



# CURRENT

Meeting Planners International—Dallas Fort Worth Chapter

November 1985

## By-Laws, Policies and Procedures

by LaTrelle Smart



When you joined MPI you received a copy of the International by-laws within your International membership directory. I am currently pulling together all policies and procedures adopted on the local level since Harmon Hodge's presidency to present. Once the policy manual is complete we will make copies available to the membership. Until that time I wanted to review several of the most frequently asked questions:

**ATTENDANCE** A guest may attend two meetings per year before they are required to join. This policy does not apply to a spouse attending an evening function.

**ADDRESS CHANGE** It is the responsibility of the individual to notify International of any address or company change in writing on the company's letterhead. A copy of the letter should be sent to Lynette Owens, local Vice President of Membership.

**MEMBERSHIP** Supplier applicants must bring a new planner member into the membership before the supplier can be accepted. (Suppliers are individuals engaged in supplying goods and services to meeting planners. They shall include, but not be limited to, advertising specialty firms, airlines, cruise lines, audio visual manufacturers and services, auditoriums and convention halls, badge suppliers, convention bureaus, convention decorators, display builders, film rental firms, group travel suppliers, hotels, publications, sales incentive companies, speakers and presenters, theatrical and speaker producers and/or guest.

**Planner membership** is available to those individuals actively engaged in planning and managing meetings for the firm or organization by which they are employed and to individuals who provide consulting services to clients solely for the purpose of planning and conducting meetings and who receive NO compensation for services except from their clients.

**RESIGNATION OR TRANSFER** Membership in MPI belongs to the individual not the organization. When a member transfers employment he/she may continue membership by payment of the annual dues

within 60 days following the transfer or must provide evidence in writing that the organization he/she left has released to him/her the balance of the period for which dues have been paid. When the company has paid the membership dues, the company has the right to replace the transferred member with another individual. If the individual is a supplier he/she must bring in a new planner when dues expire or within 60 days, whichever is longer.

Now if I have totally confused you, give me a call at (214) 421-1083 and I'll try to answer your particular question. Last month I promised a complete report on our financial status. I am happy to report we ARE in the black thanks to Connie Gray finding a mistake made by the bank and to everyone who paid their "no show" billing to the tune of \$209.00. See Connie's report for more details. Although we are in a positive cash flow we still need your assistance to get us completely out of the woods. Patty Watson Covert is working on a fund raising project to take place in December. A special thanks to all of you who have called in and to Stuart Freeman and the Canadian Consulate for providing the mailing of the newsletter for November AND December. At this month's meeting when you see our new registration signs be sure and say thanks to Reed Beving and United Expositions. Again, thanks for all the support. I think by the end of 1985 we will be in excellent financial shape.

## The November Meeting

By: Joan Fleming

This month's meeting, a luncheon on Tuesday, November 26, will feature round table discussions of key topics selected from the member survey. The Westin Hotel Galleria will host the luncheon meeting and will offer site inspections beginning at 11:00 AM.

The roundtable discussions will be immediately after lunch. This format was selected due to its overwhelming success at the national conference in Chicago. Each table will have a discussion leader and a number that will correspond to a specific topic. Attendees will be asked to select the topic they wish to discuss, then find a table with the corresponding number. Placecards designating "Planner" and "Supplier" will be used to ensure a good mix of planners and suppliers at each table.

The topics selected for discussion are: Planner/Supplier Relationships; Working with Hotel Staff; Site Selection; and Planning Special Events.

## MPI Experiences the Cultural Side of Fort Worth

By: Ed Rohling

Seventy MPI members began the evening with champagne as Fort Worth showcased its less known cultural side. Members toured the Arts District and the award winning restoration of Sundance Square prior to arriving at the Omni Theatre. The Omni graciously welcomed the crowd with its spectacular "Genesis" film, a fascinating study of our world's development.

Another gracious champagne reception was hosted by the staff of the Amon Carter Museum of Western Art. Planners were impressed with the 66,000 square feet of exhibit space, the Library of American Art and the adjacent quality meeting facilities.

The evening was capped with a delightful veal dinner and a preview by Amon Carter's Director of Special Programming, William Howze, of Richard Avedon's "Faces in the American West". Described as brutal and honest, 120 of Avedon's larger than life portraits are on permanent display at the Amon Carter Museum.

