



VIP Gazette

A Monthly Update for AFE Chapter Leaders

December, 2009

For AFE Chapter leaders past, present and future, this newsletter follows your monthly meetings to recap so that even those unable to make the meeting can know what was discussed and what's available for you now at AFE!

Chapter 21 Rochester Honors Long-Time Member Nick Dargento

AFE Chapter 21/Rochester recently honored long-time member Nick Dargento for his contributions to the chapter and to the organization over the course of his more than 40 years of involvement in AFE.

Now retired, Mr. Dargento is a Life Member of AFE. Pictured are Michael Conrad (left), immediate past president of Chapter 21, and Nick Dargento, holding a memento engraved with words of appreciation, presented to him by the chapter.



*Editors Note: Please share news from your chapter with AFE!
Contact Jane Jacobs JJacobs@AFE.org or (571) 203-7235.*

AFE Board/Regional Vice President Election Results

Voting via electronic ballot in late October, the AFE membership elected the Association's national Board of Directors and Regional Vice Presidents for three regions for terms beginning January 1, 2010. The results are as follows:

Board of Directors

Chair: Alex Michael "Mike" Keller, CPE; Vice Chair, Finance: Lane T. Pierce, CPE, CPMM; Vice Chair, Membership: Terry L. Wireman, CPMM; Industry Director: Roy E. Nation, Jr.; Academic Director: George E. Howe, CPE; Committee of Representatives Director: Wayne P. Saya, Sr., CPE; and Immediate Past Chair: Dan P. Bittel, CPE. (Two additional Board positions will be elected from the Regional Vice Presidents in an upcoming internal election.)

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Formal Documentation Requirements for Chapters: Deadline January 29, 2010

Every chapter, whether active or inactive, is required to submit the following forms by Friday, January 29, 2010:

- Current Chapter Officer Form
- Financial Data Information for the year ending 2009
- Application for Directors and Officers Liability Insurance for each Chapter's officers.

These forms will be available on the [Chapter Leadership page](#) at www.AFE.org in early January. If you have questions please contact JSalifou@AFE.org or (571) 203-7239.

Regional Vice Presidents

Region 1: Tom J. McDonough, CPMM; Region 2: Clifford A. Muller, CPMM (1 year replacement term); Region 3: Gerald A. "Jerry" Olson; Region 4: Jerry Biron (existing term); Region 5: Kenneth C. Walker, Jr., CPMM; Region 6: William R. "Bill" Marseilles (existing term); Region 7: Stephen W. Nicholas, CPMM; Region 8: Wayne P. Saya, Sr., CPE (existing term); Region 9: Larry J. McCarty, Sr., CPMM.

Congratulations to each of the newly-elected!

Chapter Officer Training Presentation

AFE has a new PowerPoint slide presentation available that will help with both new officer orientation and as a refresher for existing leaders. The presentation can be emailed and viewed individually or used with a projector in a group setting.



Orientation and Refresher for Chapter Officers and Leaders

This presentation was developed by incoming Regional Vice President for Region 7, Stephen W. Nicholas, CPMM. For a copy of the presentation, contact Jeanine Salifou at JSalifou@AFE.org or (571) 203-7239.

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. An active website will go a long way toward helping you recruit and keep members! To get started, call Jeanine at (571) 203-7239 or email JSalifou@AFE.org.



[Click here](#) for 2010 Advertising Opportunities

Pins, Pens, Post It Notes – Great Gifts for Your Members!

Be sure your members are wearing their lapel pins and have their own AFE writing pen. AFE also now has logoed post-it notes!

Lapel pins are no charge depending on quantity. Writing pens with the AFE logo are available in boxes of 50 for \$38.50; post-it notes are available in packs of 20 for \$25 delivered. These are great to have on hand at your meetings and to give to potential members. Call Jeanine at (571) 203-7239 or email JSalifou@AFE.org.

**Other Items****Trade shows**

Did you know AFE has booths, brochures, handouts and other materials for you to use at trade shows?

- Professional Exhibit Booth, Display Racks & AFE Signage
- Membership and Certification Brochures
- Facilities Engineering Journal
- Pens, Flash Drives and other give aways

Advance reservation of the booth is required. Contact Jeanine to request a form listing all available items and to reserve the booth. Let us know what you need and we'll get it to you!

**Directors and Officers Liability Insurance**

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

Chapter Elections/Updated Officer Forms

If you are holding elections for 2010, please don't forget to send in an updated Chapter Officer form to Jeanine Salifou with Component Relations at jsalifou@afe.org or via fax at (571)766-2142.

IRS and State Reporting

Friendly reminder: Chapters must be registered with both the IRS and with your state. In addition, you are required to report the Chapter's financial activity to the appropriate federal and state agencies. If you have any questions, please contact Laurence Graton, CEO, at (571) 203-7234 or LGraton@AFE.org.

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