

National Association for Business Economics
(Fill in your chapter's name)

BOARD TOOL KIT

Presented By
Ssusan Forte O'Neill, Forte Designs
Laurie King, Capital Guardian Trust Company
Past Presidents, Los Angeles Chapter, NABE

MISSION STATEMENT

The National Association for Business Economics (NABE) is an association composed of individuals who have an interest in business economics, and who want to utilize the latest economic data and trends to enhance their ability to make sound business decisions. There are approximately 3,000 members representing more than 1,500 businesses and other organizations from around the world. Since its founding in 1959, NABE has continued to attract the attention of the most influential and prestigious economic leaders in business. Past Presidents have included several former Federal Reserve Governors, the current Chairman of the Board of Governors for the Federal Reserve System, Alan Greenspan, and other senior business leaders.

NABE's mission is to provide leadership in the use and understanding of economics.

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CONTACT INFO FOR YOUR OFFICERS

National Association for Business Economics

Your chapters name

Board Members: 2004-2005

(It is helpful to include the full board listing and information on other support staff that assist on projects, so there is one place with all the information.)

Contact Information at a Glance:

President

Name
Company
Address
e-mail
work phone
home/cell phone

Vice President

Name
Company
Address
e-mail
work phone
home/cell phone

Other officers and support personnel

Name
Company
Address
e-mail
work phone
home/cell phone

CONTACT INFO FOR THE NATIONAL ASSOCIATION FOR BUSINESS ECONOMICS

See NABE's website at www.nabe.com

E-Mail

nabe@nabe.com for membership information and renewals, change of address, seminar and meeting information.

Mailing address

National Association for Business Economics
1233 20th Street NW #505
Washington DC 20036
Phone: 202-463-6223
Fax: 202-463-6239

Important NABE® Contacts

Executive Director: Susan Doolittle, 202-463-6223, doolittle@nabe.com

NABE® Manager: Colette Brissett, 202-463-6223, nabe@nabe.com

NABE® Office Coordinator: Pamela Scott, 202-463-6223, pscott@nabe.com

NABE.com Editor and Webmaster: Bruce Kratofil, brucek@bjkresearch.com

You may contact the NABE® Board of Directors via a link on the “contact NABE” page on its website.

MANAGING YOUR CHAPTER

Organize Officer Responsibilities

You will want someone responsible for finding speakers, event planning, advertising the event (e-mail, media outlets, website updates), membership and sponsorships, database maintenance and treasurer. Some chapters have teams assigned to these responsibilities. That said, it is very important to have a point-person for each event, a press relations person who builds relationships with media folks, and a designated membership officer.

It can be helpful to have an administrative person to help with sending out invitations, taking RSVPs and payments, logging new info into the database. (We've talked about this in the quarterly "Chapter President Teleconferences.") Some chapters have also hired an accountant to act as their treasurer.

In building a successful chapter, **relationships** with members, sponsors, your fellow officers and the press **are essential**. When people feel they are a part of the organization, they will attend, volunteer and help get the word out. It takes energy to be a volunteer officer of NABE, but the rewards are will worth it.

Below is an overview of main responsibilities you will need to have covered to operate a successful chapter and hold successful events.

1. Choosing Topics/Securing Speakers

In planning an event, you must determine a timely and newsworthy topic that is also of interest to your particular set of members. It is probably best to brainstorm among your officers for ideas.

Sometimes the topic sells the event and sometimes the speaker does. Be aware of this as you market the event so you can emphasis the speaker or the topic accordingly.

Where do you find speakers? Start with who you know, ask other officers, use the NABE speaker's bureau (at www.nabe.com), contact speakers you've heard at the national meetings and policy conference. Also, if you don't personally know a high-level speaker, find someone who does know him/her personally to make an introduction for you and alert them to the fact that you'll be sending a formal invitation to speak.

How do you ask someone to speak? Always send a written request, but you may also approach a speaker by phone or e-mail. Tell them about your chapter, how many are likely to attend, what types of organizations your audience will represent. Also let them know if media are likely to attend, ask if ok or how they would like to handle it (such as separate Q&A for media). Have a topic in mind, but be flexible about the topic. Let the speaker fine tune. Have several dates in mind, but be flexible to accommodate the speaker's schedule.

