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## News From National | January 2017

In this issue of News From National we'll cover the upcoming Chapter Leadership Congress and Club Race Stewards Meeting, chapter form deadlines, and provide calendar dates for upcoming chapter events to be included in our quarterly regional newsletter.

**At the request of the Board of Directors of the BMW Car Club of America each Regional Vice-President is being added to the roster of the respective chapters for which they are responsible. The purpose of this addition is so that they receive a hard copy of your chapter newsletter. The addition will appear on your February rosters.**



## RECOGNITION PROGRAM COMMITTEE

The Recognition Program Committee will recognize and honor individual club members, chapters, and members of industry for outstanding achievements and exceptional dedication. This committee is comprised of five dedicated BMW CCA members throughout the United States, and each BMW CCA Region will be aligned with a Recognition Program Committee (RPC) Member to ensure constant contact is available for any questions.

### **Now Accepting Nominations!**

Submit your nomination for a BMW CCA member or a business today! Please note, chapter awards are based on performance metrics outlined in the award description and are not available for nomination.

[Submit Nomination >>](#)

For more information, visit the [RPC page on bmwcca.org](http://rpc_page_on_bmwcca.org) or email [recognition@bmwcca.org](mailto:recognition@bmwcca.org).



## REGISTER NOW: CHAPTER LEADERSHIP CONGRESS AND CLUB RACE STEWARDS MEETING

Make plans to join us for a combined Chapter Leadership Congress and Club Race meeting, along with a Board and Annual Meeting. The meetings will be held at the Westin Dallas Fort Worth Airport on Friday, March 24, through Sunday, March 26, 2017. [Registration is now open.](#)

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

Date: Friday, March 24, 2017  
Location: The Westin Dallas Fort Worth Airport  
4545 W. John Carpenter Freeway  
Irving, TX 75063

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

Date: Friday, March 24 - Sunday, March 26, 2017  
Location: The Westin Dallas Fort Worth Airport  
4545 W. John Carpenter Freeway  
Irving, TX 75063

[Register Now>>](#)

## Conference Meeting Policies

- Two members from each chapter. President and treasurer.
- BMW CCA will provide travel (the low cost option 21-day advanced airline rate booked through our travel service), group meals on site and lodging (based on shared double occupancy).
- **BMW CCA will not provide reimbursement for mileage to the airport, meals en route, or other incidental travel expenses (including baggage fees).**
- Attendees may request reimbursement for non-covered expenses from their chapter however BMW CCA does not set local chapter expense policy.
- Attendees requesting a private room will be charged \$106.00 for two nights.
- Chapters are welcome to invite other officers at their own expense. Chapters may request those expenses to be withheld from their Chapter rebate.

## Travel Policy

Transportation, hotel and conference meals onsite are provided by BMW CCA. Any authorized attendee who drives to the conference will be reimbursed at a rate of \$0.535 per mile round trip (not to exceed the published airfare for your area.). 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 assist in finding a roommate.

Additional rooms are \$212.00 for two nights.

Charges will be accepted at the National Office, not at registration. Please call 864-250-0022 x225 to arrange payment.

If you have any questions regarding travel or reimbursement, please email Lindsey Branston a [lbranston@bmwcca.org](mailto:lbranston@bmwcca.org).

## Host Hotel

Westin Dallas/Fort Worth  
4545 W. John Carpenter Freeway  
Irving, TX 75063  
972-929-4500

## Flight Reservations

All attendees are responsible for their own airline reservations. Please try to arrive by 3:00 p.m. Friday. The Conference will end Sunday no later than 12 noon.

Flight reservations must be made online through our travel website per BMW CCA guidelines. The lowest available twenty-one (21-) day advance purchase airfare.

Fare will be paid by BMW CCA directly.

A link to the travel website will be provided to you in your confirmation e-mail once you have registered.

## Guests

You may bring a guest. If your guest wishes to attend meal functions the cost is \$170.00 which includes the Friday reception, two Continental Breakfasts, Lunch and Dinner.

## Reminder

Hotel fees are being paid by National except for those with private rooms or chapters requiring an additional room. You will need a credit card to cover incidentals.

The National office will make all reservations regardless who is paying.

