

EAA New Chapter Creation Guidelines

Fall 2005

Revision 0.6

INTRODUCTION

Many inquires have been received requesting an outline of suggestions for how best to create a new local EAA chapter in some area of sparsely situated members.

Once the critical mass of interested attendees is identified (from a sign-up sheet circulated at a gathering, and with the help of the EAA board membership coordinator), finding a meeting place (in a library conference room or other public place) and arranging the date / time to meet is next. This simply requires communication via email or telephone trees that get established by the kick-off coordinator. Remember, a good meeting sometimes is defined when you have the next meeting scheduled and a meeting place identified.

Here we provide a rough outline and sample agenda to be circulated via email for such a kick-off meeting, plus some ideas for things that an EAA chapter may want to do. Depending on the level of involvement and enthusiasm - these may need throttling or choking.

<New chapter city name> ELECTRIC AUTO ASSOCIATION
Calendar Day Time and duration of meeting, street address

SAMPLE AGENDA

12:00-12:15 -- Introductions (by organizer). Round table: one minute max., who, why their, interest and specialty.

12:15-12:25 -- Talk briefly about why we're starting an EAA chapter.

12:25-12:35 -- Update on pertinent local, national or international news directly affecting battery and hybrid electric cars.

12:45-12:50 -- Elect chapter board: president and v.p, treasurer, other officers.
Complete the Statement of Affiliation Form in preparation to submit to EAA.

12:50-12:55 – Other EV updates:
- Electric bikes
- Scooter-building class

- Other EV announcements

12:55-1:25 -- Discussion:

What do we want our chapter to be and do?

What do we want to get out of it?

Set priorities and create an action plan (ideas below).

1:25-1:30 -- Set next meeting: 1st 2nd 3rd or 4th Saturday of month? Location?

1:30-2:00 -- Q&A and tours of attendee EVs. .

PLEASE BE SURE TO SIGN OUR ATTENDANCE SHEET BEFORE YOU LEAVE.
THANKS! Name, email, home address, EV driver (Y/N) phone number

Telephone contacts for organizers

List name cell phone email. Consider keeping restricted if sensitive parties resist.

Possible priorities and actions:

- ADMINISTRATIVE:
- * Create chapter web site with FAQ section
 - * Create chapter listserv for electronic communication
 - * Open chapter bank account (treasurer)
 - * Borrow materials/ideas from other EAA chapters and their web sites
 - * Create info packet (print or online) for “newbie’s” (leverage EAA CE Rally issue)
- EVENTS:
- * Line up speakers/topics/spaces for chapter meetings.
 - * Book booths/spaces at parades, street fairs, etc.
 - * Plan local EV rally
- PROJECTS:
- * Chapter emergency charging list (respecting privacy).
 - * Establish relationship(s) with mechanics(s) willing to offer EV services.
 - * Ask solar installers to offer discounts to EAA members.
 - * Make contacts with schools for presentations and joint projects.
 - * Adopt existing charging stations in <city> for inspection and maintenance.
 - * Research need for more charging stations, how/where to get them installed.
- POLITICS:
- * Not currently allowed under EAA charter, we can not endorse candidates;
 - * Create a mechanism for EAA advocacy, such as a separate “sister” organization such as DontCrush.com.
 - * Build alliances with environmental, transit, and political groups.
 - * Build alliances within local city government.
 - * Monitor state legislation and policy related to EVs.
 - * Create “action alert” mechanism.
 - * Lobby state to match EV incentives offered by other states.
 - * Lobby local city and county airport for free metered parking for vehicles with Clean Air Decals (as is offered in San Jose, L.A., Santa Monica, LA International Airport, and more)

Potential action items to consider:

- Establish relationship(s) with local mechanic(s) willing to learn about and work on EVs.
- Ask solar installers to offer discounts to EAA members.
- Borrow materials/ideas from other chapters (a yahoo group for inter-chapter communication exists).
- Build a web site for this newly formed chapter. National can offer hosting.
- Start chapter listserv for e-mail discussions. Consider a yahoo group.
- Open chapter bank account (highly recommended, see Chapter Handbook).
- Create a "newbie" packet of info, with FAQ explaining how EVs help the environment (leverage eaaev.org).
- Line up speakers/topics/spaces/events for future chapter meetings.
- Book booths/spaces at street fairs, local parade, and other events. These might include: Earth Day activities (April), Memorial Day Parade, local celebrations, etc.
- Develop media lists for event promotion.
- Make contacts with schools for presentations/projects.
- Make contact with environmental, transit and political groups.
- Be a policy watcher. Create "action alert" mechanisms.
- Help national EAA form a political advocacy arm, to make the public aware of issues.
- Get local city and counties to offer free metered parking and free garage parking to vehicles with a CA Clean Air Decal (such as was done in San Jose, in LA at LAX, Sacramento, Santa Monica & Hermosa Beach).
- Research locations that need public charging stations, look into what it would take to make that happen. Individuals living in close proximity can "adopt" existing charging stations for maintenance issues. This doesn't mean fixing them; just keep an eye on them. Contact EAA Charging Infrastructure Liaison person for guidance.
- Have fun!