

VIP Gazette

A Monthly Update for AFE Chapter Leaders

August, 2009

About the VIP Gazette: This newsletter for AFE Chapter leaders past, present and future follows your monthly meetings to recap so that even those unable to make the meeting can know what was discussed and what is available for you now at AFE!

AFE and IFMA Working Together in Houston

AFE Chapter 25/Gulf Coast (Houston) is collaborating with the International Facility Management Association (IFMA) to offer a presentation on Energy Management Trends/Energy Efficiency Indicators on September 16th. The presentation will feature Shari Epstein, Director of Research for IFMA, which is based in Houston.

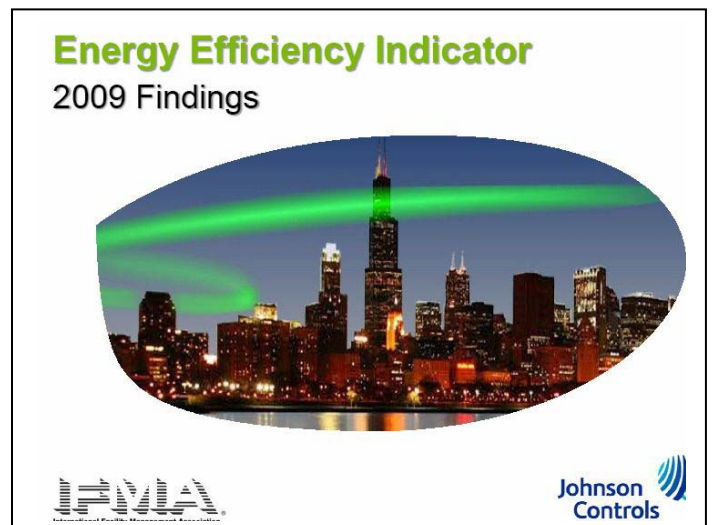
“There are a lot of positives to working with other associations to share information and learning opportunities,” said Larry McCarty, CPMM, AFE Chapter 25 President. “It helps to strengthen both associations and promotes a more cohesive industry in the long run.” McCarty encourages his chapter members to invite colleagues and friends to participate in the learning opportunities to network, build personal and professional resources and get to know trusted vendors in the area. “Networking is an important part of AFE. Getting together to discuss common problems, discover best practices and find solutions is priceless,” he added.

The AFE Chapter 25/Gulf Coast (Houston) is also led by David Konvicka, Recruitment/ Membership Coordinator.

Open Letter to AFE Leaders – Facilities America “Top 3” CHALLENGE!

Dear Fellow AFE Leaders:

I hereby challenge you to a contest. Let’s see which AFE Chapter can get the most members to attend **Facilities America, October 29-November 1 in Greenville, SC!** I think it’ll be a chapter in my region, REGION 8 – so prove me wrong!



[Open Letter, continued...]

Facilities America will be a showcase of AFE's strengths – top notch education, networking and knowledge sharing among facilities professionals. **Facilities America** is being held in conjunction with the Carolina Industrial & Maintenance show, which will feature trusted industry vendors, and education tracks will feature green/sustainable topics and technical subjects, as well.

[Go to this page](#) on the AFE website for the agenda and all the details and REGISTER TO ATTEND! Then call/email/reach out to all the members in your chapter and encourage them to attend with you.

We'll have the staff at Headquarters tally the results for attendance and rank for us the top three chapters with the most attendees. And the stakes are..... First place chapter – doesn't pay for lunch. Second place chapter – doesn't pay for lunch. Third place chapter – picks up lunch in Greenville for the officers in attendance from the top two Chapters.

Let's go – see you in Greenville and let's see who gets the free lunch!

Sincerely,
Wayne Saya, CPE
Regional Vice President, AFE Region 8
AFE National Board of Directors

More Chapter Challenges for Facilities America

Another challenge! [Chapter 59 Poinsett-Greenville](#) is offering a challenge to all AFE Chapters: "For any chapter bringing more attendees to Facilities America than Chapter 59, we will pay \$25 per attending member to the charity of the chapters' choice."

Also, Chapter 168, Washington DC/Capital is working with AFE and United Airlines to award a special scholarship to be selected from among those registered for Facilities America for an all-expense paid trip for two to Facilities America.

Who else will step up to the plate? Can your chapter offer to do something special to promote attendance? Or perhaps host a cocktail/happy hour reception in Greenville, or challenge other chapters to a contest? Let's make this a great, fun conference to remember!

