



Artist-Blacksmith's Association of North America, Inc.
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A Program To Enhance ABANA-Affiliate Communication

Statement of Need: The ABANA-affiliate communications are not what they can be. We need more clearly identifiable avenues of communication.

Purpose: The intent of this program is to provide a clearly identifiable method of ABANA-affiliate communication. Through sharing of thoughts and opinions, together we can enjoy and promote the art and craft of blacksmithing.

The Program:

1. The affiliate appoints an Affiliate Representative.
2. At each affiliate meeting the Affiliate Representative has a time on the meeting agenda to do the following:
 - a. Request feedback (questions, comments, suggestions, etc.) from the members to ABANA.
 - b. Answer questions about ABANA. In order to answer some questions, the Affiliate Representative will be provided with a copy of the ABANA bylaws, a list of ABANA Board members, a list of ABANA committee members, the minutes of the last ABANA board meeting, the latest ABANA President's Letter, Affiliate Liaison Letter and the address of the ABANA website. If the Affiliate Representative is unable to answer a question, the questioner may be referred to the Member Services Committee. *The Affiliate Representative is not expected to interpret or put forth ABANA policy or to justify ABANA actions.*
3. Additionally, the Affiliate Representative may want to gather feedback during informal discussions with fellow members and at affiliate board meetings.
4. The Affiliate Representative then forwards the feedback, in writing, to the Program Administrator who is a member of the Member Services Committee.
5. The Program Administrator organizes the information and forwards it to the ABANA Board and Member Services Committee.
6. The Program Administrator sends a notice of receipt of the feedback to the Affiliate Representative.
7. The Program Administrator will support the Affiliate Representative through regular contacts.

Further functions of the Affiliate Representative:

- ❖ The Affiliate Representative will initially receive 20 past issues of *The Anvil's Ring* to raffle at the affiliate's 'Iron In The Hat'.
- ❖ The Affiliate Representative will be provided with copies of the ABANA brochure/membership application for distribution.
- ❖ The Affiliate Representative will receive a complimentary ABANA T-shirt to be worn at each affiliate meeting. This T-shirt is the Affiliate Representative's "badge of office."

Benefits to Affiliates and Individuals:

- ◆ Persons will have an effective way to communicate their opinions to the ABANA leadership.
- ◆ ABANA members will have a personal link to ABANA via the Affiliate Representative—a friend they know and with whom they can speak personally.
- ◆ Free raffle copies of the *The Anvil's Ring* and *Hammer's Blow* will help the affiliates raise money.

Benefits to ABANA:

- ◆ The ABANA leaders will gain a greater understanding of the needs and opinions of the members.
- ◆ As ABANA members, and others, understand and play a greater roll in ABANA programs, an increase in ABANA membership will naturally follow.

How to participate:

The affiliate president appoints an Affiliate Representative and forwards the name and address of this person to:

Bob Jacoby, Program Administrator
2635 Wrightson Drive
Jacksonville FL 32223
bobjacoby@abana.org

That's all you have to do to get started. We will do the rest.