Most chapters do not pay their speakers. Some are able to help offset travel expenses. If you can offer a ride to or from the airport, a thank you gift, etc. these all make a favorable impression and aren't too expensive.

In the event section, we offer specifics for working with a speaker once you've confirmed him or her. Stay in constant communication with the speaker from your initial conversation through the event day. Send a personal thank-you note!

2 Running an Event

This takes a great amount of follow-up and attention to detail. We've devoted an entire section to holding a successful event. Please read it thoroughly as it provides an useful checklist of "how to." Again, we recommend having a point-person for each event.

3. Making Phone Calls

Make phone calls to your member and nonmember list two weeks prior to your event to secure their RSVPs. This is very helpful to increasing attendance. It also builds a relationship between the member and the chapter—it gives a personal touch and is welcoming. In addition, people don't always read their e-mail, so this is also a service that reminds members of an opportunity to hear an interesting topic. You could also use this phone call to cross sell—such as during the membership drive.

4. Membership/ Corporate Sponsorship Officer

Your will need to actively reach out to new and existing members to help them know your chapter, the national organization behind it, and help them feel that they are an important part of your organization.

We highly recommend appointing a membership officer. This person should oversee the membership renewal drive, welcoming new members at events and gaining corporate sponsorships.

For chapters with fiscal years beginning in July, the membership drive should begin in mid-August. It can be very effective to advertise your September event, remind members of the great topics of your prior year and secure their membership.

- Include a membership form in your personal letter to members. (It can be signed by the president or the membership officer.)
- If your chapter has the capability for electronic payment, refer people to the site.
- Follow-up phone calls and an e-mail reminder will be helpful for renewals.
- Be sure all updated contact info and new members are put into the your chapter's database.
- Track percentage of renewals and share with other officers.

Corporate Sponsorships

Corporate sponsorships are useful in raising awareness of your chapter and also helping offset some of the expenses of producing the events. The Los Angeles Chapter secured

three sponsors in their first year. We encourage you to have a couple of board members who focus on the corporate sponsorship campaign.

At the Los Angeles Chapter, we found that a sponsorship level of \$500 was a good amount to suggest because it was fairly easy for our contacts to sign off on that amount. It makes sense to offer two or three categories of sponsorship—and there is an example provided in the sample section of this tool kit.

One last piece of advice: be very clear about what you are offering and be sure to give your sponsors a copy of the document.

5. Press Relations Officer

We suggest that a board member from your chapter is appointed as the press liaison to handle your media relations.

Good press relations builds greater visibility for the chapter; this, in-turn, can generate potential new members and a greater revenue stream for the chapter.

As you get to know your media contacts, you should be able to identify the specific topics that they would be most likely to cover. When that's the case, be sure to call and invite them personally. Be sure to send an announcement between two and three weeks in advance of your event. Reporters appreciate a good source and the contacts your NABE chapter can provide.

Also, make use of free services, such as getting your event listed in the calendar section of widely read publications.

Here is a sample list of press contacts for the Los Angeles Chapter:

- Los Angeles Business Journal -- Assignment Desk/Calendar
- Los Angeles Downtown News -- Calendar Section (Please note contact, Maria Flannigan, is a consultant to the publication and is a NABE 2002/2003 Board Member.)
- Los Angeles Times -- Business Section/Calendar
- Orange County Register -- Calendar Section Attention: Susan Funk

Your board may also decide to open an account with Business Wire, a news service distribution venue for press releases and announcements.

6. Database Officer

It is important to maintain the database for members and nonmembers lists as this is the source of all your marketing via e-mail, phone calls or regular mail. We recommend assigning one officer to maintain the membership and nonmembers lists.

The membership list, in an Excel format (or other electronic format) should be given to new membership chair and passed on with each new slate of officers. This is so helpful to

transitioning to new officers. The keeper of the database should coordinate with both the membership officer and the person sending out announcements/making phone calls to be sure each is working with the most current list.

Make sure to update list after each event with business cards and contact information collected from the gathering.

Minimum Standards for Chapters

All Chapters of the National Association for Business Economics are required to meet the following minimum standards within their organization.

