

VIP Gazette

A Monthly Update for AFE Chapter Leaders

October, 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!

Chapter Awards to be Presented at Facilities America 2009

On **October 30 in Greenville, SC**, the AFE Awards Committee will be presenting the 2009 Chapter Awards for the following categories:

- o Chapter Member of the Year
- o Recruitment/Retention Award
- o Student Chapter of the Year
- o Chapter of the year
- o Best Newsletter

Attend as an AFE Chapter leader to show your support for and pride in your Association! Plus, Facilities America is a great opportunity to get top-notch facilities-specific education. **Plus, for a limited time, Mainstay Industries has generously offered to cover the registration fees for anyone who registers online between now and October 16!**

More Than 20 Educational Sessions Will Cover These Topics:

- Sustainable Maintenance Practices
- Managing the Maintenance Function in a Challenging Economy
- Energy Conservation/Alternative Energy
- Maintenance Management/CMMS/Indoor Air Quality
- Team Leadership/Enhancing Your Management Skills

And, you'll earn CEUs for to use toward your AFE recertification while networking and knowledge sharing among other facilities professionals. Facilities America is being held in conjunction with the [Carolina Industrial & Maintenance show](#), which will feature exhibits from trusted industry vendors and educational sessions, as well. Registration for Facilities America grants you full access to the exhibits.

[Go to this page](#) on the AFE website for the agenda and details, and register! A block of rooms has been reserved at a special rate at the Hilton Greenville – be sure to book by October 15 for the best rate!

See You in Greenville!



October 29-30, 2009
Greenville, SC



Pins and Pens – Get Both for Your Members

Be sure your members are wearing their lapel pins and have their own AFE writing pen! If you need lapel pins, call Jeanine at (571) 203-7239 or email JSalifou@AFE.org.



Writing pens with the AFE logo are also available in boxes of 50 for \$38.50. These are great to have on hand at your meetings and to give to potential members. Please order pens through Jeanine, as well.

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.

Other Items

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.

Trade shows

Did you know AFE has booths, brochures, handouts and other materials for you to use at trade shows? Let us know what you need and we'll get it to you!

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

Contact Jeanine for a list of all available items.

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

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