



Greetings from your new Area Coordinator: **Sandy Borden**

My address is **200 Old Steele Creek Court**

My email is [mrsbbird@msn.com](mailto:mrsbbird@msn.com)

My Phone number is (home) **817-270-3400** (cell) **817-874-5972**

Best time to reach me afternoons/evenings. Best way to reach me cell/email.

You have completed the first year of your biennium. Congratulations. I am available to assist you in any way possible. Don't hesitate to contact me. I want to visit your chapter during my biennium as area coordinator. Please

indicate a suggested date below, if possible. ( I prefer a regular meeting, not a social event, and I would love to meet with the executive board of your chapter also.)

## My Goals

- **Strengthen ties within the area. Some possible ideas to achieve goal:**
  1. Increase attendance at Area X Workshop in the fall of 2012.
  2. Plan a conference offering CPE credits during this biennium.
  3. Plan an Area X trip to tour headquarters.
- **Use the technology committee person from your area to assist chapters wanting to advance in technology .**
  1. Create a usable chapter Web site.
  2. Teach members how to work with pictures, word documents, attachments, graphics, email, texting
- **Assist chapters with ideas for gaining membership (Promote exchange of ideas within area. )**
  1. Ideas for promoting reinstatement.
  2. Ideas for retaining members.
  3. Ideas to encourage members to invite potential members for membership.
- **Develop an idea exchange within area chapters for energizing within the chapter and improving chapter attendance**
  1. Ideas to determine chapter needs for types of programs.
  2. Ideas for chapter projects.

To be completed by chapter president

**Your Greatest Needs** ( Detach and return this part of page to your area coordinator.)

- I would appreciate help with
- You are invited to visit (chapter name)                      date                      Time

Area Coordinator will confirm date with chapter president.

- My newsletter chairman's email is

Chapter presidents will receive a list of area newsletter editor emails. Chapter presidents should add these area editors to the chapter distribution list after they receive it from the area coordinator.

Chapter President                      Chapter                      Area

**Return by e-mail or snail mail to area coordinator above by September 15. (1 pt. will be given on PACE if you meet this deadline.)**