharing their time and resources.

Below is the list and highlights of our monthly Fundraising Events:

October: Our very successful Wine & Beer Pull brought in \$295! A toast to everyone who donated beers, wines, cider and champagne!

November: There is nothing silent about our membership's participation as we raised \$1,689 during this silent auction. A booming thank you is in order to all who participated!

December: BIG Congratulations to Marilee Tretina for winning the BIG 50/50 Raffle! Congrats to all the consolation prize winners as well. BIG thanks to everyone who sold raffle tickets – we raised \$707.50!

January: Regular 50/50 Raffle – Split the Pot.

February: Culinary Silent Auction.

Come see all the wonderful things for auction! Baked goods, cookbooks, wine, anything having to do with a culinary theme.

March: Live Auction during the education conference. CVB destination packages with help from our hotel partners.

April: Regular 50/50 Raffle – Split the Pot.

May: Board Baskets: The Old Dominion Board put together individual gift items. Tickets were purchased and then placed in the bag in front of the item(s) you wish to win. This is a lot of fun!

June: Silent Auction.

Communications Committee
Chris Bunting, CGMP

Social Media Chair: Michelle Hawkins, CGMP

Committee Members: Sandra Brashear, Wendy Evalle, Joyce Fogg, Laura Osborne, Nathan Crawford, Harold Kretzer, Valerie Gardner, and Jeff Bunn

Thank you to the communications committee team for helping keep the chapter informed during 2019. I look forward to working with everyone in 2020.

Be sure to attend the January meeting for tips for social media and branding.



Quarterly Treasurer's Report

Ending Balances for Fiscal Year 2020:

September: \$8,930.68

October: \$9,960.93

November: \$12,415.25

A reminder to everyone: Please be sure that all checks have the MEMO section filled out so that payments can be expedited quickly.

Andrew Marks, Treasurer
treasurer@olddominionsgmp.org

MEMBERSHIP COUNTS!

**Help us achieve and maintain a 50/50 ratio
by recruiting new members and renewing
your own membership on time!**

**Old Dominion Membership Report
As of November 2019**

TOTAL CHAPTER MEMBERSHIP: 98

Total Planners	45
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Total Suppliers	49
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Retired/Other	4
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Current Ratio	47.9%
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Community Outreach Committee
Tishaun Harris-Ugworji

Thank you to our members for the generous donations collected at the November and December meetings. Watch for details as we work to identify a charity for our chapter education conference in March.



Membership Committee
Tiffany Joyner, CGMP

Thank you to all who have signed up for the Membership Committee. Watch for details as we Soar With SGMP!!

Don't forget – Spread the Word!
All new Supplier members must bring a new Planner member in order to join our chapter.

MEMBERSHIP UPDATES & CHANGES

Remember to keep membership information up to date. If you have a change in your contact information, you can go online at www.sgmp.org and update your information. If your organization has a change in personnel and the membership changes to another person, fill in a membership change form and submit it directly to SGMP.

You can find membership information on Old Dominion's website at www.olddominionsgmp.org under the membership tab, or feel free to contact us at Membership@olddominionsgmp.org.

Education Committee
Co-Chairs: Joyce Fogg & Michelle Hawkins, CGMP

The education committee has finalized the programs for this year. We are looking for education committee members to help us with planning next year's programs. Contact Joyce Fogg if you would like to join our team.

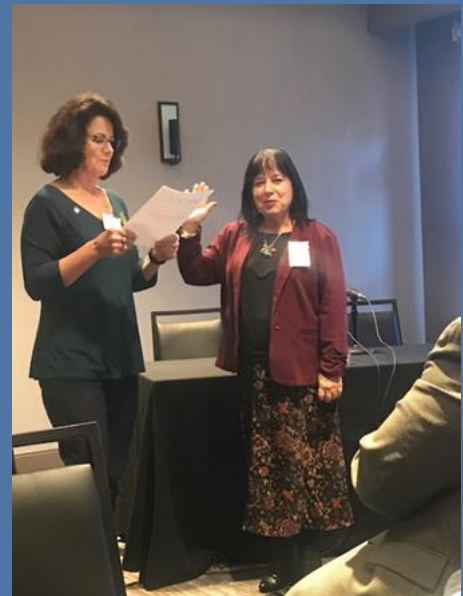
Please let us know if you have any ideas for future chapter programs.