## MPI Black Tie (Optional) Christmas Party

Christmas at the elegant "Windows" on the 15th floor of the Plaza of the Americas Hotel. Windows looks on the magnificent panorama that is Dallas at night.

There will be prizes throughout the evening, great food and alot of Christmas spirits.

You will be receiving your prize tickets soon and we hope you will do your best to make this a fun as well as profitable evening for MPI.

We are still requesting prize donations and would appreciate you taking a few minutes to help us in this endeavor. Please call Patty Watson or Mary Jo Simmons for information and, we hope, donations.



FORT WORTH... A great evening with the museums. PHOTO BY: SLOAN PHOTOGRAPHY

## September Meeting— Standing Room Only

By: Glenn Johnston

As I approached the entryway of Mistral to attend the September meeting of MPI, I, as were those around me, was drawn towards the door by the magic of music. It was obvious that everyone who had already passed the entryway was "Jumpin' with Jeff". The special video presentation of Jeff Fuller, our host, was very effective.

Steve Powell of the Anatole welcomed us by sharing the news that they had just completed a \$400,000 redecoration of Mistral. The project was completed only hours before MPI arrived for the luncheon meeting. The room was impressive and the dancers really put on a show.

AVW provided the equipment and staff to allow us to see the speakers and hosts on the video screen. This allowed participants to speak from anywhere in the room and still be seen and heard by all. They also played a pre-recorded video with Dwight Loken, President of MPI, and Doug Heath, Executive Vice-President of MPI discussing the move of MPI headquarters to Dallas. We would like to thank them for their technical assistance.

The main feature of the meeting was a panel discussion moderated by Jerry Swiggart. The panel members were from the Dallas, Irving, and Fort Worth Convention and Visitor's Bureaus.

Ed Simmons, Director of the Dallas Bureau informed us that the association conventions have a major economic impact on the city. They are also able to help with corporate meetings through the use of their lead distribution system.

Irving Bureau President, Walt Bowden, discussed the free service to planners available through them. They offer shell brochures, maps, restaurant guides, posters, program assistance, and media coverage for conventions. I am sure we can all see the benefit of these services.

We were informed of the "on site" services offered by the Fort Worth Bureau by Director, Coleen Haggard. They include service assistance with registration, badges, brochures, and free parking stickers.

The standing-room-only meeting was closed with the dance floor being opened and several members invited to join Jeff Fuller for more dancing.

## Attention All Members

On Tuesday, December 3, 1985 the Dallas Quorum Marriott will be hosting a wine and cheese reception for prospective planners. This is by invitation **only** and will allow our board members a chance to sell MPI.

If anybody currently knows of a potential planner, please give Jeff Fuller a call at 214-960-1200.

We need your support to help the chapter grow! Please call with your prospect and you will receive credit if that planner joins.

## 1985/1986 Door Prize Donations

By: Lynette Owens

The following donations have been received for the 1985/86 membership year. Our contest has begun with members who have signed up new members for this new fiscal year. Our thanks to everyone who has contributed

THE SUMMIT HOTEL  
HYATT REGENCY/DALLAS  
SPECIAL ARRANGEMENTS  
HOTEL CRESCENT COURT  
WYNDHAM HOTEL  
SOC. PETROLEUM ENGRS.  
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PLAZA OF AMERICAS  
HYATT REGENCY/FT. WORTH  
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BDR ENTERTAINMENT  
MARRIOTT PARK CENTRAL

LOEWS ANATOLE  
MANSION ON TURTLE CREEK  
WESTIN GALLERIA  
FT. WORTH C/V/BUREAU

RENEE'S COSMETOLGOY CTR  
INTERCONTINENTAL HOTELS

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GTE DIRECTORIES

these fantastic prizes! Remember, each month, our drawing is not only for membership but a door prize will also be drawn from those in attendance at a meeting.

