

INSTITUTE OF MANAGEMENT ACCOUNTANTS
**MICHIGAN REGIONAL
COUNCIL**



<http://www.imamichigan.org/>

December 2008

**IMA MICHIGAN COUNCIL
MEETING NOTICE**

Date: **Thursday**, December 4, 2008

Location: La Seniorita
2706 Lake Lansing Rd
Lansing, MI 48912-3622

Time: 5:30 p.m.

Cost: Per Individual

Reservations:
Jim Horsch at
JHORSCH@mail.michbar.org

Directions to La Seniorita:
On the Southwest corner of U.S. 127 &
Lake Lansing Road interchange, near
the Courtyard by Marriott. Other side of
U.S 127 & Damons.

FUTURE MEETINGS

3-05-09 Board Meeting
Spring 09 Chapter Leadership Training
10-29-09 8th Annual Michigan Fall
Conference, Kellogg
Center at Michigan State
University in East Lansing

President's Message

Dear IMA Colleagues,

If you weren't there you missed a mighty fine conference. Our 7th Annual Fall Conference was a big success. We had record attendance, great speakers, interesting topics, and a great venue. A big nod of appreciation to the conference committee: Jim Horsch, Chris Mishler, Lee Bennett, Sue Bos, Teresa DeBaeke, Sue Crane, and Lynn Margulies. I must also recognize the continued support of our Gold Sponsors, Robert Half / Accountemps, and our Corporate Sponsors, Comerica Bank and Cleary University. Please visit our website (www.imamichigan.org) for a recap and photos from this big event.

Through September, the Upper Peninsula Chapter is in 4th place in the Warner Division. Detroit Metro leads the larger Michigan Regional chapters in 31st place of Stevenson Division.

I have heard that the recent Student Conference in Jacksonville went very well. We will be getting a report regarding the conference.

Lee Bennett has done a fantastic job rejuvenating our website. This site is even more useful than before, with updated listings of events and news for IMA members in our region. To further improve the website, we are asking that chapters needing help in getting their pages up-to date contact Lee. Look for comments from Lee in this and future newsletters as well as on the website.

We are fast approaching the end of 2008 and many of you will be planning your fiscal year-end activities. In advance of crunch time we will be holding our next Council Board of Directors meeting on Thursday, December 4th at La Seniorita. If you have an item for the agenda please let me know. I also ask for a report from the Chapter Presidents in advance of this meeting – let the rest of the Council know how your chapter is doing and what you have planned.

I look forward to seeing you on the 4th.

Bob Maddox
President 2008-09,
Michigan Regional Council

madxofaa@aol.com
734-662-5667 (home)
734-330-7807 (mobile)

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National Meetings Schedule – Board and Committee

January 10-11, 2009
Nominating Committee

February 20-22, 2009
Advisory Committee Meetings & Board of Directors Meeting

March 6-8, 2009
FAR Semi-Annual Meeting

Future IMA National Conference Sites



June 6 – 10, 2009
Adams Mark Hotel
Denver, CO

91st Annual Conference & Exposition –
June 5 – 9, 2010
Marriott Waterfront Hotel
Baltimore, MD

**Mark your calendar now for these
fun and informative conferences!**

2008 - 2009 Key Contacts

President	Robert Maddox	madxofaa@aol.com
Regional Vice President	Penny S. Weller, PhD, CMA	pweller@thehackettgroup.com
National Board, Members at Large	Susan E. Bos, CMA James C. Horsch, CMA, CFM	boss@ewashtenaw.org jhorsch@mail.michbar.org
Newsletter Kumar	Susan L. Crane, CPA	scrane@svsu.edu
Website	Lee Bennett	leebie@wowway.com
IMA Website – www.imanet.org		

7th Annual IMA Michigan Fall Conference

Over 175 conference registrants, speakers, exhibitors, award recipients, and conference team members participated in the 7th Annual IMA Michigan Fall Conference at the Kellogg Hotel and Conference Center at Michigan State University in East Lansing on Wednesday, October 29, 2008. Included were 26 students and faculty from St. Clair College who traveled by bus all the way from Windsor, Ontario in Canada to attend the conference. The 7th annual fall conference was sponsored by the IMA Michigan Council and Robert Half International / Accountemps, with additional support from Cleary University and Comerica Bank.