1. There must be an election of NABE chapter officers at least every two years and an individual may hold the office of president (chair or otherwise most senior officer) no more than two consecutive years. The new officer group must be communicated to the NABE office upon installation.
2. Chapters must hold a minimum of three (3) meetings a year. Meeting dates and subject matters must be communicated to the NABE office.
3. Chapter membership must be open to all individuals whose work or interest is in the field of business economics.
4. At least the two (2) most senior chapter officers (e.g., President and Vice President; Chair and Vice Chair) must be members of NABE.

Though not included as a *standard*, the NABE Board is most desirous that each chapter provide the National office with a copy of its membership list once a year, so that non-NABE chapter members may receive a direct mailing from NABE regarding membership. In turn, the National office will be glad to provide the chapters with a list of NABE members in their zip code areas for solicitation for chapter membership.

NABE RESOURCES

The national NABE headquarters is a resource you should know about and use as much as possible. Here are some of services and programs NABE offers:

Quarterly chapter officer teleconferences—share ideas and information with your peers across the country; NABE will send you e-mail announcements and toll-free dial-in information. This is a great opportunity to see what other chapters have done successfully, a place to ask advice (or give it!), all chapter officers are welcome to join the call, and you will get to know fellow chapter leaders across the country.

Chapter survey on governance—it's on the chapter page of the NABE website. Compare your chapter with others; survey was taken during the summer 2004.

Valuable updates on the Chapter page of the NABE website www.nabe.com—updated frequently with information from teleconferences.

Invitation to attend annual meeting and policy conference—including NABE leadership meetings; as chapter president your registration fee is waived. Mark your calendar: March 23-24, 2005 Washington DC—policy conference, and Sept. 24-26, 2005, Chicago—annual meeting.

Speaker's list—with contact information for top-notch speakers

NABE President, Rosemary Marcuss, is available to speak at a chapter meeting at no expense to you. Feel free to contact her directly to schedule: rosemary.marcuss@bea.gov or phone 202-606-9602

Bruce Kratofil, NABE's webmaster will develop and update your website at no expense to you. Contact him at brucek@bjkresearch.com.

The NABE office will e-mail meeting announcements to NABE members in your area—just send your announcement to doolittle@nabe.com.

Market your chapter to NABE members--We'll let new NABE members know about your chapter and remind renewing NABE members to join their chapter.

Make the NABE logo available—for use in your chapter website, brochures, newsletters, and other materials.

NABE requests that chapters:

- **Send the NABE office your e-mail list of members** so we can send them IdeaLink twice a month. The e-mail list would be used for no other purpose. IdeaLink is an email bulletin that provides information for those who use economics in the workplace.
- **Distribute NABE brochures** at your meetings. The NABE office will give you a supply of membership brochures and information on NABE meetings.
- **Keep us informed of your meetings.** Send announcements to the NABE office (doolittle@nabe.com) and to Bruce Kratofil (brucek@bjkresearch.com). Bruce will put them up on your chapter website (if we maintain it for you) and will list them on the NABE calendar.
- **Send us a list of your new officers** after your elections are over.
- **Include the following on your website and published materials:** “Affiliated with the National Association for Business Economics. Visit www.nabe.com to find out how NABE can benefit you.”
- **Adhere to the minimum chapter standards.**

TOOLS FOR SUCCESSFUL EVENTS

Coordinating Key Participants

1. Contact Information of Key Resources

The following list should be contacted before scheduling a set date for a speaker to compare calendars.

(This is a sample page from the Los Angeles Chapter.)

Hotel Contact

Denyce Yamamoto- Catering Director,
Omni Los Angeles Hotel –You should include your hotel or event location
contact here.

251 South Olive Street
Los Angeles, CA 90012
Phone: 213.356.4008
Fax: 213.356.4011

Cooperative Supporters and other Contacts:

Jodi True-LASFA

900 Wilshire Blvd. Suite 1434
Los Angeles, CA 90017
Phone: 213.627.1500
Fax: 213.627.0398 E-mail: lasfa@earthlink.net

Ssusan Forte O'Neill-Technolink Association (Past President and Advisor)

32545B Golden Lantern
Dana Point, CA 92629
Phone: 949.443.4026
Fax: 949.443.4043 E-mail: fdesigns@intersonnet.com

Past President and Advisor:

Laurie Matthias
NABE National, Board Member and NABE/LA, Past President
Capital Guardian Trust
333 South Hope Street, Floor 51
Los Angeles, CA 90071
Phone: 213.486.9960
Fax: 213.486.949 E-mail: lajk@capgroup.com