Lunch for two in Gabriel's  
Dinner for two - Antares Rest.  
Texas Goodie Basket  
Weekend for two/Suite/Breakfast  
One Night Weekend Package/Breakfast  
Lead Crystal Boxes  
Cross Pen/Pencil Set — Six Pack Dr. Pepper  
Sunday Brunch for Four  
Dinner for two-Cafe Royal  
Sunday Brunch for two  
Sunday Brunch for two  
— Four Seasons Bath Robe  
Weekend Package for two  
Assorted Gift Paks  
Handcrafted Kaleidoscope  
Weekend for two - Magic Condo  
Two nights Rancho Bernardo Inn - San Diego  
Pegasus Tahoe Luggage Set  
— Cassette tapes, records/tickets  
Suite for 2 for one night/Dinner for two/Brunch for two  
Sunday Brunch - Atrium  
Saturday Brunch for two  
Two nights/Brunch for two  
Evening Extravaganza for two, Transportation/  
Dinner/Ent., Hotel Accommodations  
Series of Six European Skin Care Treatments  
Two nights - Hilton Head Intercontinental  
Hotel/Breakfast daily  
Round Trip for two to Hilton Head, South Carolina  
Two nights-S. Padre Hilton-w/Air  
GTE Clock Radio Telephone

PHOTO BY: SLOAN PHOTOGRAPHY



Music in FORT WORTH is not all COUNTRY!

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Opening December 1985

## Meeting Planners International Treasurer's Report

By: Connie Gray

As you are all aware, we were experiencing some financial problems of which we had asked your help in any way to defray the costs of some of our expenses through means such as mailings, postage, etc. We've had a tremendous response from the membership and do appreciate your assistance and patience.

We are happy to report we are currently operating on a positive cash flow basis again. Our September expenses totaled \$2,591.82 while our income was \$3,794.00. Our no-show billings totaled \$209.00 for the month of September. Thanks to those members who did remit. If any of you have any outstanding invoices, we would appreciate your payment.

## Around the Town

By: Dennis Pendergast

Well I am sitting here trying to fit 50 people into a 30 person room, when I thought about,

Well Ft. Worth—We Luv You!! To all of you from Dallas and where ever you missed, shame on you. A great evening.

Latrell Smart takes the job as Director of Sales at The Greenlefe. Good luck and welcome to Dallas.

Thanks to Grayline and staff for their usual professional job, and the ride.

I can't believe it, I just told my favorite sales type that we would like to bring our "Dog and Pony" shows, They said OK, the dogs can stay in the rooms, but what are you going to do with the ponies? True story.

Wasn't it great to see Pat Smith back in Ft. Worth.

Catalene Holmes moves to the Anatole. Learned one thing—tough to pour Champagne on I-30.

Seriously, make plans for December, Phoenix and MPI, Dallas and MPI. (Dec. 17) Great program.

Chuck Whalen moves to the Worthington in Ft. Worth.

## MPI Survey Results

By: Judith Mathews

The results of the 1985 MPI Questionnaire from the Programming and Education Committee are in! Of the 250 questionnaires sent out, 109 were returned for an extremely high return rate of 44 percent. Our thanks go to all of you who participated in this survey.

Of the 109 participants in this survey, 67% were meeting planners and 33% were suppliers. The average number of years as an MPI member was 2.74 years, while 60% of the participants have been in the industry more than 5 years.

By way of explanation, percentages were rounded and therefore may not always equal 100 percent. The most popular topics are:

Meeting Planners/Suppliers (percentae answering "Important")	
Food and beverage (February 1986 Meeting)	70/18
Working with hotel staff (Hilton Host Program)	70/45
Site selection	64/49
Managing time	61/69
Housing, reservations	59/19
Advanced budgeting	59/68
Speaking and writing effectively (March 1986 Meeting)	58/78
Planner/Supplier relationships	37/85
Recent legislation affecting our industry	39/60
Marketing meeting services to your organization (letting them know how good you are)	58/58
Preferred formats:	
Educational/informational (2-3 hour) sessions led by a specialist addressing personal growth and industry updates	64/53
Luncheon	65/78

## For Planner Members Only . . .

Let's take inventory! Our supplier members graciously contribute their goods and services to MPI on a regular basis. We, too, probably have resources we could share if we knew they were needed. For instance, your organization could assist with the postage, word processing, laminating, name badge stock & holders, Kroy printing, portable sound equipment, xeroxing, screens, projectors, paper and envelopes. Want to get involved? What could you add to the list? Perhaps your company would permit you to absorb the postage to mail one issue of the newsletter? Explore your own territory, then complete and return the form below to Pat King, Director of Meetings, Texas Society of CPAs, 1111 W. Mockingbird Lane #201, Dallas 75247.