Chapter Board Announcement

We have a new First Vice President!!

Joyce Fogg, Communications and Public Relations Manager for the Virginia Employment Commission, has been appointed to fill the first Vice President position on the Old Dominion Board. Joyce took the oath of office at the December monthly meeting.

Please congratulate and thank Joyce for her dedication to our chapter.



October Monthly Chapter Meeting
By Wendy Evalle
Hilton Garden Inn Virginia Beach Oceanfront

How to Avoid Being Between a Rock and a Hard Place

Thank you to Great Wolf Lodge for hosting the October Education meeting. The hotel staff did an amazing job getting us into the fall spirit with the delicious food they provided. This meeting offered the cities and hotel partners a chance to showcase what they have going on by exhibiting during the reception. This was a wonderful reminder to utilize the CVB and the hotel available.

Our education component tackled a small piece of the RFP process called How to Avoid being between a Rock and a Hard Place. Cidna Unger, CPM, VCM, VCO with the Department of General Services gave us a few tips on navigating the Vendor Manual that all agencies must use when creating an RFP.

She highlighted Chapters 3, 7, and 9:

Chapter 3: General requirements

- What is needed from the Planner?
- What is expected from the Supplier(s)? (Make sure all eVA info is up to date.)

Chapter 7: On Performance

- Responsible supplier versus Responsive; the difference between some that just respond to the RFP and one that makes sure they are in good standing and pays attention to details in the RFP.
- All government RFPs will have a Purchase Order (PO) and all the invoices should have the PO# on them.
- There should be a three-way match; PO, Invoice, and Receiving. The 30 days start when the invoice gets to the office, not by the time it makes it to Accounting.

Chapter 9: Right on Protest and Appeals

- Termination for convenience is where they both agree to walk away.
- Contractual claim - regardless if it is in the contract or not, you can still file a claim for attrition or cancellation.
- When protesting a decision, you must have submitted a proposal.
- Debarment is when you are not in good standing: depending upon the severity of the offense suspension up to 365 days is possible or 1-3 years of not being able to submit proposals. Actions that took place could be bribery, not paying eVA, or breach of contract.

Ultimately, when successfully working with an RFP, remember the following:

Communicate, Collaborate, Commit, Due diligence, Innovation, and Engagement



November Monthly Meeting
Depart Smart: Safe Conference and Event Travel
By Valerie Gardner, CGMP

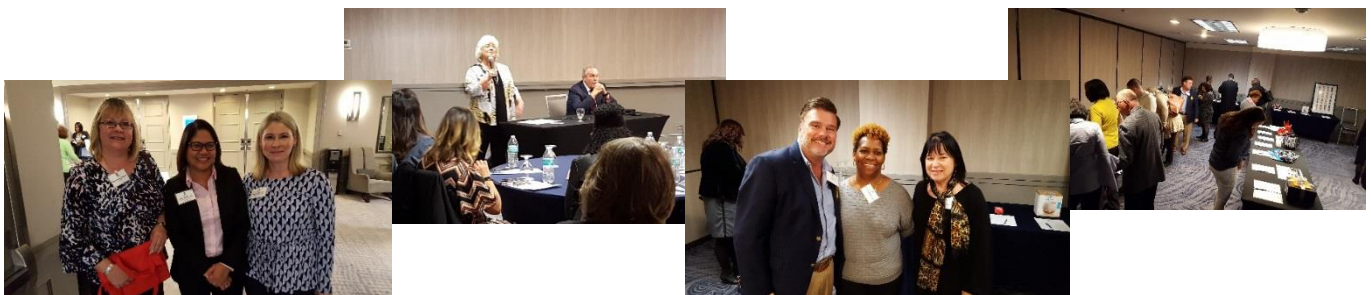
November's monthly meeting introduced us to Chuck Burke from TSA. Mr. Burke is the Federal Security Director of the Richmond International Airport and surrounding airports.