Chapter Awards to be Presented at Facilities America, Oct 29 – Nov 1

The AFE Awards Committee has announced the categories for the 2009 Chapter Awards, to be presented at Facilities America, AFE's own conference, on October 30 in Greenville South Carolina. The categories include:

- o Chapter Member of the Year
- o Student Chapter of the Year
- o Chapter of the year
- o Membership Marketing
- o Best Newsletter
- o Recruitment/Retention Award
- o Community Service Award
- o Best Professional Development

[Chapter Awards, continued...]

Consideration will also be made in certain categories for large and small chapters. The judging criteria are being developed now, and will be available to chapters shortly.

Nominations for particular categories shall be done through your RVP, with just one nomination from each category coming to the Awards Committee from each region. What a great way to show your pride in AFE – by winning the first of the new awards! Stay tuned for more information, which we will forward as soon as details are complete.

Other Items

Chapter to Chapter Communications

Did you know that you can post your materials on the AFE website to share with other chapters? Send your newsletters and promotional pieces to Jane Jacobs to post and share with your colleagues – we can all learn from each other.

Chapter Dues Payments

Chapter checks for the second quarter of 2009 have now been sent. If you have not received your payment, check with Jeanine to ensure we have the correct details (Jeanine Salifou, (571) 203-7239 or JSalifou@AFE.org).

Chapter Officer Training

AFE will again this year be developing Chapter Leadership Training. Based on past programs, we will be running Webinars on leadership training and will follow this up by publishing the Webinars and making them available for presentation at the Chapter level. Details will follow, but if you have any questions, contact Laurence Gration, (571) 203-7234 or LGration@AFE.org.

AFE PowerPoints available to Chapter Officers

AFE has several PowerPoint presentations chapters can use for the following topics: 1) What's New?; 2) AFE Membership; and 3) AFE Certification. Or, if you have an idea for a presentation that will help you show members and non-members alike the benefits of belonging to AFE, we are happy to help! Please share your ideas with Jane Jacobs, (571) 203-7235 or JJacobs@AFE.org. To request an existing presentation, please also contact Jane.

Download Your Chapter Roster.

The instructions are listed below, and we have also developed a PowerPoint presentation for your use. Remember that you can up-date your own membership information by logging into the Members Only section of the AFE Website.

How to access your chapter roster:

- Go to www.AFE.org and log in at top right
- When the list of actions pops up, go to "Additional Features"

[How to access your chapter roster, continued...]

- In the right column click on chapters
- When the chapter list opens, select and click on your chapter
- Search criteria opens

Search Tips: In the search box, a number of drop-down boxes will appear with different options. Here, you can play around to create all kinds of reports. The fewer boxes selected the broader the data you will get; the more boxes checked, the more targeted list you will get. Most likely, you will just go to “Select Chapters” and click on “All Chapters” in the drop down.

- When you have selected the criteria you want to use, go to the Report Type and you will see the default Export which is what you want to use.
- Click “Create File”
- The next screen that opens will contain a link to the Excel spreadsheet that you can open and save. You will also see below that link that raw data exposed as well. You can also work directly in this area, updating the member data as needed.

If you have questions or need assistance, please contact Jeanine at (571) 203-7239 or JSalifou@AFE.org.

Updated Chapter Management Guide

Many sections of the Chapter Management Guide have been updated and are now available at <http://www.afe.org/about/chapternews.cfm>. These are also available on a flash drive upon request.

Chapter Officers Update Form

AFE Headquarters must be updated on your current roster of officers! Use this form to let us know when new chapter leaders are elected or anytime there is a change. This ensures the correct folks get important mailings and correspondence. This form is due to AFE Headquarters the first month the officers begin their term. You can download the form at <http://www.afe.org/about/chapternews.cfm>.

Chapter Websites are Available to You at No Charge!

We’ve hired a technology firm to create great looking website templates for you. It costs you nothing, just a little set up time which we will walk you through. The sites are designed so you can update them yourselves and keep them active and informative. [See Chapter 74’s website for example](#). Initially, it should take 1-2 hours to get your website started and then just about an hour or so every so often to update. **Get started today – call Jeanine at (571) 203-7239.**

Directors and Officers Liability Insurance is Available to You Through AFE.

AFE offers supplemental Directors and Officers Liability insurance. The policy includes up to \$1M of supplemental liability coverage. Please contact Jeanine at (571) 203-7239 or JSalifou@AFE.org for more information.

New Items Added to the AFE Store

We’ve just added a number of new items bearing the AFE logo in the AFE Store! These make great gifts for speakers. To see the new items, go to <http://www.cafepress.com/AFESTORE>.

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