COUNT ME IN! CALL ME WHEN YOU  
NEED THE FOLLOWING ITEMS:

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

## New Members in October

The following became new members in October:

Darla D. Armstrong, Electronic Data Systems

Barbara Fett, Infomart

Sherry Flood, Irving Convention & Visitors Bureau

James D. Marsicano, American Airlines

David M. Menotti, UCCEL Corporation

Betty J. Robertson, Electronic Data Systems

Dora E. Bumpas, Southwest Homefurnishings Assn.

Patricia Fischer, DFW Hilton & Exec.

Conference Center

Robyn Kramme, International Leadership Center

Tanya Maxwell, KMart Insurance Services, Inc.

Francis Portillo, Buck Rogers Travel

Lillie West, Electronic Data Systems

## H.O.S.T.

By: Dick Champ

HILTON ON SITE TRAINING is an exclusive program designed for the Meeting Planner.

The H.O.S.T. Program is a comprehensive learning experience with extensive training to help entry and mid-level meeting planning professionals do their job better.

All Hiltons in the Dallas/Ft. Worth Metroplex are dedicated to assist the membership of the Dallas/Ft. Worth MPI Chapter with an opportunity to participate in this new and exciting Hilton program.

H.O.S.T. will provide:

A first-hand look behind the scenes at a Hilton Hotel in operation.

An opportunity to learn from each department head ways of communicating meeting needs and how a hotel responds to those needs.

Members interested should contact:

Mr. Dick Champ

Director of National Accounts

Hilton Hotels Corporation

214-744-0890

## Seminar For The February Meeting

By: Dr. Norbert Dettmann

The program planning committee for the Feb. 27 meeting at The Hotel Crescent Court is planning an innovative and informative seminar on food and beverage design, cost and production. The participants will go behind the scenes to become involved in the food preparation for the dinner meeting. A panel of local experts will lead the seminar. More later.

### WOW...WHAT A SHOW !!!

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Dallas Fort Worth Chapter of MPI  
P.O. Box 47974  
Dallas, TX 75247



### CALENDAR UPDATE

**November 26, 1985**  
Lunch  
D/FW Chapter Meeting  
Westin

**December 8-11, 1985**  
Professional Education Conference  
Phoenix

**December 17, 1985**  
Dinner  
D/FW Chapter Meeting  
Plaza of Americas

**January 23, 1986**  
Dinner  
D/FW Chapter Meeting  
Harvey House

**June 15-18, 1986**  
Annual Conference  
Boston

**December 7-10, 1986**  
Professional Education Conference  
San Diego

**June 7-10, 1987**  
Annual Conference  
Winnipeg, Manitoba

**December 6-9, 1987**  
Professional Education Conference  
Miami

**June 19-22, 1988**  
Annual Conference  
Seattle, Manitoba

**December 6-9, 1988**  
Professional Education Conference  
Nashville

### OFFICERS

**President**  
Latrell Smart ..... (214) 421-1083

**Vice President Membership**  
Lynette Owens ..... 458-2021

**Vice President Programming**  
Judith Mathews ..... 358-3395

**Vice President Administration**  
Pat Smith ..... 655-6100

**Vice President Finance**  
Connie Gray ..... 669-3377

**Vice President Public Relations**  
Janet Loveless ..... 252-7476

**Board of Directors**  
Norbert Dettmann ..... 242-0827  
Jeff Fuller ..... 960-1206  
Linda Hill ..... 386-9403  
Betty Thomas ..... 630-8787

**International Directors**  
Sally Gibbons—Supplier ..... 748-1200  
Jerry Swiggart—Planner ..... 429-3803

**Immediate Past President**  
Ellen Beckert ..... 638-6450

**Chapter Secretary**  
Della Bolton ..... 689-4775

**MPI/DFW Current**  
Janet Loveless ..... 252-7476  
Committee Chairperson—  
Irving Convention & Visitors Bureau  
2121 W. Airport Freeway  
Irving, TX 75062