Chair-Emeritus of the IMA, Mr. John Pollara, CMA, kicked off the conference with an inspirational introduction. First, Mr. Mitchell L. Stapley, CFA, Chief Fixed Income Officer with Fifth Third Asset Management, Inc., presented the latest view of the economy to the audience. Next, Mr. Fred P. Keller, Chairman and CEO Cascade Engineering, addressed the group on the concept of sustainability and how it is the economic engine, drawing upon his wealth of experience to share his views with the attendees. Finally, we wrapped up the morning session with a presentation on the changes in tax laws and accounting standards by experts Mr. Scott Purtill, CPA, Partner, and Mr. Martin Comden, CPA, Tax Associate, from the CPA firm of Plante & Moran, PLLC.

Michigan Council President Bob Maddox, presided over the luncheon awards and recognition ceremony. Banners and awards were presented to representatives from the Ann Arbor Chapter for the 11th place Stephenson Banner, and the Michigan Upper Peninsula Chapter for the 16th place Warner banner, recognizing their excellent performance during the past year. Lynn Margulies was recognized as the immediate past Council president who led the Council to win yet another IMA Council of Excellence Award. Dignitaries from Michigan State University's accounting faculty were also recognized. The luncheon portion of the meeting concluded with IMA Chair-Emeritus Mr. John Pollara's *presentation on "From Backyard Business to Public Company: The Role the Management Accountant Plays in Driving Business Performance"*.

The afternoon session was just as interesting as the morning segment with a colorful and musical presentation of ethics for management accounting professionals by Professors Dr. James C. Lampe, CPA, PhD, and Dr. Olen L. Greer, CMA, PhD from Missouri State University. Finally, the conference concluded with an informative presentation by Mr. James B. Thelen, Principal with the law firm of Miller, Canfield, Paddock and Ston, PLC on keeping financial operations legal by avoiding employees lawsuits and adhering to employment related laws.



This year marked the third year that participants could register and pay for the conference on the Council website, and close to 53% of the registrations were made on-line. The proceeds from the conference are shared between the Michigan Council and Michigan participating chapters, which helps fund chapter and council projects, as well as mitigates the need for assessments to chapters to fund council operations. The conference team of Sue Crane, CPA, Lynn Margulies, Sue Bos, CMA, Teresa DeBaeke, Bob Maddox, Lee Bennett, Chris Mishler, CMA, and Jim Horsch, CMA, CFM worked hard to make this 7th annual conference the best conference yet. Planning is now underway for the 2008 conference, and the date is set for Thursday, October 29, 2009 at the MSU Kellogg Center in East Lansing. Jim Horsch, Conference Chair

Redesigned Council Website and New Chapter Website Template



The Michigan Council Website has a new look! If you haven't visited <http://www.imamichigan.org> lately, you'll find lots of new features, including a Google Calendar on the Events page, with all the upcoming meetings for chapters and council. Chapters who maintain an up to date website will also have their events listed in the new Google Calendar, or chapters may send their events schedule to the email address, below. The new site design is much more user friendly, easy to navigate and easier to update. Very recently, we've added photo slide shows of our recent Fall Conference. The council will publish any chapter or member news. News items should also go to Lee Bennett.

Did you know, The Michigan Council provides free web hosting to its chapters? A new chapter web page template is available free to chapters who'd like to use it. Past Council President and current webmaster, Lee Bennett, has offered to convert any chapter site to the new template. He also offers his expertise to assist chapters in keeping their sites current. An attractive and current web site is important to maintaining communications with our members.

Some chapters just do not have the technical expertise in site design and HTML coding to maintain their sites. And, sometimes it's an issue of not having the time to keep up with a website, when we all have family and earning a living as first priorities. Lee can help chapters with the expertise issue, and will help with maintaining sites on request. Lee can be reached by email at leebenett@imamichigan.org.

Readers make more money —a lot more!

According to a number of recent studies*, business people who read at least seven business books a year earn over 2.3 times more than those who read only one book per year. One reason why is they have a constant flow of new ideas and strategies they can use to help their careers, their teams and their companies. A study by Bersin & Associates** found that while 74.9% of all managers understand the correlation between reading and competitive advantage, but they simply don't have the time. This is directly impacting their careers—and incomes!

The **Institute of Management Accountants** has teamed up with *The Business Source* to offer concise summaries of books you need to read. Each month, learn best practices and powerful insights from leading-edge thinkers, industry experts and renowned business gurus.

