



## NEWS FROM NATIONAL

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*If you haven't already registered for the 2015 National Conference in Dallas, Texas make sure to do so today. Also, please note that 2014 Charity Matching Funds Program applications are now due on January 31 instead of April 15. The date has been moved up in order to allow the newly formed recognition committee to award the efforts of our top performing chapters at the National Conference.*



### 2015 NATIONAL CONFERENCE

Make plans to join us in Dallas, Texas, Friday, March 13 through Sunday, March 15, 2015 for a combined Chapter Congress and Club Racing Stewards Conference along with a BMW CCA Board Meeting and Annual Meeting.

#### **BMW CCA Board Meeting and Annual Meeting**

Date: Friday, March 13, 2015

Location: The Westin Dallas Fort Worth Airport, 4545 W. John Carpenter Freeway, Irving, TX 75063

#### **Chapter Congress and Club Racing Stewards Conference**

Dates: Friday, March 13, 2015—Sunday, March 15, 2015

Location: The Westin Dallas Fort Worth Airport, 4545 W. John Carpenter Freeway, Irving, TX 75063

[Register Now >>](#)

#### **Event Schedule**

You can view a tentative schedule of events for the National Conference [here](#).

Note: schedule is subject to change.

## Travel Policy

BMW CCA will provide travel, meals and lodging (based on shared double occupancy) for the Chapter President (or President's designee) and Treasurer (or Treasurer's designee).

Travel to the airport, parking, checked bags, meals in route, and any other charges will not be covered by BMW CCA, only room and flight. Additional attendees are welcome, but will not be reimbursed for associated expenses. Chapters are welcome to invite other officers at their own expense. Chapters may request those expenses to be withheld from their Chapter rebate. Rooms are based on double occupancy, and each attendee must let the National Office know with whom they will be sharing a room. If you do not have a roommate, the office will choose for you. Attendees requesting private rooms will be required to pay \$106.00 for two nights.

## Reimbursement

All Chapter Congress reimbursement requests must be submitted via the [online Chapter Congress reimbursement](#) form on the National Website. Reimbursements will be processed after the congress.

## Flight Arrangements

The National Office has published a maximum reimbursement list for round-trip flights, which you can view [here](#). This will be the reimbursement amount. Reimbursements will not be increased for late bookings.

If you have any questions regarding fares contact Lindsey Branston, Director of Financial Operations at [lbranston@bmwcca.org](mailto:lbranston@bmwcca.org) or (864) 438-0961.

## Driving Arrangements

Chapter President (or President's designee) and Treasurer (or Treasurer's designee) who drive to the conference will be reimbursed at a rate of \$0.575 per mile round trip (not to exceed the maximum flight reimbursement).

## Guests

You may bring a guest. If your guest wishes to attend meal functions the cost is \$165.00 which includes the Friday reception, two Continental Breakfasts, Lunch and Dinner.

## Hotel Reservations

Hotel fees are being paid by the National Office for the Chapter President (or President's designee) and Treasurer (or Treasurer's designee). Rooms for additional attendees are \$212 for two nights, and reservations must be made through the National Office by Thursday, February 19. Charges will be accepted at the National Office, not at registration. Please call 864-250-0022 x225 to arrange payment. You will need a credit card to cover incidentals.

## Conference Meals

Meal items to be served at the conference are listed [here](#). These items are subject to change based on product availability. Special menu items will be made available to those with special dietary needs.

## Questions?

If you have questions or would like to request additional information about the upcoming National Conference please contact Steven Schlossman at [sschlossman@bmwcca.org](mailto:sschlossman@bmwcca.org) or (864) 438-3399.



## REMINDER FOR CHAPTER TREASURERS

The year is quickly coming to a close, so please keep track of the paperwork necessary to apply for charity matching funds at the start of the year. Also, if your chapter has paid a contractor \$600 or more during the year, you will need to obtain a W-9 from them, so you can timely prepare 1099's in January.