Bruce Kratofil Webmaster for the NABE

E-mail: brucek@bjkresearch.com

2. Contacting the Speaker

- Contact potential speaker with phone call and letter of request. You may have identified the speaker by contacting people who know him or her. When you call the speaker, know what you expect them to talk about but be flexible and have a discussion to agree upon a topic. Provide a couple of the dates to the speaker.
- Once speaker is secured, confirm audio visual needs. Provide this information to the hotel. Please note: The NABE budget is tight, so we do not encourage the speaker to do power point presentations unless one of the officers can secure a LCD in order to avoid high rental costs.
- Remember the NABE speakers bureau, directors and other members are good resources for finding speakers. You want to identify timely topics that will appeal to your audience and then find a good speaker to present at your event.

3. Invitations

- Gather information for invitation:
Speaker's Bio
Topic and title
All logistical information—please refer to sample invitations.
- Once the invitation is completed, forward a copy to all contacts on page one including the NABE webmaster, Bruce Kratofil. Please let Bruce know in your subject line of your e-mail the chapter you represent. Follow up with him to make sure that the invite has been put on the site.
- Write and distribute invitations starting four weeks before the event. The invitations are generally sent out two to three times before the event.
- Make phone calls to entire distribution list to secure attendance—have a team of board members who are committed to making calls to members and non-members to secure attendance.

4. Hotel Arrangements

- Contact Hotel Representative again to re-confirm date for event.
- Review details of the event such as audio-visual needs and any other special needs the speaker may have for meeting.

Event Checklist

1. Advertising the Event

Send e-mail announcements three weeks prior, two weeks prior and one or two days prior to the event.

Make phone calls to your member and nonmember list two weeks prior to your event in order to secure their RSVPs. This is very helpful to increasing attendance. It also builds a relationship between the member and the chapter—personal touch. It is welcoming. Because people don't always read their e-mail, so this is also a service that reminds members of an opportunity to hear an interesting topic. You could also use this phone call to cross sell—such as during the membership drive.

Make announcement to media contacts two or three weeks prior. Make phone calls to determine if they will attend or not.

At the event, have announcements at each seat announcing the next month's topic.

2. Press Contacts

Send a press release or an invitation two-three weeks in advance of your event to your press outlets. Include both print and electronic media resources on your press distribution list.

****Notify your speaker to let he/she know that press is being contacted and may be in attendance of the audience.

***Some speakers prefer not to have press in attendance of their talks. If the speaker prefers “no” press in attendance, ask if you may set up a separate press conference with speaker.

3. Registration Check-In

- Two people should work the registration table and should be at the hotel one hour before the event.
- The registration team should have the following items:
 1. Registration list of Attendees
 2. Name Tags
 3. Receipt Book
 4. Cash Box
 5. Pens
 6. Membership Applications and Other Handout Materials
- Collect business cards from attendees at each event to add to your chapter's mailing list. When collected, give these business cards to board member assigned to database maintenance.

- (The team should ask the hotel for parking stamps. Give “regular” banquet parking for attendees and “Hosted” parking for speaker and other V.I.P. guests.)
- There should be one reserved table for the speaker and other special guests.

4. Event Coordinator

- Each event should have one board member who is responsible for working with the hotel on all logistical matters. This board member should also oversee the event to make sure all guests are seated.

5. Co-Chairs

- We recommend that the board has two members who act as co-chairs for running each event. This will be very productive for the board, as a whole, to share the responsibilities of the events throughout year—while respecting the board members’ professional commitments.

Speaker Checklist

1. Contact the Speaker

Make initial contact with the speaker or his/her office.

Send the speaker a formal request letter with detail of the event, including the demographics of your audience.

2. Conference Call

Schedule a conference call with the speaker to discuss the topic for the event and the format of the presentation.

3. Speaker's Logistical Needs

Ask speaker if he/she has any special requests or needs for his/her presentation. (These special needs may include hotel room accommodations, transportation needs, or dietary choices.)

Some speakers may tie their speaking engagement with the L.A. Chapter to another meeting and will handle their own travel arrangements. However, it is still important to clarify their travel details.

4. Speaker's Background Information and Topic

Retain bio from speaker for invitation.

