



ASHRAE

Technology for a Better Environment

1791 Tullie Circle, NE • Atlanta, GA 30329-2305 USA • Tel 404.636.8400 • Fax 404.321.5478 • <http://www.ashrae.org>

George E. Wells III, P.E.

Vice Chair, Region III
Membership Promotion

Reply to: AGAPE ENGINEERING SOLUTIONS
38 Pine Grove Lane
Hockessin, DE 19707-2013
☎ 302-773-3056
Fax 302-774-5276
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MEMBERANDUM #2

October 31, 2006

Dear Region III Chapter Membership Chairs:

I appreciate your enthusiasm in striving to accomplish your ASHRAE membership promotion MBO's.

I want to thank the six MP Chapter Chairs, that succeeded in completing their MBO's for 2006-2007 by the 10/1/06 deadline. I will be contacting the remaining Chapter Chairs to complete this task.

I know all of you have been waiting patiently to be able to start recording your PAOE efforts on the Society Webpage. ASHRAE is in the middle of converting to our new management software system. Step one, the i-web or our internal staff shared system is up and running with much success. Step two, the new Society Website is up and the vendor is working on getting the active PAOE part up and running. Implementation has had some serious issues. Vickie Grant has reported that she has spoken with our vendor and the PAOE reporting part of the site should be up and running within the next week. There are some dated issues within PAOE. I will be looking those over to determine what the considerations might be for a grace period for entering PAOE with time considerations.

Just as a reminder:

Monthly Report due to Membership RVC

Report 2 – Due by 11/30/06
Report 3 – Due by 12/31/06
Report 4 – Due by 1/31/07
Report 5 – Due by 2/28/07
Report 6 – Due by 3/31/07
Report 7 – Due by 4/30/07
Report 8 – Due by 5/31/07
Final Report – Due by 6/30/07

What to Include in Report:

1. When ASHRAE Website is available, listing of PAOE points entered for the month and what events/accomplishments took place for the points.
2. Updated MBO
3. Top Gun Award progress – List Top Gun Award criteria and current status for your chapter of each of the 9 criteria.

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

A N I N T E R N A T I O N A L O R G A N I Z A T I O N



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Many people may not be receiving dues notices because of a move/relocation and a suggestion would be to;

1. Conduct ongoing monthly delinquency reduction campaign – First, place a phone call to his/her office; If no longer works there, ask former coworkers at office; If no one at office knows, phone call to home; If still no contact, try other ways to find missing member. E-Mail contact is an okay contact method for members who are late 2 months or less.
2. Coordinate with Programs Chair or Newsletter Editor – Whoever sends out the monthly Chapter E-Mail correspondence – Cued on bounced E-Mails - to find member and send corrected contact information to Chapter and Society and copy RVC on a monthly basis – Work to get local E-Mail contact list expanded to as many potentially interested as possible.
3. Make sure hard copies of Membership Applications and Membership Advancement Applications are available at every Chapter Meeting – No prospect should ever have to wait for an Application – Also announce downloadable and interactive versions of Application on www.ashrae.org Website at every meeting.
4. When the ASHRAE Website is available, input PAOE Points at ASHRAE Website on monthly basis.

Once the ASHRAE Website is available, I will provide the PAOE and Top Gun spreadsheets, as an attachment to the Memberandum.

Thanks for your hard work and all you do for ASHRAE. If you need help contact me by email or phone as shown above.

George E. Wells, III, P.E.