



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
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MEMBERANDUM #3

November 16,2006

Dear Region III Chapter Membership Chairs;

I appreciate your enthusiasm in striving to accomplish your ASHRAE membership promotion MBO's. Please report your membership promotion activities on the ASHRAE Website for PAOE points. This information needs to be reported by 11/30/06

I have inputted the Regional Vice Chair PAOE points for all the chapters, and attached a copy of the current Monthly PAOE and Top Gun Award Reports for your use. I commend the six chapter Membership Promotion Chairs, that have already submitted their completed MBO's. Remember: your monthly MBO status report is due at the end of the month 11/30/06. Just as a reminder:

Monthly Report due to Membership RVC

Report 3 – Due by 11/30/06
Report 4 – Due by 12/31/06
Report 5 – Due by 1/31/07
Report 6 – Due by 2/28/07
Report 7 – Due by 3/31/07
Report 8 – Due by 4/30/07
Report 9 – Due by 5/31/07
Final Report – Due by 6/30/07

I want to thank the six MP Chapter Chairs, that have already input their results on the ASHRAE website. I will be contacting the remaining Chapter Chairs to complete this task, as well as those, that need to complete their MBO's for 2006-2007.

What to Include in Report:

1. 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.



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Send the reports via email to me as shown above.

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. Input PAOE Points at ASHRAE Website on monthly basis.

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.