The summaries take just 15 minutes to read and you get two summaries monthly, so your total time investment is only 30 minutes a month! If you could use a stream of powerful new ideas to help take you to the next level, cut and paste this link into your browser...

<http://www.thebusinesssource.com/IMA4ctl.htm>. The Business Source offers a 100% money back guarantee if you're not completely satisfied.

Seeking Accounting and Finance Talent?

Finding the best accounting and finance talent can be as challenging as the job itself. IMA®'s Career Center delivers an easy-to-use, highly targeted resource for IMA members to find the best jobs and employees in the profession.

Job Postings for Employers

IMA members seeking top-notch candidates for one or more open positions can post job openings on IMA's Career Center. To post a job or multiple jobs, visit <http://careercenter.imanet.org/hr/jobs/>.

Employers can use the Career Center to post jobs, search for qualified candidates based on specific job criteria, and create an online résumé agent to e-mail qualified candidates daily. Employers can also benefit from online reporting that provides job activity statistics.

Free Résumé Postings for Job Seekers

As a member benefit, IMA members can always post résumés free of charge on the Career Center. To post a résumé, visit <http://careercenter.imanet.org/search.cfm>.

Job seekers can find targeted jobs within the accounting and finance fields. In addition to posting résumés, job seekers can browse and view available jobs based on their criteria and save those jobs for later review if they choose. Job seekers can also create a search agent to provide e-mail notifications of jobs that match their criteria.

IMA encourages members to take advantage of this exclusive member benefit.

Year-End CPE Deadline Approaching for IMA's Certified Members

As the calendar year winds down, IMA®'s CMA® and CFM® certified members have just a few weeks left to meet their annual CPE requirement. By December 31, 2008, CMAs and CFMs must meet the annual 30 Continuing Professional Education (CPE) credit requirement, including two credits in the area of ethics, to maintain certification.

Besides the learning opportunities available through local IMA Chapters and Councils and IMA Conferences offered throughout the year, IMA has an extensive library of online self-study courses. These courses, available through IMA's Professional Learning Center (http://www.imanet.org/development_PLC.asp), cover the latest topics in accounting and finance.

IMA course offerings include: **IMA Advantage**, **IMA CPEdge**, **IMA Knowledge Exchange**, the **IMA Combo Package**, and the **IMA Ethics Series**. You can further your knowledge on topics such as budgeting, forecasting, leadership, lean accounting, Six Sigma, ethics, and IFRS/GAAP convergence. All courses are NASBA approved (except two courses from the **IMA Ethics Series: Success Without Compromise**, and **Fraud in Financial Reporting**, which are approved for CMA/CFM CPE credit).

IMA members can also take advantage of the **Inside Talk** monthly webinar series (sponsored by Ajilion Finance), and earn one CPE free of charge by attending the live events. The next Inside Talk is **"Time Management"** on December 10. Please visit IMA's website at http://www.imanet.org/development_webinar.asp to register. A library of archived webinars is available at https://www.imanet.org/development_webinar_library.asp (Member login required).

IMA National - Call for Volunteers:

Serve on IMA's Global Service Pool Advisory Committee

IMA® is currently seeking members to serve on the newly-formed **Global Service Pool Advisory Committee**. This Committee has been asked to refine and implement the Global Service Pool initiative that was proposed by the 2006/07 Leadership Development Committee. The focus of the Global Service Pool Advisory Committee will be to create an actively managed, well-qualified pool of IMA members interested in Global/National Committee and Board service.

The Committee's objective is to design and implement a process that will attract and actively engage members interested in serving IMA. In addition to capturing and recording relevant data about Pool members for leadership decision making, particular attention will be given to increasing the general membership's awareness of service/leadership opportunities beyond the Chapter and Council level as well as to providing training and mentoring programs to prepare individuals for success in those roles.

For this important volunteer job, IMA is seeking interested individuals willing to commit time (about 4 to 6 hours per month) and effort (as skills and abilities allow) between now and June 30, 2009, in order to successfully complete the Committee's task. It is IMA's intention to use conference calls as the primary means to conduct Committee business, beginning in January 2009. Although they may consider a face-to-face meeting in concert with the IMA Board meeting on February 20-21, 2009 in Park Ridge, New Jersey (either the day prior or after, with conference-call capability set up for those who cannot attend in person), travel IS NOT a requirement for participation on this Committee.

