

## VIP Gazette

*A Monthly Update for AFE Chapter Leaders*

*July, 2009*

### **About the VIP Gazette**

Welcome to the new *VIP Gazette*! This is the first edition of this new monthly newsletter for **AFE Chapter leaders past, present and future**. These will follow your monthly Chapter Leadership meetings to recap the discussions so even those unable to make the meeting can know what was discussed and be better informed on what is available for you, and your Chapter, now at AFE.

### **Welcome Jeanine Salifou**



AFE welcomes Jeanine Salifou, Component Relations Manager for AFE. Jeanine is your contact for all things chapter related. She can also assist you with your trade show needs and is charge of keeping chapter records up to date here at headquarters.

Anytime there are changes or updates in your chapter, please contact Jeanine at (571) 203-7239 or [JSalifou@AFE.org](mailto:JSalifou@AFE.org).

### **Chapter Leadership Meetings**

Chapter leadership meetings will be held on the first Thursday of each month at 10 am, 2pm and 5pm (to ensure everyone can attend) to bring you and your leadership up to speed with the latest happenings at AFE. Anyone is welcome to participate. Jeanine Salifou will be coordinating these meetings. If you have a specific item you'd like to discuss or have added to the next meeting's agenda, please contact Jeanine, or contact CEO Laurence Gration directly at (571) 203-7234 or [LGration@AFE.org](mailto:LGration@AFE.org).

### **Technology Update**

#### Websites

We have now launched the first Chapter website, Chapter 74. [Please click this link to view](#). There are a number of others now being developed, and those will also be available shortly.

These standard websites are now available to all chapters. If you wish to get a site for your chapter, let Jeanine know and she will arrange an interview with our tech people. The sites are designed so you can up-date them yourselves and keep them active and informative.

## **Technology Update, Continued**

### Download Chapter Rosters

You now have the ability to download your chapter roster directly from the web, 24/7. Because this is a new service, it's possible you may encounter a glitch – so if you notice an error or omission, please bring it to Katrina McEwan's attention and we will correct forthwith. Katrina may be reached at (571) 203-7236 or [KMcEwan@AFE.org](mailto:KMcEwan@AFE.org).

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 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](mailto:JSalifou@AFE.org).

### Better Manage Your Meetings and Events

One of the most important functions of a chapter is to organize and promote regular meetings and events. This keeps members interested and active and strengthens the whole organization! Below are links to online meeting/event management programs you may find helpful when

**Technology Update, Continued**

planning your next chapter event. As always, please give us a call if we can help you in any phase of your planning or promotions.

Cvent: <http://www.cvent.com/>

Acteva: <http://www.acteva.com/>

**Nominations for 2010 AFE Board of Directors and RVPs**

Strong Regional communication is the key to AFE's ongoing success. Nominations are now open for several positions opening on the Board and also for Regional Vice President positions in Regions 1, 3, 5, 7, and 9 in addition to half-term positions that will be open for Regions 2 and 8.

Consider who in your area is working really well and would be an asset to the overall AFE team and email any nominations to Tom Baxter, Immediate Past Chair, at [tabax@earthlink.net](mailto:tabax@earthlink.net).

**Other Items****Updated Chapter Management Guide**

We are in the process of updating the Chapter Management Guide. As sections are updated, they will be posted online at <http://www.afe.org/about/chapternews.cfm>. These are also available on a flash drive upon request.

**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! Contact Jeanine for a list of all available items.

**Registration Now Open for Facilities America – AFE's National Meeting**

Let your chapter members know - Registration is now open for Facilities America, being held October 29-November 1 in Greenville, SC. This is a comprehensive conference program on the latest in facilities management topics being held in conjunction with the Carolina Industrial & Facility Maintenance Show. [For more information and to register, please click here.](#)

**Updated 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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