**Accounting Questions?** If you have questions as you begin closing the books, working on a budget, etc. you are welcome to call or e-mail Lindsey Branston, Director of Financial Operations, at (864) 438-0961 or [lbranston@bmwcca.org](mailto:lbranston@bmwcca.org).

## IRS FILING REQUIREMENTS

All chapters are required to submit a tax return to the IRS and send a copy to the National Office along with the chapter financial statements being submitted. If any questions arise, please feel free to contact Lindsey Branston ([lbranston@bmwcca.org](mailto:lbranston@bmwcca.org) or 864-438-0961) at the National Office.



## CHAPTER ADMIN FORMS

Chapter PDF forms are being phased out and replaced with online forms. These forms are available only to those listed as your chapter's board, and you must be logged in.

You can access the [Chapter Admin Forms](#) here.

### **Chapter Report—DUE JANUARY 15**

Email addresses for whom to send electronic chapter reports to.

<https://www.bmwcca.org/reports>

### **Printed Label Request**

Please keep in mind that printing and shipping labels that are not required each month is both time consuming and costly. Mailing labels will be sent on request as needed.

**Chapter Comp Listing Request—DUE JANUARY 15**

Please use this form to assign the individuals or businesses of your choice to the *Roundel* complimentary mailing list. The listings you include will receive a free copy of *Roundel* each month for one year. Keep in mind that all BMW dealerships currently receive a complimentary issue. The number of listings allotted to each chapter is based on one (1%) percent of your membership as shown on your monthly membership report.

<https://www.bmwcca.org/chaptercomp>

**2014 Charity Matching Funds Program Application—DUE JANUARY 31**

BMW CCA chapters that conducted charitable or public service activities in 2014 may request matching funds in 2015. Please note that eligible activities include not only fund-raising events, but other activities in which the chapter provided service involvement and assistance to a worthwhile cause or community activity, including donations to registered charities. This packet contains the application form and instructions. Please limit your submissions to the information on the application form.

Applications must be received at the BMW CCA National Office, Attn: Lindsey Branston, no later than January 31, 2015. They will be checked for completeness.

**Update 12/8/14:** 2014 Charity Matching Funds Program applications are now due on January 31 instead of April 15. The date has been moved up in order to allow the newly formed recognition committee to award the efforts of our top performing chapters at the National Conference in Dallas, Texas on March 13-15.

[Download the Charity Matching Funds Application.](#)

**Chapter Administration—DUE MARCH 15**

**This form is MANDATORY and MUST be submitted each year** to the National office by March 15. Please list all officers and chairs, even if there are no changes from last year. Afterwards, anytime there is an update to your chapter, this form must be updated. Only changed information should be resubmitted.

<https://www.bmwcca.org/chapteradminform>

**Chapter Financial Statements—DUE MARCH 31**

This form is no longer a PDF file and is now a module on the National website. You can access it by visiting [www.bmwcca.org/chap\\_fin\\_stmt](http://www.bmwcca.org/chap_fin_stmt).

**Chapter Tax Returns—DUE MAY 15**

All Chapters are required to submit a tax return to the IRS and send a copy to the National Office along with the chapter financial statements being submitted. If any questions arise, please feel free to contact Lindsey Branston ([lbranston@bmwcca.org](mailto:lbranston@bmwcca.org) or 864-438-0961) at the National Office.



**OKTOBERFEST 2015 PRESENTED BY MICHELIN**

## IN NEW JERSEY | SEPTEMBER 21–27

The jagged peaks and brilliant desert vistas of Colorado made a stunning backdrop for 2014's Oktoberfest show, but on the horizon, the latest chapter of the show's story has been unveiled—the 46th Annual BMW CCA Oktoberfest Presented by Michelin. Hosted by the New Jersey Chapter and held from the Stockton Seaview Hotel and Golf Club venue, next year's Oktoberfest trades the high-altitude adventure of Colorado's Beaver Creek resort for the oceanside experience—and trackside thrill—of Absecon, New Jersey and New Jersey Motorsport Park.