Make sure to have topic approved by the speaker in advance of printing invitation. Your topic for the event needs to be newsworthy and current.

5. FOLLOW-UP . . . FOLLOW-UP . . . FOLLOW-UP

It is very important to be in contact with your speaker up until the day of the event. It is also very important to make the speaker feel as comfortable as possible prior to and the day of the speaking engagement.

6. Thank You Notes

Send a thank you note to your Speaker and his/her assistant and any other contacts that may have assisted you in the event process.

SAMPLE FORMS: Event Announcement

The National Association for Business Economics, Los Angeles Chapter presents:

Mr. Harvey Rosenblum

Senior Vice President and Director of Research
The Federal Reserve Bank of Dallas

"THE TUG OF WAR OF TODAY'S INFLATION . . .

Living with Price Stability: Back to the 1950s?"

Date: Tuesday, February 4, 2003

Time: 11:30 a.m. Registration and Networking, 12 p.m. lunch and speaker.

Place: Omni Hotel, Los Angeles • 251 S. Olive Street

Harvey Rosenblum is senior vice president and director of research of the Federal Reserve Bank of Dallas. In this capacity, he serves as economic policy advisor to the Bank's president and as an associate economist for the Federal Open Market Committee, which formulates the nation's monetary policy.

Mr. Rosenblum is also the past president of the National Association for Business Economics (NABE), a prestigious trade association whose 3,000 members are the leading business economists in the United States and many other countries. Past presidents of NABE include several Federal Reserve presidents as well as Fed Chairman Alan Greenspan.

A widely recognized expert on both the national and Texas economies, Mr. Rosenblum has written articles for such publications as *The Journal of Finance*, *The New York Times*, *Southwest Economy* and *The Handbook of Banking Strategy*.

Active in economic education, Mr. Rosenblum is a visiting professor of finance and economics at Southern Methodist University, teaching courses in contemporary issues on monetary policy and financial institutions and markets.

Special Thanks: AT&T Wireless | Capital Guardian Trust Company | Fulbright & Jaworski, L.L.P. | Jet Propulsion Laboratory | Los Angeles Society of Financial Analysts | Payden & Rygel | The O'Neill Company/GenAm

Registration

The cost for the lunch is \$35 for NABE, LASFA and Technolink members and \$45 for non-members by Friday, January 18, 2003.

After January 18, 2003 the price will be \$45 for members and \$55 for non-members.

Deadline for all registration is Tuesday, January 28, 2003.

Please print and mail this registration form, with payment, to:

Los Angeles Chapter, NABE
C/o Forte Designs
32545 B Golden Lantern
Dana Point, California 92629

Tel (949) 443-4026

Fax (949) 443- 4043

fdesigns@intersonet.com

Name: _____

Company: _____ Email: _____

Address: _____

City: _____ State _____ ZIP _____

Phone: _____ Fax: _____

Please make check payable to: Los Angeles Chapter, NABE.

Attendance is limited. Seating is reserved upon receipt of check only.
NO EXCEPTIONS. Deadline for all reservations is Tuesday, January 28, 2003.

CANCELLATION POLICY: No refunds will be issued.

SAMPLE FORMS: Announcement for a Panel Discussion

National Association for Business Economics, Los Angeles Chapter

“The Outlook for Southern California Real Estate”

Wednesday, April 10, 2002

Registration 11:30 a.m., **Program begins at 12 Noon**

OMNI Hotel, 251 South Olive Street, Downtown Los Angeles

Interactive Roundtable Discussion

- **How will the economy and population patterns affect the local housing market?**
- **How is commercial real estate coping with weak demand and lease renewals?**
- **Are we too optimistic that supply is about right?**

Leslie Appleton-Young is Vice President and Chief Economist for the **California Association of Realtors (CAR)**, a statewide trade organization with nearly 100,000 members. Ms. Appleton-Young directs the activity of the association’s Member Information Group. She oversees the analysis of housing market and brokerage industry trends, member communications, and membership development activities.

Larry Bloomer is a commercial real estate broker for **Coldwell Banker Commercial WESTMAC** in West Los Angeles. In the last 28 years Mr. Bloomer has handled all aspects of commercial real estate with an emphasis of tenant and landlord representation in retail leasing and net investment sales.

