



Advancing Professional Construction
and Program Management Worldwide

2010-11 CHAPTER ANNUAL REPORT/CHAPTER OF THE YEAR

Due for preceding year (Aug 1-Jul 31)

This **mandatory** report is to be filed on an annual basis. Participation in the Chapter of the Year is **optional**.

Submission Deadline: **August 12, 2011**, 11:59pm Eastern

GENERAL INFORMATION		
Chapter Name		
Chapter President's Name		
Chapter President's Contact Information	Phone _____	
	Email _____	
Attach list of current Board of Directors with term expiration dates		
Attach list of current committees and chairpersons with term expiration dates		
Attach list of incoming Board of Directors with term expiration dates, if available		
CMAA Regional Chapter Annual Report was filed for 2009-10 year	Yes	No
Chapter submitted an entry in the 2009-10 Chapter of the Year program	Yes	No
FINANCIAL AND ADMINISTRATIVE INFORMATION		
Attach Chapter's Balance Sheet as of 31 July		
Attach detailed profit/loss statement or income/expense statement		
Income: include meetings, tournaments, programs, sponsorships, etc.		
Expenses: include meetings, tournaments, programs newsletters, paid staff, etc.		
List bank accounts maintained by the chapter and their uses. Include bank account numbers.		
1.	_____	
2.	_____	
3.	_____	
4.	_____	
5.	_____	
6.	_____	
Attach year-end bank statements for all accounts		
If not attached, explain why _____		
Chapter dues information (if applicable)		
Amount charged	_____	
Dues levy is reflected in Chapter Bylaws	Yes	No
Dues levy has been approved by CMAA's Board of Directors	Yes	No
Payment is voluntary for the chapter members	Yes	No
IRS Form 990, 990EZ, or electronic 990N was filed	Yes	No
Attach copy of filing		
Chapter has a general liability insurance policy	Yes	No
Chapter has a Directors & Officers insurance policy	Yes	No
Chapter uses Special Event insurance coverage	Yes	No
Chapter has financial budget and follows a yearly financial plan	Yes	No
MEMBERSHIP STATISTICS		
If submitting for Chapter of Year, discuss in detail recruitment and retention efforts and attach .		
Number of members at start of year	_____	
Number of new members added	_____	
Number of members dropped	_____	
Number of members at year-end	_____	
Percentage of chapter growth	_____	
<i>(Calculation: Subtract the number of members on 1 August from the number of members on 31 July; divide that result by the number of members on 1 August)</i>		

Percentage of chapter retention <i>(Calculation: Subtract the number of members signed during the year from the number of members on 31 July; divide that result by the number of members on 1 August.)</i>			
Number of firms represented			
Number of Owner firms and number of Owner individuals in chapter	# of Firms	# of Individuals	
Chapter follows a formal membership plan		Yes	No
Chapter uses the 90-60-30/30-60-90 Plan in its membership efforts		Yes	No
Describe efforts, if any, to recruit non-members into the Chapter and CMAA. Use a separate page if necessary.			
CCM STATISTICS			
Number of CCMs at start of the year			
Number added during the year			
Number dropped during the year			
Number of CCMs at year-end			
Chapter participated in CCM promotion to its members		Yes	No
If yes, describe efforts. Use a separate page if necessary.			
Chapter conducted a Standards of Practice Course or hosted a CCM exam		Yes	No
If yes, list the date(s) held.			
STUDENT CHAPTERS & CMIT PROGRAM			
Chapter has formal affiliation with student chapter(s)		Yes	No
Student chapter(s) name	# of members	# of CMAA student members	
1. _____			
2. _____			
3. _____			
4. _____			
Attach description of involvement with student chapter(s)			
List Student Chapters in the formation process, if any			
Chapter promotes the CMIT Program to its students		Yes	No
If yes, describe efforts. Use a separate page if necessary.			
Student and/or CMIT committee chair's name			
Number of CMITs in the chapter		Start	End
MEETINGS & FUNCTIONS			
Number of chapter meetings held			
Percentage of membership attending meetings			
Percentage of membership attending functions			
Percentage of non-members attending meetings			
Percentage of non-members attending functions			