Although IMA is seeking individuals with global and national IMA leadership experience, this is not a requirement. Members of mixed professional backgrounds, including recruitment, training, and marketing; members with varying levels of career experience, and members that are both new and experienced with IMA are encouraged to apply.

Members with a familiarity of leadership development practices of other organizations will be helpful to this Committee. IMA hopes to develop a process that will facilitate leadership development, will be easily implemented and administered, and will be easily understood by all IMA members. Outstanding leadership is a critical strategic objective for IMA, and a first-rate process for leadership development is critical in achieving that objective.

If you believe in the charge of the Global Service Pool Advisory Committee and are willing to contribute your time and efforts to ensure the Committee's success, **please respond by Monday, December 1, 2008** by contacting Pat Stefanczyk, IMA senior executive assistant, at pstefanczyk@imanet.org stating your interest in serving on the Global Service Pool Advisory Committee.

Please feel free to contact Pat Stefanczyk at (800) 638-4427, ext. 1592 with any questions.

IMA Board of Directors

IMA is currently recruiting volunteers to serve on the National Board of Directors. The positions they are seeking to fill are the 2009-2010 Chair-Elect and At-Large Directors.

Serving as an IMA Board member is a great way to be involved in working together with IMA staff members to achieve IMA's Strategic Initiatives. It is also a great opportunity to network with IMA members both domestically and internationally.

If you are interested in serving or nominating another IMA member, please visit the 2009-2010 IMA National Leadership Position Nomination application section located in the Members Only area of the website. There you will find the open Board position responsibilities and descriptions, the definition of service, and the application/nomination forms:

https://www.imanet.org/National_Nominations.asp

2008 Student Conference

The Michigan Council was well represented at the Student Conference in Jacksonville, Florida from November 6-8, 2008. Vanessa Frankowski, President of the IMA Student Chapter at Eastern Michigan University, Meiqin Lu, Vice President of the IMA Student Chapter at Eastern Michigan University, and Hyun-Jin Choi, Director of Student Scholarships from the Ann Arbor chapter attended the conference.



“The Conference wasn’t just for students!” Among seven presentations Hyun-Jin attended, she specially liked ‘The Vital Core of Successful Leaders: What these Leaders know and Do!’ and ‘Prominence to Prison: Why Smart People Do Dumb Things’. Hyun-Jin, Vanessa and Meiqin attended presentations with topics from resume workshop to IFRS and Forensic accounting. IMA staff, the conference facility, and the food were excellent and impressed the three first time attendees from Michigan. “The weather in Jacksonville, Florida was a big bonus”, added Hyun-Jin.

CLEARY UNIVERSITY

The Certified Management Accountant Learning System

CMA Review Courses 2008 – 2009

Part 2 - Management Accounting & Reporting

- January 24, 2009
- February 7, 2009
- February 21, 2009
- March 7, 2009

Part 3 - Strategic Management

- April 4, 2009
- April 25, 2009
- May 2, 2009
- May 16, 2009

- All courses are held 9 am - 3:30 pm at Cleary University's Ann Arbor campus
- Dr. Louis Petro is scheduled to teach all courses
- For more information, or to register, please visit www.cleary.edu/cma

Best Practices –Key Success Factors

Denver-Centennial Chapter

1. RELIABLE FINANCIAL SYSTEM – Quickbooks Online!

We upgraded our chapter financial accounting system to “Quickbooks” online version. It allows 5 user ID’s with tailorable security and read only access for others. Helped us with improving monthly financial and annual tax reporting. Easy comparable financial reporting for multiple years. Trend reporting. No more single copies of a financial system uncertain of backup status, etc. Top Level Board Members can view information or pull reports, user defined by President and Treasurer.

2. USE OF “EVITE.COM” for Chapter Activities and Meeting Announcements;

- a. Allows for Building specialized mailing lists for specific chapter target audiences, student members, certified members, friends of IMA (target list for memberships, board member lists, special committees, etc.
 - i. Monthly Chapter Meetings
 - ii. Board Meetings
 - iii. Social Activities
 - iv. Special Events
 1. Easily tracks RSVP’s
 2. Easily tracks menu responses
 3. Allows users to print maps
 4. Allows users to exchange information
 5. Allows attendees to arrange carpools if necessary
- b. Sends out automatic meeting reminders
- c. Improved attendance of our monthly meetings and improved overall chapter communication.