Michael Smooke heads the real estate practice for **Fulbright & Jaworski L.L.P.** He has practiced in the area of real estate development, leasing and finance for over 25 years. Mr. Smooke has represented lenders, developers and tenants in a variety of projects including shopping centers, industrial parks, office buildings and low-income housing projects.

Registration

Name: _____
Company: _____
Address: _____
City/State/ZIP _____
Tel: _____ E-mail: _____

Cost: \$38.00 members/ \$50.00 nonmembers. Make check payable to: **NABE, Los Angeles Chapter.**

Mail to Ssusan Forte O’Neill, C/o Forte Designs,
32545B Golden Lantern #206, Dana Point, CA 92629.
Phone: 949-443-4026, e-mail: fortedesigns@intersonnet.com

Cancellation Policy: No refunds will be issued.

SAMPLE FORMS: Event Timeline

Agenda for March 6, 2003 Speaking Engagement to the Los Angeles Chapter, NABE

Presented to: **THE HONORABLE EDWARD M. GRAMLICH**
Governor, Board of Governors of the
Federal Reserve System

By: **Ssusan Forte O'Neill**
President and Founder, Forte Designs
President, Los Angeles Chapter, National Association for Business Economics

11:30 a.m.

Governor Gramlich arrives at LAX

Car Service will meet Governor Gramlich and deliver him to
The Omni Los Angeles Hotel
251 S. Olive • Downtown, Los Angeles

Ssusan Forte O'Neill will be at hotel to greet Governor Gramlich. We have reserved a hotel room for Governor Gramlich

3:30 p.m.-4:30 p.m.

Governor Gramlich has a private meeting with sponsors of the Los Angeles Chapter, NABE

4:30 p.m.

Walk Governor Gramlich to Reception Area of the Los Angeles Chapter, NABE Event
(Meet with some of the NABE members and business/economic leaders)

5:00 p.m.

Ssusan Forte O'Neill Welcomes Guest and the Governor

5:05 p.m.

Ssusan Forte O'Neill introduces Governor Gramlich

5:45 p.m.

Governor Gramlich completes talk
Q and A from audience

5:55 p.m.

Ssusan Forte O'Neill thanks the Governor

6:00 p.m.

Governor Gramlich departs Hotel with Orange County Host

SAMPLE FORM: CORPORATE SPONSORSHIP

NABE SPONSORSHIP LEVELS 2002-2003

About the National Association for Business Economics (NABE)

NABE is an association of business professionals who share an interest in business economics and trends. There are approximately 3,000 members representing more than 1,500 businesses and organizations around the world. Since its founding in 1959, NABE has continued to attract the attention of the most influential and prestigious economic leaders. Past presidents have included several former Federal Reserve Governors, the current Chairman of the Board of Governors for the Federal Reserve System, Alan Greenspan, and other senior business leaders.

NABE Sponsorship

As a NABE sponsor, you will enjoy the benefits of participation in a membership that holds monthly luncheons with prestigious speakers, panelists and moderators plus annual two-day forums and evening receptions. You will have the opportunity to meet with your peers, exchange ideas and learn from the experts.

NABE Sponsorship Levels:

Special Supporter

- Opportunity to briefly speak at luncheon and to spotlight your company as it pertains to luncheon topic.
- Small table at event available for your company brochures
- Your company's name mentioned on selected printed materials
- Invitation to V.I.P. reception
- Four complimentary memberships

Investment: \$1,500*

Level I

- One person from your company sits at head table
- Small table at event available for your company brochures
- Your company's name mentioned on selected printed materials
- Four complimentary memberships

Investment: \$1,000*

Level II

- Small table for your company brochures
- Four complimentary memberships

Investment: \$500*

- Luncheon fees additional

**National Association for Business Economics
Los Angeles Chapter 2003 Sponsorship Year**

Thank you very much for your support to the National Association for Business Economics, Los Angeles Chapter. With your support we are able to produce informative and newsworthy economic and business forums for your organization and other members.

Name: _____

Title: _____

Company: _____

Mailing Address: _____

Telephone: _____ **FAX Number:** _____

E-mail Address: _____

Amount Due: \$500.00 for 2002-2003 sponsorship. Please make check payable to LA Chapter, NABE.