The biggest change to travel in the next year will be the "Real ID". What is the Real ID and how does it affect you? The Real ID is your driver's license that will contain your personal profile information embedded in the ID. The process began after 9/11 and has taken until 2020 for all 50 states to comply. If you do not have your Real ID beginning October 2020, you might not be able to fly. The exceptions would be if you travel with your military identification card or non-expired passport. Mr. Burke cautions to get it done EARLY. Like getting your car inspected, don't wait until the last minute. Why did it take so long for all 50 states to comply? The biggest challenge was implementing the DMV database to work with TSA's database. There are multiple documents you need to get the new license so confirm on the TSA or DMV website you have everything you need. Women - if you have a different name than your birth name, you must produce the proper documents of that name change, i.e.; marriage certificate, divorce documents.

We also had the pleasure of being introduced to Kathy Williams from AAA. Ms. Williams provided a wealth of information regarding both domestic and international travel.

One tip she provided was whether you are traveling for work or pleasure, inform your peeps! Share your itinerary with them. Keep emergency information about yourself with you while traveling; example: laminate a card that provides any medical information and the name/number of an emergency contact. Take pictures of your driver's license and passport and email them to yourself. If your wallet and phone both are stolen, you can still access them by logging into your email. For paper documents, make two copies; keep one with you at all times and another in a secure location such as a hotel safe. Do not wear all your expensive jewelry; leave that safely at home.

Don't share your personal information with everyone you meet, that person may not be who you think they are. Enroll in the STEP (Smart Travel Enrollment Program). If you plan on driving overseas, invest in the International Driver's License. Some countries require them, and the test can be easily taken at any AAA location. If you are traveling with your children and you share custody, get a notarized letter of consent for travel. This way there will be no questions regarding kidnapping. This goes for grandparents traveling with grandkids. Don't let your passport expire while you are traveling. It is not valid if the expiration date is six months away and you must have at least two empty pages for visas. The media tends to provide "horror stories" about traveling, but what you need to know is to use your common sense and be aware of your surroundings. Do your research when you are traveling to an unknown locale. "Don't do what you wouldn't do at home." Be safe! Being ultra-cheap/frugal isn't always the safest. Buy the travel insurance. Don't have your dream vacation become a nightmare. AAA is here to assist even if you didn't book through them.



December Monthly Meeting

The Event Manager's Guide to Managing Event Volunteers

By Chris Bunting, CGMP

The December chapter meeting was a panel discussion style presentation with the title “The Event Manager's Guide to Managing Event Volunteers.” Anita Yearwood, CMP, CGMP, was the moderator for the session that covered the topics of recruiting, managing, and communicating with volunteers for an organization or event.

This topic was important to cover, not only for our members who work with volunteers for their events, but for those that work with volunteer board-driven organizations or who have committees composed of volunteer members.

Matt Robinette, CSEE, CMP, the Director of Convention & Sports Services for Richmond Region Tourism, and Rachel B. Lawson, the Advancement for the Arts Coordinator for Christopher Newport University, provided their thoughts on working with volunteers. They both provided insight on methods of recruiting and maintaining volunteers.

Matt has city-wide events requiring a large pool of volunteers to help facilitate the event. Some of his important tips were to make sure everyone has proper training, communicate the expectations of the job assigned from the start, and to make sure background checks have been completed at the application process. Matt’s approach for event volunteers must work with the large numbers of individuals they have contact with during their events.

Rachel’s events are a little different and more personal for some events. Often the volunteers she works with are members of a board of major donors giving their time too. She must work with them with more flexibility and take their university’s position into consideration.

