

VIP Gazette

A Monthly Update for AFE Chapter Leaders

July, 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 meetings can know what was discussed and what's available for you now at AFE!

Monthly Meetings: Monthly chapter leader meetings are held via teleconference the first Thursday of each month at 10am, 2pm and 5pm EST. Everyone is welcome! Just call 1-888-827-4950 and enter passcode 56242180#.

This month's Chapter Spotlight

Building a Strong Chapter: Sacramento/Chapter 151



Chapter 151 Membership Chair Dave Crowell on top of the Ziggurat in Sacramento, CA.

It should be done with carefully planned steps, according to Dave Crowell, membership chair for AFE's Sacramento Chapter 151, which held its first meeting six months ago with about 25 attendees. Building a strong chapter takes a little legwork at first, but the philosophy is simple. Start with vendors who can offer a valuable product or service, who are interested in the AFE audience and vice versa, and ask for their involvement at the front end. "You can easily get a little funding for a meeting from a vendor company or two for the opportunity to get in front of an interested audience," Dave said.

From there, establish a routine and get your momentum going. "We ask for feedback at meetings – we ask what the top concerns and areas of interest are and make our plans for future meetings based specifically on that feedback," Dave said. The chapter's rotating meeting schedule includes a business meeting, followed by an instructional/technical meeting, then a meeting that includes a facility tour, and back to a business meeting for the next time, and so on.

"Offering a variety and switching it up like this keeps interest high and attendance numbers solid," Dave commented. "The other great thing is the networking that goes on. You get all these folks together in one place who are all dealing with basically the same issues at different facilities and they're relating experiences to each other – what has worked, what hasn't – and it's these casual exchanges that are often the most valuable aspect of it all," he added. These kinds positive experiences relay into automatic word-of-mouth recruiting, and help to build an active, thriving chapter.

The Sacramento Chapter is also led by Leo Harshbarger, President; Richard Williams, Treasurer; Steve Doss, Vice President; and David Cady, Events Chair.

Note: To have your chapter featured in a VIP Gazette, contact Jane Jacobs at (571) 203-7235 or JJacobs@AFE.org.

Two-Way Communication is Key!

AFE's goal must be to keep moving forward, and the best way to do that is through the Chapter!

So I pose the question to you: "What can we do to improve the communication between AFE National Headquarters and our Chapters?" You, as chapter leaders, have told us you prefer email over phone calls, and that you will read emails even sooner when "AFE" is in the subject line. So we're working on establishing a bi-weekly routine of updating chapter leaders with news and information. Stay tuned!

Your turn: We at headquarters need you to let us know when there are changes or updates in your chapter, especially if it's a change in leadership. Also – we like to share news from chapters who are doing well or have a good story to tell through this newsletter and *Facilities Engineering Journal!* So please keep in touch and let us know what's happening in your chapter.

Chapter Officers Update Form: One of your first and primary responsibilities is to ensure AFE Headquarters has your chapter's officer report form. This form tells us who the chapter leaders are and ensures they are placed on the mailing list for all national correspondence. This form is due to AFE Headquarters the first month the officers begin their term. You can download the Chapter Officer Update Form at <http://www.afe.org/about/chapternews.cfm>.

Laurence Gratton
CEO

Technology Update

Chapter websites are available **now** and they cost you nothing!

We've hired a technology firm to create these 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.

Chapter 74 has already launched their website. [Click to view an example](#). Others in the process of getting theirs set up are Region 8; Chapter 15: Golden Gate San Francisco; Chapter 66: Chippewa Valley, Chapter 84; Southwestern Michigan (Kalamazoo); and Chapter 140: Granite State New Hampshire.

Initially, it should take 1-2 hours to get your website started and then just about an hour or so every 3-4 months to update. **Get started today – call Jeanine at (571) 203-7239.**

Download Your Chapter Roster

You now have the ability to download your chapter roster directly from the AFE database. We are still working out some kinks in this service, so if you notice an error or omission, please bring it to our attention and we will correct it.

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"
- In 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 many 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.

Reactivating Chapters - Update

The following chapters have reactivated: Madison, WI Chapter 161; Central California, Chapter 151; Columbia River, Portland, OR, Chapter 123; and Western Washington, Chapter 154. In addition, David Turany has announced that this fall, he will be making an effort to reactivate South Central Wisconsin (Madison), Chapter 161.

Remember – Headquarters can offer support for chapter reactivation, event promotions, etc. Let us know what you’re doing and how we can help!

Facilities America, October 29 – 31, Greenville, SC

AFE’s national meeting and educational conference will be held at the Hilton Greenville in conjunction with Maintenance Shows of America, October 29-31! The program will focus on the latest products, technologies, best practices and services facilities professionals need to do their jobs well.

Topics to be covered include:

Sustainable Maintenance Practices

Managing the Maintenance Function in a Challenging Economy

Management: Back to the Basics

Managing the Team: Enhancing Your Leadership Skills

An affordable \$125 registration fee gets you access to all education tracks, exhibits and other happenings at both Facilities America and Maintenance Shows of America!

[Click here for details and information](#), or [click here to register now](#).

Chapter Awards

AFE will hold a Chapter Awards Luncheon at Facilities America in Greenville, SC on Friday, October 30, 2009. More details will follow in further email communications and the next edition of the VIP Gazette.

Other Items

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>. We are always open to more suggestions on this – let us know and it shall be delivered.

Chapter Directories

It's a great service to your chapter to put together a directory of members! Depending on your resources, it can be anything from a simple Microsoft Word document with an alphabetical listing or as elaborate as a full color, printed directory with advertising. [Take a look at this example from Granite State Chapter 140!](#)

PowerPoint Presentations Available for Chapter Meetings

AFE has several PowerPoint presentations chapters can use for the following topics: 1) What's New?; 2) AFE Membership; and 3) AFE Certification. Chapter leaders can request these presentations by contacting Jeanine Salifou 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.

AFE Logo

If you have a need for a high-resolution version of the AFE logo for use in your chapter's marketing and communications, please contact Jane Jacobs at (571) 203-7235 or JJacobs@AFE.org. We will soon offer the AFE logo as a downloadable file from the AFE website. Stay tuned.

Trade shows

Did you know AFE has booths, brochures, handouts, AFE logo pens and flash drives and other materials for you to use at trade shows? Let us know what you need and we'll get it to you! Contact Jeanine for a list of all available items.

AFE Headquarters Staff Contacts

Here is the current list of contacts at AFE National Headquarters. We are here to help and happy to hear from you! <http://afe.org/about/contacts.cfm>

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