Number of Board of Directors meetings held		
Percentage of Board attending board meetings		
Percentage of Board attending chapter meetings & functions		
Number of chapter functions/events held		
Attach list of chapter's non-educational programs, functions, and events, i.e. sporting, social, banquets, etc.		
Chapter conducts professional development/education programs	Yes	No
Number of professional development/education programs held and frequency		
Attach list of chapter education programs, providing topic and speaker		
Chapter hosted formal CMAA course/webinar(s)	Yes	No
Attach list of CMAA course/webinar(s) held with number of attendees		
Chapter had a visit from a member of CMAA's Board of Directors	Yes	No
If yes, provide name of guest(s)		
Other Programs Held (if applicable – attach additional information)	Yes	No
AWARDS & SCHOLARSHIP PROGRAMS		
Awards Program		
Chapter conducts a yearly project awards program	Yes	No
Non-members are allowed to submit entries	Yes	No
Number of award entries received		
Number of firms submitting entries		
Number of awards presented		
Member Owners recognized via the same awards program or other method	Yes	No
Student Scholarship Program		
Chapter has a scholarship program	Yes	No
Chapter uses the CMAA Foundation to manage the scholarship funds	Yes	No
Number of scholarships and amount awarded to each student		
GENERAL INFORMATION		
Chapter has a government affairs/advocacy program	Yes	No
If yes, describe efforts. Use a separate page if necessary.		
Allied Organization Interaction (SAME, AIA, WTS, AGC, SMPS, ASCE, DBIA, etc.)		
Chapter has interaction or partnerships with other organizations	Yes	No
If yes, list organizations and brief description of the relationship. (Attach additional sheets if necessary)	1. _____	
	2. _____	
	3. _____	
	4. _____	
	5. _____	
	6. _____	
Chapter-to-Member Communication		
Chapter produces a newsletter or other member communication vehicle	Yes	No
Frequency of communication		
Mechanism for delivery to the members		
Communication promotes events as well as providing information/updates	Yes	No

CHAPTER OF THE YEAR AND AWARDS OF EXCELLENCE

Complete this section only if submitting for the Awards Program.

This Annual Report provides the basic information used in determining Chapter of the Year and Awards of Excellence in Student Focus; Membership Development; CCM Development; Owner Involvement; and Professional Development. If you want the Chapter to be considered for these awards, attach a summary discussion including the year’s highlights, goals, challenges faced and resolved, and the accomplishments of the year. You must also attach a statement of why you believe your chapter should be considered for Chapter of the Year and emphasize your Chapter’s accomplishments in any of the Excellence areas.

The judging weights the areas as follows:

50% -Membership (members, CCMs, students/CMITs, non-members statistics; discussion of recruitment and retention efforts)

15% - Financial Information

35% - Chapter Management (meeting programs, educational courses, events, student outreach and CMIT participation, scholarship program, CCM program, Awards, government affairs/advocacy, interaction with other associations, member communication)

Population Division: Select one.	Pop Division I (less than 100 members)	Pop Division II (100-200 members)	Pop Division III (200-400 members)	Pop Division IV (more than 400 members)
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AFFIRMATION STATEMENT

In submitting this entry, I affirm that to the best of my knowledge, the information provided in this entry is accurate and correct. I further agree that the information and images (if any) provided in this entry may be sued by CMAA as it chooses for promotional purposes.

Chapter President’s Signature:

SUBMIT REPORT ELECTRONICALLY TO:

Martha Montague

CMAA Chapter Relations Manager

Email: mmontague@cmaanet.org

Checklist of attachments with page limits:

- Current Board of Directors with term expiration dates; one page
- Incoming Board of Directors with term expiration dates; one page
- Committees and chair persons with expiration dates; one page
- Chapter’s Balance Sheet as of 31 July; no page limit
- Detailed profit/loss statement or income/expense statement; no page limit
- Year-end bank statements for all accounts; no page limit
- IRS filing form; no page limit
- Statement on recruitment and retention efforts; up to four pages (*only if submitting for Chapter of the Year*)
- Efforts, if any, to recruit non-members – additional sheet if necessary; one page
- CCM promotion efforts – additional sheet if necessary; one page
- Description of involvement with student chapter(s) – if applicable; one page
- Description of effort to promote CMIT program – if applicable; one page
- Chapter’s non-educational programs, functions, and events; one page
- Chapter education programs, providing topic and speaker; one page
- CMAA course/webinar(s) held with number of attendees – if applicable; one page
- Other Programs Held – if applicable; one page
- Government affairs/advocacy information – additional sheets if necessary; one page
- List of organizations and brief description of the relationship – additional sheets if necessary; one page
- Statement on highlights, goals, etc. and statement on why chapter should be considered for awards; four-page limit combined (*only if submitting for Chapter of the Year*)