Mail To: Kim Covey
Treasurer, Los Angeles Chapter of NABE
Kimberly C. Covey, Certified Public Accountant
301 North Lake Ave, Suite 800
Pasadena, CA 91107

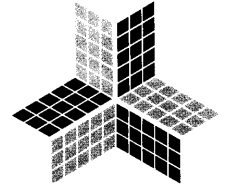
Date: _____

If you have questions, please contact Ssusan Forte O'Neill 949.443.4026 or fdesigns@intersonnet.com

Share the Benefits:

Please include a list of six contacts from your organization that you would like to be put on the NABE database as part of the sponsorship package. Please include their name, title, address, phone, fax, and e-mail.

SAMPLE FORM: MEMBERSHIP RENEWAL LETTER



National Association for Business Economics *Los Angeles Chapter*

July 10, 2002

Dear members:

Thank you for your participation in the Los Angeles Chapter, National Association for Business Economics. I'm very proud of the chapter's achievements this past year—we've brought you relevant, insightful and topical speakers, our membership has expanded, and we've successfully introduced a reception time prior to our lunches for our members to better get to know one another.

I'd like to thank last year's officers for their hard work and new ideas, both of which were essential to the chapter's success. I'd also like to thank the past presidents that served as advisors to me last year and offered their guidance.

As you know, the Los Angeles Chapter is the premier professional association that gives leaders insight to local, national and global economic trends. The chapter's tagline is "Economics Is Everybody's Business," and we seek to educate/inform all those with an interest in how economic issues will affect them. In so doing, we also help people understand what economists do and how their knowledge can be helpful.

Going forward, I can tell you that we have some exciting speakers in store for you next year. And I'll also be working to share resources between our local chapter and the national group. The national group offers many valuable services, such as educational seminars and industry-specific teleconferences. The national Web site is www.nabe.com and our chapter's Web site can be found within the affiliates section, or directly at <http://www.nabe.com/chapters/lahome.htm>.

The Year Ahead

The 2001-2002 year has passed quickly, and now it is time to turn over the chapter's leadership to next year's officers. We have put a strong leadership team in place, with Ssusan Forte O'Neill as the new chapter president. Ssusan has her own business consultancy firm and also co-founded Technolink Association, which is an association that brings start-up life-science/technology firms, established businesses and government agencies to together to promote economic development.

Ssusan is working with a committed team of officers as well as an advisory board many of you know—Ross DeVol of the Milken Institute, Josh Lichtman of Fulbright &

Jaworksi, Billy Robbins—a partner at Fulbright & Jaworski and president of Technolink Association, and Chris Thornberg of the UCLA Anderson Forecast.

I have attached contact information for your new officers and described their respective leadership roles. Please do not hesitate to contact them with your ideas or suggestions for the chapter.

I look forward to seeing you at next year's events.

Sincerely,

Laurie Matthias
Past President
Los Angeles Chapter, NABE

Enclosure: Membership form

SAMPLE FORMS: THANK YOU NOTE

HARTFORD AREA
BUSINESS
ECONOMISTS

June 1, 2002

Jeff Blodgett, Vice President of Research
Connecticut Economic Resources Center
805 Brooks St. Bldg. 4
Rocky Hill, CT. 06067-3405

Dear Jeff:

The Hartford Area Business Economists (HABE) and I want to thank you and Alissa De Jonge for your presentation on the competitiveness of Metro-Hartford in the Insurance Industry at our May 17, 2002 Meeting. It was a great ending to the regular schedule of an innovative and exciting program year.

Your research revealed some important and unexpected trends in the insurance industry over the last decade. The conventional wisdom assumed that De Moines was the beneficiary of Hartford's lost position as the 'Insurance Capital'. The rise of the Southeast in this industry was not expected. It was consoling to learn that the high-skilled, high-productivity insurance jobs are the ones remaining in Hartford, and that what the De Moines have gained, for the most part, are back-office jobs.

I would also like to congratulate you on your results being featured in the lead article for the *Hartford Business Journal* on June 1, 2002. It, by the way, also gave HABE some great exposure.

Once, again, on behalf of the HABE membership, I want to thank you and Alissa for speaking before our group.

Sincerely,

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BYLAWS – A SAMPLE FOR NABE CHAPTERS

Article I Name

The name of this organization shall be Anytown Economics Club. Upon application to and approval by the Board of Directors of the National Association for Business Economics (NABE), this organization shall become a chapter of the latter.