Both members of the panel agreed to the importance of creating a bank of volunteers, treating your volunteers well so you can gain referrals for new recruits, vetting the volunteer applicants, and maintaining clear communications.

Chapter members had many comments and solicited suggestions for working with their volunteers. SGMP member Janell Giles from H. H. McGuire VA Medical Center had some great tips on working with volunteers she shared with the group. Janell works with several hundred volunteers with her position at the VA and was able to share the website www.volgistics.com as a great tool to help manage volunteers.

We want to thank the staff of the Richmond Marriott Short Pump for providing us with great service and a beautiful location for our December Meeting.



Professional Development



Join us!
March 4-5,
2020

2020 Chapter Education Conference

**CONNECT.
COLLABORATE.**

LOCATION:
The Craddock
Terry Hotel
Lynchburg, VA

Visit our website for details
olddominionsgmp.org



Certified Government Meeting Professional

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. Below are the next courses scheduled. New courses are added periodically, and the information can be found on the SGMP website [HERE](#).

Upcoming CGMP Classes

February 7-10, 2020
Washington DC

March 31- April 3, 2020
Alexandria, VA



Want to be part of the SGMP All Stars Circle? Simply refer someone to become a member of SGMP and have them put your name on their membership application. Contest runs through March 2020.

From the National SGMP Headquarters

SGMP Event Calendar (National Headquarters)

Government Connections Magazine



SGMP Mission & Objectives

Our mission is to enhance and promote 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 was founded in 1981 and is the only national organization in the U.S. dedicated exclusively to government meetings.

2019-2021 Old Dominion Chapter Board of Directors

President
Angela McGrath
President@olddominionsgmp.org

First Vice President
Joyce Fogg
Programs@olddominionsgmp.org

Second Vice President
Chris Bunting, CGMP
Communications@olddominionsgmp.org

Secretary
Tishaun Harris-Ugworji
Secretary@olddominionsgmp.org

Treasurer
Andrew Marks
treasurer@olddominionsgmp.org

Supplier Director
Tiffany Joyner, CGMP
Hospitality@olddominionsgmp.org

Planner Director
Karen Sullivan, CGMP
Membership@olddominionsgmp.org

Supplier Director
Lorna Battles, CGMP
Fundraising@olddominionsgmp.org

Immediate Past President
Marilee Tretina
PastPresident@olddominionsgmp.org

Soar with SGMP

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for the Government Meeting Professional