3. CELEBRATE CMA NIGHT

We dedicated a special dinner meeting event to “celebrate CMA” A great networking social function that raises the visibility of the CMA certification and the value it brings to the financial community. A great opportunity to celebrate new certifications and encourage others to get started with their study programs.

4. KEEP PAST PRESIDENT’S ACTIVE

- a. We sponsor an annual social event for past presidents and future leaders of IMA.
- b. Developed a transition program for new chapter president’s to avoid burn-out – so they stay with us after their term is finished.
- c. Keep past-presidents in chapter public relations roles.
- d. We leverage our Past-Presidents to recruit new board members and assist with our new nominating committee
- e. Leverage Past-Presidents to assist with succession planning for the chapter.

5. MONTHLY BOARD MEETINGS – Essential!

We keep smaller board meetings so we don’t burn out our volunteers. Working towards having more small committees that report into top level volunteers. Volunteers are more apt to continue for multiple years, and then less turnover, build expertise and loyalty within chapter management.

6. ANNUAL STRATEGIC PLANNING MEETINGS – A Chapter direction that is unified with National IMA Goals and Objectives.

**INSTITUTE OF MANAGEMENT ACCOUNTANTS
MICHIGAN REGIONAL COUNCIL
OFFICERS AND DIRECTORS
FISCAL 2008 – 2009**

POSITION	OFFICER / DIRECTOR	E-MAIL ADDRESS
President	Robert Maddox	madxofaa@aol.com
President Elect	Christopher Mishler, CMA, CIA	clmish@hotmail.com
Secretary	John Engel	jengel@nd.edu
Treasurer	Chuck Phillips	cphillips@detroitlions.com
Regional Vice President	Penny Weller, PhD, CMA	pweller@thehackettgroup.com
Regional Vice President (Alternate)	Dana J. Collins, CPA	djcoll1@aol.com
National Director at Large	Susan E. Bos, CMA	boss@ewashtenaw.org
National Director at Large	James C. Horsch, CMA, CFM	jhorsch@mail.michbar.org
Auditor	Pamela Dewey	usrprd@tds.net
CMA/CFM	Teresa DeBaeke	tdebaeke@len-ind.com
Corporate Development	Lynn Margulies	lmarguli@gmail.com
Council Advisory Chair	Lee Bennett	leebie@wowway.com
Meetings	James C. Horsch, CMA, CFM	jhorsch@mail.michbar.org
National Conference Hospitality Suite	Lynn Margulies	lmarguli@gmail.com
Newsletter	Susan L. Crane, CPA	scrane@svsu.edu
Nominating Committee Chair	Lynn Margulies	lmarguli@gmail.com
Regional Conference	James C. Horsch, CMA, CFM	jhorsch@mail.michbar.org
SCMS Liaison	Dana J. Collins, CPA	djcoll1@aol.com
Students	Lisa Beaudoin, CMA	lbeaudoin@cleary.edu
Website	Lee Bennett	leebie@wowway.com
REGIONAL DIRECTORS:		
Regional Director - Ann Arbor	Lynn Margulies	lmarguli@gmail.com
Regional Director - Detroit Metro	Susan E. Bos, CMA	boss@ewashtenaw.org
Regional Director - Grand Rapids	Christine Mast	mastc@nibco.com
Regional Director – Kalamazoo	Carol Van Dyke, CMA	vandykec@cascadeng.com
Regional Director - Lansing/Jackson	Robert M. Stoma	RStoma01@MeansIndustries.com
Regional Director - Michiana	Dana J. Collins, CPA	djcoll1@aol.com
Regional Director - Saginaw Valley	Robert Maddox	madxofaa@aol.com
Regional Director - Upper Peninsula	Dana J. Collins, CPA	djcoll1@aol.com

CHAPTER PRESIDENTS:

Chapter President - Ann Arbor	Bill Ebright	bebright@comcast.net
Chapter President - Detroit Metro	Jeff Harrison	Jeff_harrison@adp.com
Chapter President - Grand Rapids	Rick Mellema	rmellema@royalsecurities.com
Chapter President – Kalamazoo	Dana J. Collins, CPA	djcoll1@aol.com
Chapter President - Lansing/Jackson	Lynn Margulies	lmarguli@gmail.com
Chapter President - Michiana	Joseph Nycum	jnycum@pressganey.com
Chapter President - Saginaw Valley	Julie Goldman	jagnow@charter.net
Chapter President - Upper Peninsula	Joel Thompson	jothomps@nmu.edu

Usage of Contact Information

An important issue that has arisen again this year is the use of the listing of chapter and council contacts and their contact information, including the chapter and council websites.

