



ASHRAE Newsletters

Region I, Chapter Regional Conference
August 29, 2008
Albany, New York
Heather Nowakowski, RECC



Agenda

Getting Started

Content

Circulation

Black Ink Award





Getting Started

- Establish Committees
- Proper tools
- Use 8.5" x 11" paper format standard
- Leave room for photos & clipart
- Number pages





Content: What and Where?

- To the point
- Interview People in your Chapter
- Presidents Message
- Chapter & BOG Meeting Minutes
- Treasurer's Report
- Thank you to last speaker
- Meeting: 4-W's





Content: What and Where?

- Research Promotion goals
- Scholarship information
- Schedule for chapter events
- Listing of offices and committee members
- Help wanted for local firms
- Deadlines for next issue
- Local news affecting readers
- Society News





Content: The Problem Stages

- Not receiving enough information
 - Committee activities
 - Separate article categories
 - Use Society press releases
- Getting information in time – Deadlines
 - Issue deadlines
 - Publish late articles next month
 - Persistent phone calls





Circulation

- Chapter & Student Members
- Regional Chairs
- Engineering Schools & Universities
- Sponsors
- Editor of ASHRAE Insights
- Region I Newsletter Editors
- Speakers for next meeting
- Community leaders





Circulation

- Publishing formats
 - PDF vs. HTTP
- Website posting
- Mass e-mail
 - Blind Courtesy Copy (bcc)
 - Privacy
- USPS Mail





Black Ink Award

- All chapters who publish Newsletters
- 10 Newsletters per year
- Must send printed copy

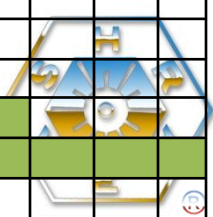
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Black Ink Award

Points shall be awarded for the following items:	Points/ Month	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1 Newsletter being received by Chapter members, Regional Officers, Region I Chapter Presidents & ASHRAE Insights one week prior to monthly meeting.	10										
2 Monthly meeting info: who, what, where, when	10										
3 Message from the Chapter President	10										
4 Separate message from these Chapter Committee Chairs:											
a. Membership Promotion	10										
b. CTTC - Chapter Programs	10										
c. CTTC – TEGA (government affairs)	10										
d. CTTC - Refrigeration	10										
e. Research Promotion	10										
f. Student Activities	10										
g. Chapter Historian	10										
5 Biographical sketch of a chapter member including current, new, life, retired and deceased members; or a historical write-up of a company or business	10										
6 Contributors Listing - Resource Promotion or Scholarship	10										
7 Calendar of upcoming Chapter events/meetings	10										
8 Chapter Officers and Committee Chairs listing with their phone and fax numbers or e-mail	10										
9 Regional Officers listing with phone and fax numbers Max. of two listings per year - one Fall & one Spring	25										
10 Recap of previous month's dinner meeting or other chapter events	10										
11 Disclaimer Statement (from MCO)	10										
12 Employment ads - help wanted or job wanted	10										
13 Board of Governors meeting minutes (summary)	10										
14 Notice of Region I Dinner at Society meetings, including mail-in reservation form if applicable	10										
15 Photographs, graphs, sketches, artwork, etc. (excluding adds and ASHRAE or chapter logo)	5 pts ea-50 max										
16 CRC announcement encouraging attendance (April/May/June)	25										
17 CRC meeting report including motions presented. (Awarded once in Sept. or Oct. issue)	50										
18 PAOE status of Chapter in each category	25										
Monthly Totals		0	0	0	0	0	0	0	0	0	0





More Information

<http://www.ashraeregion1.org/>

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