Join today at SGMP.org



Society of Government Meeting Professionals

Expand Your Expertise

SGMP NEC 2020

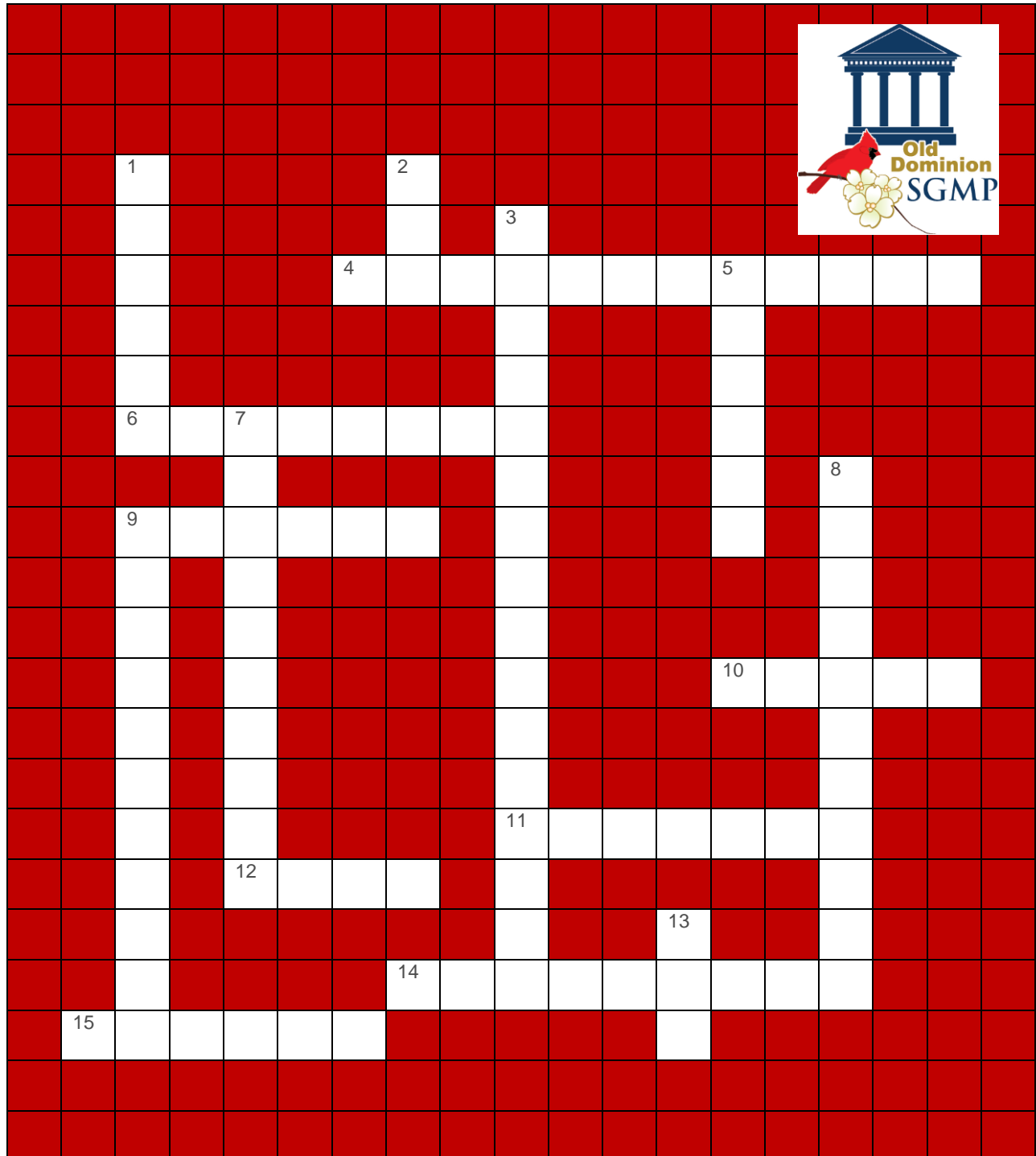
The Marriott St. Louis Grand
800 Washington Avenue
St Louis, MO 63101

May 19-21, 2020



Registration is now open!

Old Dominion Cardinal's Newsletter Crossword Puzzle



Print out a completed copy of this puzzle and bring with your business card to the January meeting to be entered in a drawing for a bottle of wine.

Newsletter Crosswords Clues

- 1) The January meeting is at the _____ Richmond Downtown.
- 2) Ms. Unger reminded suppliers to update their _____ information.
- 3) The 2020 Chapter Education Conference's location.
- 4) Where is the February CGMP class?
- 5) The meeting in November discussed this topic.
- 6) Andrew reported a balance over \$12,000 in this month.
- 7) We learned how to work with _____ in December.
- 8) Lorna shared her updates from the _____ committee.
- 9) *Across:* The chapter raised over \$1,600 at the _____ auction.
- 9) *Down:* Topic at the January Meeting.
- 10) The chapter education conference is in this month.
- 11) The February chapter meeting is at the Holiday Inn _____.
- 12) The hotel for the 2020-chapter conference has a red _____ on the side.
- 13) The October meeting discussed the _____ process.
- 14) She is the chapter's new First Vice President.
- 15) Kathy from AAA reminded us to keep _____ in mind when traveling.

Thank you to our supplier partners for hosting the events this past quarter.



Great Wolf Lodge Williamsburg
October Chapter Meeting



Delta Hotels Richmond Downtown
November Chapter Meeting



Richmond Marriott Short Pump
December Chapter Meeting