

## VIP Gazette

*A Monthly Update for AFE Chapter Leaders*

*September, 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!

### Larger Member Base = Better Chapter Meeting Attendance

It can be easy to become discouraged when you hold a chapter meeting and you're not getting the attendance numbers you want. Looking at the national average of 25% for participation in local chapter meetings of national organizations, it means you need at least 150 active members or more if you want, say, a good 35-40 folks at your meetings. It's a numbers game and it's directly related to the size of your member base. The tried and true "Member-Get-A-Member" strategy really does work. At all of your meetings, emphasize the importance of members spreading the word to other facilities professionals about joining AFE. Make it your mantra!



*AFE Board Chairman Dan Bittel, CPE*

You also need a good program to draw attendance and here's where your "vendor members" can help. Over the years, our Association has benefitted from the support of the companies who have products and services to offer facilities professionals. These companies often have speakers and informative presentations ready to go on technical subjects that your chapter members will appreciate. Seek these vendors out, get their support and build your member base with their help.

You'll also be helping AFE at the national level. The stronger our combined member base, the more revenue National will have to offer programs and services to our membership on the whole. Anytime you need assistance getting the word out about your chapter events or for help with member recruiting, contact the staff at National at (571) 203-7171. They are ready to help you anyway they can.

### Get The Word Out About Facilities America to Your Chapter Members

**Facilities America, October 29-November 1 in Greenville, SC** – this is a great opportunity for AFE Members to get top-notch facilities-specific education at an affordable price. At only \$125, attendees get to choose from 20 sessions on technical issues as well as sustainable/green topics over a two-day period.

[Facilities America, continued...]

**Facilities America** will be a showcase of AFE's strengths – valuable education, networking and knowledge sharing among 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 all the details and register! A block of rooms has been reserved at a special rate at the Hilton Greenville – be sure to book by October 1 for the best rate. See the last page of this newsletter for more information.

**See you in Greenville!**



## **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 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

Consideration will also be made in certain categories for large and small chapters. Nominations for particular categories should 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!

Complete details, including judging criteria, go to [http://www.afe.org/chapter\\_management\\_guide/index.cfm#ChapterAwards](http://www.afe.org/chapter_management_guide/index.cfm#ChapterAwards).

## **Chapter Officer Training Planned for 2010**

Starting next year, AFE will be offering formal training for newly-elected chapter officers. The program is still being developed and details will be available as soon as they are finalized. The training will be conducted by Regional Vice Presidents. In the meantime, the leadership guide is available and National will continue to provide training as needed and requested.

If you have any questions about leadership training, please contact Laurence Gratton at (571) 203-7234 or [LGratton@AFE.org](mailto:LGratton@AFE.org).

## Other Items

### Be Sure Your Members Have AFE Lapel Pins!

Are your members wearing their AFE pins? If not, give them one! Contact Jeanine at (571) 203-7239 or [JSalifou@AFE.org](mailto:JSalifou@AFE.org) if you need a supply of pins.

### 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](mailto: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](http://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](mailto: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 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.**

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Join hundreds of facilities engineers and maintenance and operation professionals at **Facilities America presented by Fluor** to learn about the latest technologies, best practices, products and services that will help you do your job better!

## Top-Notch, Affordable Education for Facilities Professionals

Held in conjunction with the **Carolina Industrial & Facility Maintenance Show**, the **Facilities America Presented by Fluor** costs only \$125 to attend\* all educational sessions at both events with access to all exhibits and other happenings, too!

## 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

Plus, you'll earn CEUs for attendance – use these toward your AFE recertification!

**\*EARLY BIRD REGISTRATION FEE \$125 UNTIL OCTOBER 1 ONLY!\***

To register, click one of the links above or go to [www.AFE.org](http://www.AFE.org).

View and print a preliminary agenda at the link above or at [www.AFE.org](http://www.AFE.org).

Discounts apply for multiple attendees from the same company!

## About the Carolina Industrial & Facility Maintenance Show (CI-FM)

Registering to attend Facilities America presented by Fluor also gives you full access to the Carolina Industrial & Facility Maintenance Show, a two-day trade show featuring exhibits from trusted industry vendors along with facilities-specific educational seminars.

## Who Should Attend

- Are you a plant or facility engineer or manager responsible for the planning and administration of industrial/commercial facilities?
- Are you a maintenance technician responsible for keeping industrial, logistics, commercial, residential or educational buildings in good repair?
- Do you need to know the options for alternative energy and energy conservation?
- Are you required to be current on green building issues, technical information and best practices for facilities operations?

If you can check at least one of these, you simply cannot afford to miss this event.

## Why Greenville, SC?

Internationally known as an engineering powerhouse, more than 800 manufacturing facilities such as BMW, GE Energy, 3M, Fluor, Milliken and many others are located in the Greenville, SC area, which is also home to the most engineers per capita in the nation.

**Hotel Information:** A block of rooms is reserved at a special rate at Hilton Greenville. Click here to reserve your room online or call 1-864-232-4747. Hilton Greenville is located at 45 West Orchard Park, Greenville, SC 29615.



*More than 20 educational sessions will feature both technical and green topics critical to facilities engineering with an emphasis on efficiency, cost effectiveness and sustainability while trusted industry vendors exhibit the latest in products and services for today's facilities environment.*

**Facilities America will be held at Carolina First Center,** located at One Exposition Drive, Greenville, SC 29607; Ph: (864) 233-2562.



Register Online at [www.AFE.org](http://www.AFE.org)!