Article II Objectives

The objectives of this organization shall be:

1. To provide for the mutual association of economists connected with private business enterprises or associated with a business-related government activity in order to create a forum for the discussion of common problems.
2. To provide a means of communication, exchange of experience and ideas between the business community and (a) collegiate schools of business, (b) government, and (c) economists in other fields.
3. To develop and bring into sharper focus the contribution which trained economists can make in the business firm.
4. To stimulate discussion and research in matters of public policy affecting the business community, and business policies affecting the national economy.
5. To conduct such activities as are appropriate for a non-profit professional society.

Article III Membership

1. Any person with an active interest in business economics, who is associated with a private business in the capacity of proprietor, employee or consultant, or is associated with a business-related government activity, is eligible for membership in this organization.
2. Election to membership shall be by written application submitted to and approved by the membership committee.
3. All members in good standing have the right to vote and hold office.

Article IV Officers

1. The officers of this organization shall be:

President
Secretary

Vice President
Treasurer

2. The duties of the officers shall be as follows:
 - a. President. The president shall preside at all general membership and executive committee meetings, and be responsible for the running of the organization. The president must be a member of the National Association for Business Economics.
 - b. Vice President. The vice president shall preside at any meetings in the absence of the president and shall succeed to the office of the president if the former should resign or be unable to serve the full term. The vice president shall have duties as prescribed by the president or executive committee. The vice president must be a member of the National Association for Business Economics.
 - c. Secretary. The secretary shall keep the minutes of general membership meetings and executive committee meetings and shall maintain the membership rolls of the organization.
 - d. Treasurer. The treasurer shall keep all financial records of the organization and have custody of all funds. The treasurer shall collect dues, pay all debts and account for the financial status of the organization.
3. Election and term of office:
 - a. The fiscal year of the organization shall begin on _____ 1 and end of the following _____ 30(1). Officers shall be elected at the regular meeting of the organization which falls nearest the end of the fiscal year. The officers shall serve for the next fiscal year or until their successors are elected and qualified.
 - b. An individual may hold the office of president for no more than two (2) consecutive years.

Article V Committees

Committees shall be established with the following duties:

1. Nominating committee. This committee shall annually nominate one or more candidates for the offices named in Article IV.
2. Program committee. The vice president shall be chairperson of this committee. The committee will secure speakers and plan meeting activities.

3. Arrangements committee. This committee, in conjunction with the program committee, shall make the necessary physical arrangements for general membership meetings.
4. Membership committee. This committee shall take appropriate steps to inform prospective members of the organization's activities and solicit applications from them. It shall pass on the qualifications of all applicants, deferring to the executive committee, if necessary.
5. Executive committee. This committee shall have general advisory charge of all affairs of the organization. It shall consist of the current officers; the ___ immediate past president(s), and all committee chairpersons.
6. Other committees. The president or executive committee may establish permanent or temporary committees as necessary.
7. Except as specified above, the president shall appoint the chair of each committee. The chairperson shall appoint other members of the committee from among the organization's regular membership.

Article VI Meetings

There shall be at least three (3) general membership meetings a year. Such meetings shall be held as determined by the executive committee upon recommendation of the program chairperson. The president may call special meetings as necessary. Meeting arrangements, time, and place will be determined by the arrangements committee.

Article VII Relations with NABE

Annually, at the close of each fiscal year, the secretary shall advise the National Association for Business Economics' national office of the elected officers of the organization for the coming year.

The secretary shall also advise the NABE national office of chapter meetings so that they can be placed on the NABE calendar.

The chapter shall provide the NABE national office with a list of chapter members to be published in the NABE membership directory. The chapter shall also periodically provide the NABE national office with chapter member contact information so that NABE can promote membership and events.

The organization will assist in all reasonable ways with the promotion of NABE membership among its members, and NABE will promote the chapter and its meetings to NABE members.

The organization will take advantage of resources offered by the NABE national office such as chapter president teleconferences, website maintenance, and the chapter tool kit found on the NABE website.

Article VIII Dues

Annual dues shall be determined by the executive committee, and shall be billed and collected by the treasurer. Only members whose dues are currently paid are entitled to vote and to participate in organization activities.

Article IX Amendments

These bylaws may be amended by a two-thirds majority of the members present at any regular or special general membership meeting.