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## News From National | December 2017

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



# 2018 NATIONAL CONFERENCE AND ANNUAL MEETING

## NATIONAL CONFERENCE

The next Driving Events conference is scheduled for Nov 2-4, 2018 in Dallas.

There will be no Chapter Congress/Driving Events Conference in March as in the past. The date has been moved to the fall to allow any new policy announcements and changes to be fully implemented for the coming year. Additionally, it is our hope that chapters and regions will be encouraged to create calendars in conjunction with each other. The result should be less competition for the same participants and strengthened operations.

## ELECTIONS UNCONTESTED, BALLOTS WILL NOT BE MAILED

In Accordance With Bylaws In accordance with Article 5, Section 7 of the BMW Car Club of America bylaws, **ballots will not be prepared this year for the positions of BMW CCA President, North Central Regional Vice President, or South Atlantic Regional Vice President because there is only one candidate for each position.** Those candidates will be certified at the annual BMW CCA general meeting.

## BMW CCA BOARD MEETING AND ANNUAL MEETING

Date: Saturday, April 21, 2018  
Location: Hyatt Regency Greenville  
220 N Main Street  
Greenville, SC 29601



## 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 contact Lindsey Branston, Director of Financial Operations, [lbranston@bmwcca.org](mailto:lbranston@bmwcca.org) at the National office or Brian Thomason, National Treasurer, at [treasurer@bmwcca.org](mailto:treasurer@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) at the National Office or Brian Thomason, National Treasurer, at [treasurer@bmwcca.org](mailto:treasurer@bmwcca.org).

## Chapter Tax Returns

There is an upload form for Chapter Tax Returns. Please do not e-mail them. After uploading a file you will receive an email confirmation.

[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 >>](#)

### **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 >>](#)

### **2017 Charity Matching Funds Program Application—DUE JANUARY 31**

BMW CCA chapters that conducted charitable or public service activities in 2017 may request matching funds in 2018. 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.

All applications are required to be submitted via the link below. E-mailed or mailed applications will not be accepted.

[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 interactive form is on the National website. 2016 information will be automatically populated for reference. If you have difficulty accessing the form, please contact Stephen Elliott, Director of IT, at [SElliott@bmwcca.org](mailto:SElliott@bmwcca.org).

[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.



## 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 (RCP) 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.

### Deadline for Nomination

The qualifying period for each award will be the calendar year preceding the award (January 1 through December 31). Nominations may be submitted throughout the calendar year and must be received by January 31st midnight EST of the year following the qualification period.

[Submit Nomination >>](#)

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



## TECH COMMITTEE UPDATE

The Tech Committee has finished getting our [new Wordpress site template](#) and centralizing hosting environment up and running. If you had expressed interested in upgrading your Chapter's website, we have the following solutions ready.

### **Option A:** New Wordpress Template & Centralized Hosting/Maintenance (Recommended)

#### • **Overview**

We'll clone our pre-configured Wordpress template to a dedicated staging environment and provide admin access for you to migrate your chapter's content over.

#### • **Pros**

Site will come fully styled and setup with sample content to help get familiar and speedup the setup process (i.e. images, events, blog posts, etc) o ~\$20/month for WP Engine hosting and more importantly, automated updates to Wordpress platform and plugins (Compared to +\$100/month if subscribed to individually)

Priority access to future site improvements and upgrades (i.e. Single Sign On w/ National Membership Database, Event Sharing, etc)

#### • **Cons**

Ability to swap or add new Wordpress Plugins will be restricted and requests will need to go through Tech Committee for approval

### **Option B:** Export of Wordpress Template for Independent Setup & Hosting

#### • **Overview**

We'll provide the necessary files to setup the Wordpress template with your own hosting provider.

#### • **Pros**

Independent control of the site's theme, layout and plugins

#### • **Cons**

Chapter will need to have technical resources to manage the setup and maintenance or have the budget to pay for these services

Compatibility with future template updates/improvements could be compromised depending on degree of customization done by Chapter

If you're ready to move forward, please contact the Tech Committee at [techcommittee@bmwcca.org](mailto:techcommittee@bmwcca.org). For those interested in centralized hosting, please provide a list of Admins (Name/Email) from your Chapter who you'd like to provide access during the setup process.



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

Below is the Regional Events Email Newsletter Schedule for 2018. 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 2018 Schedule

#### North Atlantic

- Q1: Calendar Entry Deadline: Jan. 18 | Email Send Date: Jan. 25
- Q2: Calendar Entry Deadline: April 19 | Email Send Date: April 26
- Q3: Calendar Entry Deadline: June 28 | Email Send Date: July 5
- Q4: Calendar Entry Deadline: Sept. 27 | Email Send Date: Oct. 4

#### North Central Region

- Q1: Calendar Entry Deadline: Jan. 25 | Email Send Date: Feb. 1
- Q2: Calendar Entry Deadline: April 26 | Email Send Date: May 3
- Q3: Calendar Entry Deadline: July 5 | Email Send Date: July 12
- Q4: Calendar Entry Deadline: Oct. 4 | Email Send Date: Oct. 11

#### Pacific Region

- Q1: Calendar Entry Deadline: Feb. 1 | Email Send Date: Feb. 8
- Q2: Calendar Entry Deadline: May 3 | Email Send Date: May 10
- Q3: Calendar Entry Deadline: July 12 | Email Send Date: July 19
- Q4: Calendar Entry Deadline: Oct. 11 | Email Send Date: Oct. 18

#### South Atlantic Region

- Q1: Calendar Entry Deadline: Feb. 8 | Email Send Date: Feb. 15
- Q2: Calendar Entry Deadline: May 10 | Email Send Date: May 17
- Q3: Calendar Entry Deadline: July 19 | Email Send Date: July 26
- Q4: Calendar Entry Deadline: Oct. 18 | Email Send Date: Oct. 25

#### South Central Region

- Q1: Calendar Entry Deadline: Feb. 15 | Email Send Date: Feb. 22
- Q2: Calendar Entry Deadline: May 17 | Email Send Date: May 24
- Q3: Calendar Entry Deadline: July 26 | Email Send Date: Aug. 2
- Q4: Calendar Entry Deadline: Oct. 25 | Email Send Date: Nov. 1

## 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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