[Read More >>](#)

**Help us spread the word!** You can download a half page print ready ad for O'Fest 2015 and the official logo [here](#). We have also posted a [short promo video](#) to Vimeo that you can embed on your chapter website or link to via social media.



## BMW CCA BRANDED CANOPIES, FLAGS, TABLE COVERS AND MORE

If you have attended one of our many National Events, chances are you have seen our BMW CCA branded tent, flags, and table covers. Well, now you can order these same items to use at chapter events from our friends at Impact Canopies USA. Rusty Wolfe with Impact Canopies has created a PDF with all of the available items with pricing, which you can view [here](#).



## IT UPDATE: JOIN LINK REMINDER FOR WEBMASTERS

Webmasters, please check your websites and make sure that the join link for the club is <https://www.bmwcca.org/join>. That will remain the permanent join link for the club. Even if the backend of the National website were to be updated in the future, we will ensure that the join link does not change.



## 2015 REGIONAL EVENTS NEWSLETTER SCHEDULE

If some of your chapter's events are missing from the National Calendar, please add those events at least one week prior to your region's next event newsletter release date.

We will deploy the newsletter to every member of your region. Chapters are required to have all event dates, descriptions, and links submitted to the National Events Calendar one week prior to the actual email send date. Events not entered into the National Calendar will not be included in the email.

To see an example of a Regional Events Email Newsletter [click here](#).

### How To Enter Your Chapter's Events

To enter events for inclusion in the e-mail newsletter, events app, National Calendar, and *Roundel*, please follow the link below. This link will bring you to a page with instructions after you login.

[Enter chapter events here >>](#)

### Official 2015 Schedule

#### North Atlantic

Q1: Calendar Entry Deadline: Jan. 22 | Email Send Date: Jan. 29

Q2: Calendar Entry Deadline: April 23 | Email Send Date: April 30

Q3: Calendar Entry Deadline: July 2 | Email Send Date: July 9

Q4: Calendar Entry Deadline: Oct. 1 | Email Send Date: Oct. 8

#### North Central Region

Q1: Calendar Entry Deadline: Jan. 29 | Email Send Date: Feb. 5

Q2: Calendar Entry Deadline: April 30 | Email Send Date: May 7

Q3: Calendar Entry Deadline: July 9 | Email Send Date: July 16

Q4: Calendar Entry Deadline: Oct. 8 | Email Send Date: Oct. 15

#### Pacific Region

Q1: Calendar Entry Deadline: Feb. 5 | Email Send Date: Feb. 12

Q2: Calendar Entry Deadline: May 7 | Email Send Date: May 14

Q3: Calendar Entry Deadline: July 16 | Email Send Date: July 23

Q4: Calendar Entry Deadline: Oct. 15 | Email Send Date: Oct. 22

#### South Atlantic Region

Q1: Calendar Entry Deadline: Feb. 12 | Email Send Date: Feb. 19

Q2: Calendar Entry Deadline: May 14 | Email Send Date: May 21

Q3: Calendar Entry Deadline: July 23 | Email Send Date: July 30

Q4: Calendar Entry Deadline: Oct. 22 | Email Send Date: Oct. 29

**South Central Region**

Q1: Calendar Entry Deadline: Feb. 19 | Email Send Date: Feb. 26

Q2: Calendar Entry Deadline: May 21 | Email Send Date: May 28

Q3: Calendar Entry Deadline: July 30 | Email Send Date: Aug. 6

Q4: Calendar Entry Deadline: Oct. 29 | Email Send Date: Nov. 5

All the best,

BMW Car Club of America  
640 South Main Street, Suite 201  
Greenville, SC 29601  
[www.bmwcca.org](http://www.bmwcca.org)

TEL: 864.250.0022

FAX: 864.250.0038

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640 South Main Street, Suite 201, Greenville, SC 29601