



NEWS FROM NATIONAL

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We are looking forward to seeing many of you at the National Conference in Dallas, Texas in a few weeks. The conference registration deadline is Thursday, February 27, at 5 p.m. EST.

In this edition of News From National we will cover the recent change in the insurance certificate request process, the new O'Fest website launch, and important reminders regarding upcoming chapter form deadlines. In the coming weeks we will be launching the redesigned National website and this year's Car Of Your Dreams Raffle.



CHANGE IN INSURANCE CERTIFICATE REQUEST PROCEDURE

As advised previously, we are beginning to make some small changes to the manner in which chapters will apply for and receive their insurance certificates. Chapters will continue to utilize our online system to submit their event data and apply for event certificates. Once that process is complete, rather than printing and mailing the form and a check to Lockton Affinity, chapters will now print and mail the form with their check to the national office to the attention of Heather Tollison, BMW CCA, 640 South Main Street, Suite 201, Greenville, SC 29601.

Once an event is approved by the regional Driving Events Representative, Lockton will send the certificate to Heather and she in turn will forward it to the chapter when payment is received.

Insurance Program Details: You can view the full details of the new insurance

program [here](#) in the February 5, 2014 edition of News From National.

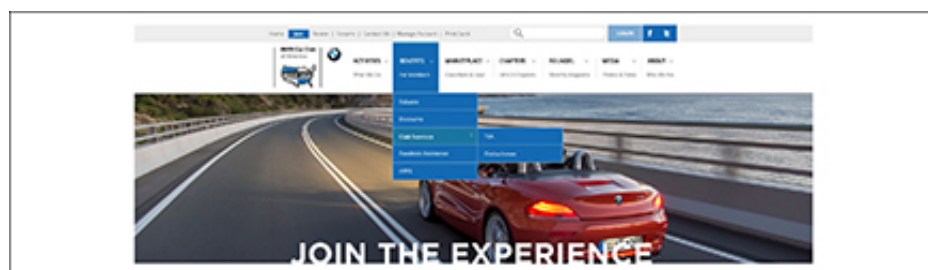
[Program Details >>](#)



NEW O'FEST WEBSITE AND REGISTRATION NOW OPEN

The new website and registration for the BMW CCA Oktoberfest 2014 presented by Michelin, has officially been launched. You can view the new site [here](#). Please venture over and take a look around! Here you will find all the information you need to plan a fun-filled week with your Club friends. You will find the full schedule for the week, information on the driving and social activities, lodging recommendations, and even a countdown clock.

[O'Fest Website >>](#)



NATIONAL WEBSITE REDESIGN TO LAUNCH NEXT WEEK

The redesigned BMW CCA National website will launch next week prior to the start of raffle. The existing chapter admin functions will be carried over to the new site, which will feature a new chapter admin menu on the homepage. The new quick access homepage menu will automatically display whenever you log in as a chapter officer. Some of the new features of the website will include a video gallery, Instagram photo streams with designated hashtags for events, and improved photo gallery functionality. Please monitor our social media pages for an official launch announcement next week.



CAR OF YOUR DREAMS RAFFLE BEGINS FEBRUARY 28

This year you can win an M4 with European Delivery Experience, an M3, or an M235i! There is no limit to the number of tickets you can purchase and tickets are only \$25 each. One car is given away for every 5,000 tickets sold! Last year we tied the record of nine cars. Raffle ticket sales start February 28 and the entry deadline is June 6, 2014.

Bonus: For every ten (10) tickets you purchase, you will receive a special, limited-edition 45th Anniversary Grille Badge (Not available for purchase separately)!

There are even more ways to win again this year! Purchase a Car Of Your Dreams Raffle ticket during one of the special drawing periods and you'll be entered to win the associated prize. For every raffle ticket you buy, you'll receive 1 entry into a special drawing for 1 of the 5 prizes valued at \$1,000 each.

Proceeds of the "Car of Your Dreams" Raffle are used to offset the program and related expenses of the BMW Car Club of America. Expenses that might otherwise be borne by our members through increased dues.

[Raffle Ad Preview >>](#)



REMINDER: 2014 NATIONAL CONFERENCE REGISTRATION

If you have already registered, thank you! If not, make plans to join us in Dallas, Texas, Friday, March 14 through Sunday, March 16, 2014 for a combined Chapter Congress, Driving Events Committee, and Club Racing Stewards Conference along with a BMW CCA Board Meeting and Annual Meeting.

The deadline for registration is Thursday, February 27, at 5 p.m. EST.

[Register Now >>](#)

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

Travel Policy

- BMW CCA will not provide reimbursement for mileage to the airport, meals en route, or other incidental travel expenses (including baggage fees).
- BMW CCA will provide lodging for each attendee based on shared double occupancy. Attendees requesting private room require payment of \$101.50 for two nights.
- Attendees may request reimbursement for non-covered expenses from their chapter however BMW CCA does not set local chapter expense policy.
- BMW CCA will provide travel, meals and lodging for the Chapter President (or board member designee) and one DEC Rep. Chapters are welcome to invite other officers at their own expense. Chapters may request those expenses to be withheld from their Chapter rebate.

Transportation, hotel and conference meals onsite are provided by BMW CCA. Any attendee who drives to the conference will be reimbursed at a rate of \$0.56 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 \$203.00 for two nights.

