



NAEP Chapter Committee Meeting – January 28, 2009

Participants: Josh Earhart (Georgia), Randy Hankamer (Austin subchapter – Texas), Bruce Hasbrouck (Florida), Jody Pang (Hawaii), Dennis Peters and Joe Pinto (Arizona), Bill Plumpton (Pennsylvania), Kent Norton (California), Shannon Tyrell (Texas), RJ Taylor (North Texas) John Irving (Committee Chair)

The following is a summary of the major items discussed.

1. Need a chapter template for basics of chapter organization (BOD positions / responsibilities) and a blueprint of types of activities and sub-chapter organization and the # of people to run various committees

- General consensus for the need for a chapter template to be developed and made part of the chapter start-up kit. John has started to assemble some materials forming the basis for the start-up kit and all should consider adding information to his materials.
- CalAEP has solid bylaws that others could use; Kent to send copies to John.
- Bruce has notes from December 2003 that could be used in the chapter template and will send copies to John. (**DONE**)

2. Discuss the timely, accurate, and thorough dissemination of membership data to the chapters; such as, monthly checks and lists, weekly updates to the web site, etc. (Hasbrouck, Florida)

- Concerns exist regarding the timely, accurate, and thorough dissemination of membership data to the chapters, such as monthly checks and lists; this is not a new problem but a chronic one
- Fernley & Fernley starting to send out dues notices today; information is starting to be sent from NAEP to chapters again
- FAEP recently received a \$1,800 check from NAEP for dues reimbursement, without any details regarding new or renewing members; approximately 86 people were new or renewing members, but were not receiving any FAEP benefits. Bruce looked through information, and while F&F is putting forth considerable effort, improvement is still needed quickly.
- Other chapters have had similar experiences, but not to the degree of FAEP.
- The online membership form on the website still does not work; the membership form needs to be printed and mailed to NAEP.

- Chapters committee needs to formalize its expectations for timely responses regarding membership renewals and dues reimbursements. The Chapters committee will prepare a committee recommendation suggesting monthly reporting, by the third week of each month, and send to the NAEP BOD for action at the next meeting this weekend. Bruce H. will prepare a draft of the recommendation and send to John with a copy to Paul Looney (DONE).
- Also noted were the member database on the website remains dysfunctional and its future status needs to be determined, and when membership renewal information is received by the chapter, the information is often incomplete or chapters desire information that isn't being collected.
- If chapters receive an incorrect amount, it may be because the wrong amount was paid to NAEP. Chapters should work directly with F&F to make sure the chapter's dues structure is correct.
- Discussion of the best time of the year for NAEP to collect dues for chapters: on the members' anniversary or a calendar date. While both are acceptable, most chapters prefer the members' anniversary date.
- John provided his roster of chapter presidents and representatives to F&F to maintain. Changes should be sent to F&F and copy John.

3. Opportunity to showcase your chapter at CalAEP conference (Irving) -- 5 minutes

- Roger Turner will have a table at the next CalAEP conference (March 15-18) and invites all chapters to send him information (e.g., brochure for upcoming chapter conference or other event) for display and sharing. Contact Roger directly (951) 707-5020. Roger is excited about inter chapter communication; this is one way to encourage that interaction.

4. Annual Conference Update (Pinto, Arizona) -- 10 minutes

- Preparations for the annual conference are coming along great and are on track.
- Chapters can help: advertise, advertise, and advertise the conference. Use the announcement that NAEP sent in the last couple of days and post it on your chapter's website, email it to members, and put an article in your next newsletter. Joe will send a paragraph to John and he will distribute to the chapters to use.
- NAEP should reciprocate by advertising local conferences on their website
- Harder time than expected getting sponsors and exhibitors; some have pulled out recently.
- Advance program was very well done

5. Strategic Task Update (Irving) -- 5 minutes

- Four tasks exist for helping to improve chapter relations
- Task A-1 consisted of a summary of the 2007 chapters retreat and the 2008 survey of the BOD and others. Task A-1 is complete and in the board book for this weekend's meeting. John can provide a copy if you don't have access to the one in the board book.
- Task A-2 was to interview chapters re desired benefits. This task is well underway and should be completed shortly.
- Task A-3 was assigned to the executive committee and consists of a summary and commitment from NAEP on benefits it will provide to chapters
- Task A-4 is the last and is the uniform affiliation agreement. The committee has worked on it and, once a solid draft is prepared, it will be circulated to the chapters committee. It should be done in the next few months.

6. Wrap-up

- We still can't get a hold of someone from the South Texas chapter. If anyone has a name and phone number, please send it to John.
- The Rio Grande chapter is inactive. Bruce will send John an excerpt from the bylaws addressing inactive chapters and responsibilities (**DONE**).
- If you need information on NAEP for display at conferences and other functions, call F&F; they should be able to provide some information. The roster of chapter president.

Next call: February 25th, 2009 @ 1:00 MST. Details to be sent.