



Shaping Tomorrow's
Built Environment Today

AGENDA

CHAPTER HISTORIAN WORKSHOP FOR CHAPTER CHAIRS

**REGION VI CRC
MILWAUKEE, WI**

**SATURDAY, MAY 4TH 2019
8:00 AM – 10:00 AM**

1. If you cannot attend CRC, I ask that you at least prepare an e-summary of what you have been focusing on this year and submit it to me by April 12. I would want to see that you are maintaining the following records:
 - a. Monthly Chapter Newsletter and/or Meeting Notices
 - b. Monthly Chapter Board of Governors meetings Agendas and Minutes
 - c. Special Events sponsored by your Chapter
 - d. Documentation of your Chapter By-laws
 - e. Documentation of your Chapter Charter (photo). I have Iowa.
 - f. Location of Chapter physical archives
 - g. Hard Drive/CD-ROM/Cloud electronic storage of Chapter history
2. Prepare a written History of either a 1) System, 2) Company, 3) Person, 4) Event 5) Standard significant to your Chapter's history. Digging into the history of a Company, Person, or System can be a lot of fun. See the guidelines in the Manual for Chapter Operation, or in the PAOE Newsletter. This can qualify you for the Region's annual Gold Ribbon Award.
3. Update your Chapter History/Historical Timeline by writing a brief add-on to our chapter history each year [Assuming your Chapter History has already been published by a predecessor]. This can be a recap of your President's year-end report listing highlights of the year, but I encourage you to add your own flavor to it. As you interact with the older members of your chapter, you can also go back and edit/correct previous years' history. You are not "re-writing history" but merely enhancing it. Waiting until every 4 years to update the Chapter History turns it into a bigger task, and good thoughts might get lost.



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4. Take a look at Society President Sheila Hayter's Presidential Award of Excellence [PAOE] formula for the new year (attached), and accomplish as many of the items as you can. You can help your chapter earn the PAOE Award or Star Award and possibly keep your Premier Chapter status by obtaining the PAR Level of 300 points for History. It's really not that hard to accomplish. Our chapter lost Premier status after 21 years simply by failure to report activities that would have earned PAOE that year. Note an easy 100 points is available just by your incoming or repeating historian attending the CRC Historian's Workshop on Saturday, May 4.
5. Thanks to historians Luke Miller and Greg Froehle for reaching out with their Planning/Goal Setting ideas. They qualify for 50 PAOE points assigned by Regional Historian. If I have missed anyone, please let me know. See current PAOE point summary attached.
6. Refer to the attached Chapter Historian's Guide recently updated by Society for more information. Chapter Website's Guidance and Necessary (required) Content.