



Greetings from your new Area Coordinator: **Terrie Cardwell**

My address is **2738 Fontana Drive, Houston, TX 77043**

My email is [tcardwell003@comcast.net](mailto:tcardwell003@comcast.net)

My Phone number is (home) **713-939-8890** (cell) **713-208-4923**

Best time to reach me is after 5 pm.

Best way to reach me is by cell phone.

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. Share newsletters by posting them on a web site or Wiki that we can set up for Area 18
  2. Get together for a brainstorm and/or planning for Area Workshop in the Fall of 2012
- **Use the technology committee person from your area to assist chapters wanting to advance in technology .**
  1. Set up the Area 18 web site or Wiki - I need ideas and help to work this out
  2. Improve your chapter's communication with newsletters, etc.
- **Assist chapters with ideas for gaining membership (Promote exchange of ideas within area. )**
  1. Program ideas
  2. Educating members about the benefits of membership and promoting reinstatement of membership
- **Develop an idea exchange within area chapters for energizing within the chapter and improving chapter attendance**

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.)**