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

Flight Reservations

All attendees are responsible for their own airline reservations. Flight costs not to exceed the published airfare from your departure city as posted [here](#) (you must be logged in to the BMW CCA website). Please try to arrive by 4:00 P.M. Friday. The Conference will end Sunday no later than noon.

Reimbursement

Reimbursement form: <https://www.bmwcca.org/2014conference>

Reimbursements will not be made until after the event.

There will be no reimbursements for no shows.

Guests

You may bring a guest. If your guest wishes to attend meal functions the cost is \$155.00 which includes the Friday reception, two Continental Breakfasts, Lunch and Dinner.

Hotel Reservations

Hotel fees are being paid by the National Office for chapter presidents and one DEC delegate except for those with private rooms or chapters requiring an additional room. Reservations must be made through the National Office by Thursday, February 20. You will need a credit card to cover incidentals.

Schedule

Tentative schedule: <https://www.bmwcca.org/forum/index.php?forums/2014conference/>

Questions?

If you have any questions regarding travel or reimbursement please email Lindsey Branston at lbranston@bmwcca.org.

REMINDER: NATIONAL ELECTION VOTING CLOSSES FEBRUARY 21

It's election time, and that means you should have received ballots with your January issue of *Roundel* Magazine. Voting opened on Thursday, January 2, 2014, and will close Friday, February 21, 2014, at noon Eastern Standard Time. Results will be posted on the Club website that same day by 5:00 p.m. EST.

You will find statements of interest written by some of your fellow BMW CCA members posted [here](#).



REMINDER FOR CHAPTER TREASURERS

Please keep track of the paperwork necessary to apply for charity matching funds. The Charity Matching Funds Program Application is due April 15. Also, if your chapter has paid a contractor \$600 or more during the previous year, you will need to obtain a W-9 from them, and should have prepared 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.

IRS FILING REQUIREMENTS

Please note ALL Chapters are required to submit a tax return to the IRS and send a copy to the National Office in addition to the chapter financial statements. Returns are to be submitted by May 15. Attached are further details regarding this matter. If any questions arise, please feel free to contact Lindsey Branston (lbranston@bmwcca.org or 864-438-0961) at the National Office.

You can download the [filing requirements document](#) here.



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.

NEW! <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.

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

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.

NEW! <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.

Events Insurance Rebate Request

NEW! <https://www.bmwcca.org/insurancerebate>

2013 Charity Matching Funds Program Application—DUE APRIL 15

BMW CCA chapters that conducted charitable or public service activities in 2013 may request matching funds in 2014. 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.

In addition to qualifying for the Charity Matching Funds Program, a special opportunity exists for donations made between August and December 2013. A donor has stepped forth in the Foundation's capital campaign to match all donations made by BMW CCA members and Chapters, up to a total of \$250,000. Therefore your chapter's donation will not only go to a very worthy cause, it can more than double with the Charity Matching Funds program and the Matching Grant.

Applications must be received at the BMW CCA National Office, Attn: Lindsey Branston, no later than April 15, 2014. They will be checked for completeness.

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

View the [2012 Charity Matching Funds Program Results](#).



2014 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. 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 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 Now >>](#)

Helpful Tip: Make sure to include your chapter's name in the event title, so that it's easily identifiable on the National Calendar. You may need to abbreviate your chapter's name to meet the 30 character limit for event titles.

Official 2014 Schedule

North Atlantic

Q1: Calendar Entry Deadline: Jan. 23 | Email Send Date: Jan. 30
 Q2: Calendar Entry Deadline: April 24 | Email Send Date: May 1
 Q3: Calendar Entry Deadline: July 3 | Email Send Date: July 10
 Q4: Calendar Entry Deadline: Oct. 23 | Email Send Date: Oct. 30

North Central Region

Q1: Calendar Entry Deadline: Jan. 30 | Email Send Date: Feb. 6
 Q2: Calendar Entry Deadline: May 1 | Email Send Date: May 8
 Q3: Calendar Entry Deadline: July 10 | Email Send Date: July 17
 Q4: Calendar Entry Deadline: Oct. 30 | Email Send Date: Nov. 6

Pacific Region

Q1: Calendar Entry Deadline: Feb. 6 | Email Send Date: Feb. 13

Q2: Calendar Entry Deadline: May 8 | Email Send Date: May 15
Q3: Calendar Entry Deadline: July 17 | Email Send Date: July 24
Q4: Calendar Entry Deadline: Nov. 6 | Email Send Date: Nov. 13

South Atlantic Region

Q1: Calendar Entry Deadline: Feb. 13 | Email Send Date: Feb. 20
Q2: Calendar Entry Deadline: May 15 | Email Send Date: May 22
Q3: Calendar Entry Deadline: July 24 | Email Send Date: July 31
Q4: Calendar Entry Deadline: Nov. 13 | Email Send Date: Nov. 20

South Central Region

Q1: Calendar Entry Deadline: Feb. 20 | Email Send Date: Feb. 27
Q2: Calendar Entry Deadline: May 22 | Email Send Date: May 29
Q3: Calendar Entry Deadline: July 31 | Email Send Date: Aug. 7
Q4: Calendar Entry Deadline: Nov. 20 | Email Send Date: Nov. 27

All the best,

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