**Please do not reserve a room on your own.**



## REMINDER FOR CHAPTER TREASURERS

**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 upload a copy via the National website 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 Tax Returns

The new upload form for Chapter Tax Returns is now available! Yes, that's right, you can upload your chapter tax return via the website now! After uploading a file you will receive an email confirmation.

All chapters that pay a contractor \$600 or more in the year are required to prepare 1099 forms and distribute by January 31, 2017.

[Upload Chapter Tax Return >>](#)



## CHAPTER ADMIN FORMS

Please note: You must log in to the website to access these forms.

### Chapter Report

Email addresses for whom to send electronic chapter reports to.



[Chapter Reports Form >>](#)

### **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**

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.

[Chapter Comp Listing Request Form >>](#)

### **2016 Charity Matching Funds Program Application—DUE JANUARY 31**

BMW CCA chapters that conducted charitable or public service activities in 2016 may request matching funds in 2017. 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.

[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. Chapter Officers and Committee Members responsible for submitting events, insurance requests and having access to chapter forms need to be included on the chapter admin form to appear on your chapter's landing page on [bmwcca.org](http://bmwcca.org). Those listed will also receive News from National. Anytime there is an update to your chapter, this form must be updated. Only changed information should be resubmitted during the year.

[Chapter Administration Form >>](#)

### **Chapter Financial Statements—DUE MARCH 31**

This form is no longer a PDF file and is now a module on the National website.

[Chapter Financial Statements Form >>](#)

### **Chapter Tax Returns—DUE MAY 15**

All Chapters are required to submit a tax return to the IRS and upload a copy via the national BMW CCA website 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.



## PLEASE ENTER YOUR CHAPTER'S EVENTS INTO THE NATIONAL CALENDAR

Below is the Regional Events Email Newsletter Schedule for 2017. 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. Every region will have four of these email Newsletters per year. Events not entered into the National Calendar will not be included in the email.

To submit your chapter's events follow the link below and click the log in button. Once you log in you will be automatically directed to the event submission form.

[Enter Chapter Events >>](#)

### **Official 2017 Schedule**

#### **North Atlantic**

- Q1: Calendar Entry Deadline: Jan. 19 | Email Send Date: Jan. 26
- Q2: Calendar Entry Deadline: April 20 | Email Send Date: April 27
- Q3: Calendar Entry Deadline: June 29 | Email Send Date: July 6
- Q4: Calendar Entry Deadline: Sept. 28 | Email Send Date: Oct. 5

#### **North Central Region**

- Q1: Calendar Entry Deadline: Jan. 26 | Email Send Date: Feb. 2
- Q2: Calendar Entry Deadline: April 27 | Email Send Date: May 4
- Q3: Calendar Entry Deadline: July 6 | Email Send Date: July 13
- Q4: Calendar Entry Deadline: Oct. 5 | Email Send Date: Oct. 12

#### **Pacific Region**

- Q1: Calendar Entry Deadline: Feb. 2 | Email Send Date: Feb. 9
- Q2: Calendar Entry Deadline: May 4 | Email Send Date: May 11
- Q3: Calendar Entry Deadline: July 13 | Email Send Date: July 20
- Q4: Calendar Entry Deadline: Oct. 12 | Email Send Date: Oct. 19

#### **South Atlantic Region**

- Q1: Calendar Entry Deadline: Feb. 9 | Email Send Date: Feb. 16
- Q2: Calendar Entry Deadline: May 11 | Email Send Date: May 18
- Q3: Calendar Entry Deadline: July 20 | Email Send Date: July 27
- Q4: Calendar Entry Deadline: Oct. 19 | Email Send Date: Oct. 26

#### **South Central Region**

- Q1: Calendar Entry Deadline: Feb. 16 | Email Send Date: Feb. 23
- Q2: Calendar Entry Deadline: May 18 | Email Send Date: May 25
- Q3: Calendar Entry Deadline: July 27 | Email Send Date: Aug. 3
- Q4: Calendar Entry Deadline: Oct. 26 | Email Send Date: Nov. 2

## MORE INFORMATION:

To access all of the chapter admin forms, and many other helpful tools designed specifically for chapter officers please login to the website [here](#).

## QUESTIONS?

**Phone:** (864) 250-0022

**E-mail:** [questions@bmwcca.org](mailto:questions@bmwcca.org)

**Address:** 640 South Main Street,  
Suite 201 Greenville, SC 29601



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