This Chapter and Council List is for official IMA use. Users should refrain from contacting chapter officers for solicitation and sales purposes. Individual IMA members and potential members may initiate contact with the chapter officers for organization information and networking purposes. Use of this information for any other purposes, including, but not limited to, reproducing and storing in a retrieval system by any means electronic or mechanical, photocopying or using the names, addresses, and phone numbers for any private, commercial or political mailing is strictly prohibited.

Advertise with the MI Council

The Michigan Council has established rates for advertisement in the newsletter and website. Contact Lynn Margulies for more information.

Need help sending out Chapter or Council Emails?

Your community support specialist can help you schedule email blast to be sent from National IMA rather than your personal or work email. Our Marketing Department sets an email blast schedule in advance. This will ensure that members are not receiving a large number of emails in one day or consecutive days. The lists for each email are run for each request to ensure the most up to date rosters are used.

The person that performs this function also has other duties to perform, which is why we need to get your emails into the schedule early enough to be put on the schedule for the day you request (two weeks), so she can plan her work load. We have many Chapters and Councils using National to send out emails to their members. If a Chapter is unable to give us advanced notice we will attempt to fit the email blast into the schedule where we can. It is not a matter of that Chapter having anything else scheduled but what every other group has scheduled along with the regular emails scheduled for National.

We suggest that the Chapter or Council sit down and create their email schedule for the next few months for their newsletters and meeting reminders. You can then submit the schedule to your Community Support Specialist before your copy is finalized, if that will help you get information out to the members in a timely manner. Just ensure you get the copy in a good five days or so prior to the scheduled send date.

Volunteer Leader Teleconference

Date: Wednesday, November 12

Time: 4:00 pm

Small Business Committee-

- Guests- Linda Devonish-Mills, Bruce Pounder and Charna Watts
- Please feel free to copy and paste this information regarding the committee into your Chapter or Council newsletter:

Small businesses are the backbone of the American economy, accounting for 60 to 80 percent of net new job growth each year. To address the needs of this important market segment, the Institute of Management Accountants (IMA®) established the Small Business Financial and Regulatory Affairs Committee in March, 2008. A small group that will meet bi - annually in cities around the country and monthly in teleconferences, the Committee is charged with addressing business operational issues unique to smaller companies. The Committee is providing input in the development of standards, interpretations, and other requirements by providing insight on proposals, research studies, and pending legislation set forth by U.S. and international organizations, as these issues pertain to small businesses. The committee also wants to identify IMA members that may be interested in working in resource groups that would help the committee work with IMA staff to create professional products that would enhance the skills of small business practitioners.

As a volunteer for your chapter, you know the importance of member input to determining what needs to be done. You also know that there are members in your chapter who have areas of expertise critical to small business concerns or could work on smaller projects on a limited basis. We as committee members are seeking input from the membership. Earn extra competition points for having a chapter member serve or work with the committee. We need individuals to serve on the committee, to contribute to our list of problems specific to small business we could be working on solving and we need members who could help with specific tasks such as research, assistance within areas of their expertise and special projects. We would like to hear from anyone who thinks they may have something to offer the committee, at any level.

Currently, the Small Business Committee has 19 members and is looking to expand on a permanent or an ad-hoc basis. IMA Volunteer leaders would be valuable assets to the Small Business Committee for the following reasons:

- Offer input regarding the current demands, challenges and trends of Small Business owners and professionals across the country
- Serve as potential experts and researchers

If you are interested in joining the IMA Small Business Committee, please submit an Advisory Committee Volunteer Application. The form is found on the IMA website: Sign into Members Only> Chapter Operations> Governance> Volunteer Advisory Committee Volunteer Application. The form can be sent either by snail mail, fax or email (PDF format) to your CSS. Please note your chapter can earn a competition elective by serving on an advisory committee. For more information, please view the *Chapter & Council Competition Guide*, p. 13.

Please contact Charna Watts at cwatts@sspc.com to inform her about issues that should be addressed by IMA's Small Business Committee.

Volunteer Leader List-serv Update

- The ongoing communication issue of Volunteer Leaders not receiving communications from the Volunteer Leader List-serv seems to be resolved. It seems that the List-serv problem was caused by email systems or servers classifying our emails as spam or junk.
- We are currently using a new method which seems more effective thus far. However, please continue to check that your entire board is receiving these communications. If you find that they are not, please forward the items on and contact your CSS.

Young Professionals (YP) Category – went live on October 13th

- Members who are 33 years old and younger fit into the new membership category.
- Membership fee: \$130.00 (application fee is waved)
- Young Professional Membership Category now appears on both the online and printed membership application. Please discard any old applications you may have on hand.
- Current Associate members who fit into this category will be automatically transferred to YPs upon their membership renewal date.
- The Associate Membership category no longer appears on any application as it will be phased out over the next two years. AS1s who do not meet the age requirement for YP will still be renewed as AS6s.

New IMA Member Welcome Kits Flyers now available in the IMA Web Store

- IMA Member Welcome Kits are being sent to both new IMA members and for one year to current members after their membership renewal.
- The Kit contains an IMA membership card or a CMA membership card for those who have passed the exam - Cards require member to write their name and member number on them.
- Kit is a file folder which is holds flyer inserts. These inserts describe IMA programs, benefits, products and services and some will sent out once a month to new members.
- These flyers are also available on the IMA Web store and serve as great promotional materials to give out to prospective IMA members at special events. Please contact your CSS, if you have difficulty logging in or ordering from the IMA Web Store.

Annual Financial Reports / 990s- are due by the last business day of November

- Remember Both Councils and Chapters are required to file the Annual Financial Report with Montvale and submit a copy of the Council/Chapter e-Postcard upon filing. Therefore, Annual Financial Reports are due by the last business day in November.
- Chapters that do not submit the Annual Financial Form or 990- Postcard by the deadline will not be eligible for compensation. Compensation will cease until the report is submitted. Retroactive compensation cannot be granted. If you have questions regarding the report or the ability to submit on time, please contact your CSS.
- Annual Financial Forms- can be found on the IMA website by signing into Members' Only> Members Only> Chapter Operations> Chapter & Council Forms, Tools & Resources> Chapter

& Council Forms subheading> Annual Financial Form. This form is submitted online. Make sure to print a copy of the form prior to hitting the submit button. You will receive a confirmation email after the form is sent. If one is not received please contact your CSS immediately.

- Each Chapter and Council should have their own Federal Tax –ID Number. If you need assistance with yours contact your CSS
- 990 e-Postcards- Small tax-exempt organizations whose gross receipts are normally \$25,000 or less will be required to electronically submit Form 990-N, also known as the e-Postcard.
- The first e-Postcards are due in 2008 for tax years ending on or after December 31, 2007. The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, our tax year ended on June 31, 2008, the e-Postcard is due November 15, 2008. You cannot file the e-Postcard until after your tax year ends. • Click link for complete article and link to postcard: <http://www.irs.gov/charities/article/0,,id=169250,00.html>
- The e-Postcard can either be scanned into email or a copy snail mailed to Montvale to be filed with the Annual Financial Report;
- The IRS requires IMA to submit a list of the communities under its Articles of Incorporation. This is why we must have Chapter and Council Financial reports and 990-s on file (SCMS also does this).

Council and Chapter- Bylaws Poll

- EMR is trying to find out how many chapters have bylaws and the amount of voting board members in each chapter.
- Please send this information via email to Stephen Shepard by December 1. His email address is sshepard@imanet.org
- Bylaws template has been created and is being tested out by three chapters. If you have interest in using the template please contact him.

Effective January 1, 2009, the CMA exam will be offered according to the following schedule:

- January and February: Parts 1, 2, and 3
- March: no exam parts offered
- April: Part 4 only
- May and June: Parts 1, 2, and 3
- July: no exam parts offered
- August: Part 4 only
- September and October: Parts 1, 2, and 3
- November: no exam parts offered
- December: Part 4 only

Informal Poll: *What subjects would you like to see in Strategic Finance?*

- Answer on the call and any follow-up ideas can be emailed to your CSS

Next Volunteer Leader Teleconference: Thursday, January 15th – 11:00 A.M. Call-in# - 866.469.3239, Attendee Code: 01165102##