

2020 Annual Activity Report Form

Introduction and Overview

The Chapter Activities Subcommittee presents the 2020 Annual Activity Report form.

The Annual Activity Report lists and tasks needed to meet the minimum compliance requirements to maintain a chapter. Each Chapter is responsible for completing the mandatory Annual Activity Report per Article 2, Section 3 of the Chapter bylaws. **A Chapter's charter may be revoked if the chapter is found to be in violation of the terms, conditions, and restrictions set forth in the Institute Bylaws.** This report was developed by the Regional Activities Subcommittee to verify annual compliance by CCIM Chapters with minimum standards.

Chapters that complete both the Annual Activity Report and the President's Cup Submission will be recognized as a Chapter of Excellence and acknowledged at the 2021 CCIM Mid-Year Meetings. This workbook should be used as a roadmap for what your chapter needs to accomplish to ensure the highest level of benefits are received by your members.

The deadline is **FRIDAY, JANUARY 8, 2021**

Please submit this form along with any uploaded supporting documentation.

Instructions and Guidelines

The form covers all activities completed from January 1, 2020 to December 31, 2020. **The 2020 Chapter Officers are responsible for completing and submitting the information.**

All documents should be uploaded with the form. Note the maximum upload size for each document is 50MB. You may need to break up your documents into multiple uploads. All supporting documentation for the Annual Activity Report is required.

The information will be reviewed by the Institute staff and the Chapter Activities Subcommittee.

If you have any questions, please contact the Chapter Services Department at **chaptercoordinator@cciminstitute.com**

2020 Annual Activity Report Minimum CCIM Chapter Requirements
MUST BE COMPLETED BY ALL CHAPTERS

1. Chapter Name *

2. Chapter Email *

3. ***Per Article 2), Section 3***

Maintained a minimum membership of 25 combined CCIM Designee Members (made up of at least 15 Designees & 10 Institute Candidate Members)

Please provide the information below.

Yes No

4. Please provide the information below.

Total number of chapter members as of 12/31/2020

Total number of Designee

Total number of Candidates

Total number of associates/affiliates

Total number of newly pinned Designees in 2019

5. **Held Chapter meetings a minimum of four times per year. (Please note: Board meetings and Membership meetings cannot be held at the same time. If the Board meeting proceeds the membership meeting, list both meetings.)**

Yes No

6. Please list the month and number of attendees for all chapter meetings held in 2020. Also, provide what type of meeting i.e. Board or membership meeting

If necessary, provide additional info in the comment section

	Month/ Type of Meeting	# of Attendees
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>

Comments

7. Annually elected officers

Yes

No

8. Please list your 2020 Board of Directors

President (Required CCIM Designee):

President-Elect (Required CCIM Designee):

Secretary:

Treasurer:

Secretary/Treasurer

Other 1 (if applicable, please also enter position name):

Other 2 (if applicable, please enter position name):

Other 3 (if applicable, please enter position name):

9. Annually appointed committee chairpersons for major chapter committees.

Yes

No

10. List the committee chair persons and the name of the representatives appointed in 2020. If necessary, provide additional info in the comment section.

	Committee Chair Persons	Representative Name
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>

11. **Established an active Chapter Designation Promotion Committee.**

Yes

No

12. List activities and accomplishments in 2020 of this committee.

Designation Promotion

13. **Established an active Chapter Candidate Guidance Committee.**

Yes

No

14. List activities and accomplishments in 2020 of this committee.

Candidate Guidance

15. **Established an active Chapter Membership Committee.**

Yes

No

16. List activities and accomplishments in 2020 of this committee.

Membership

17. Prepared an annual Chapter budget approved by the Chapter's Board of Directors.

Yes

No

18. Please provide

Browse...

19. Maintained an electronic or hard copy of an annual directory of Chapter Members.

Yes

No

20. Please Provide

Browse...

21. Arranged for chapter representation at one national meeting in 2020.

Yes

No

22.

Indicate which national meeting(s) your chapter attended:

Attended the Mid-Year Business Meetings in the Spring of 2020

Attended the Annual Business Meetings in the Fall of 2020

23. Offered two educational programs per year for Chapter Members

Yes

No

24. List all educational offerings regardless of origin. These offerings could include CI courses, Ward Center courses or other educational programs.

	Program Date	Program Title	Program Location	CE Approved?
Program 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

25. Offered at least one-chapter event per year where the primary purpose is member networking. Examples: after-hours mixer, deals & drinks, etc (Do not list standard meetings)

Yes

No

26. List Networking Program date, title, and location.

If necessary, provide additional info in the comment section

	Program Date	Program Title	Program Location
Program 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 5	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 6	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 7	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 8	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 9	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 10	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

27. Participated in Regional Meetings and Activities.

Yes

No

28. List the activities or regional meeting that was attended.

If necessary provide additional info in the comment section.

Event 1

Event 2

Event 3

Event 4

Event 5

Event 6

Event 7

Event 8

Comments

29. Maintained an active Chapter Board of Directors.

Yes

No

Additional Requested Information

30. Chapter participated in the Capitol Hill visit day.

Yes

No

31. Chapter provided legislative report to the members.

Yes

No

32. Created or maintained a CCIM Chapter marketing plan in accordance with Institute branding guidelines.

Yes

No

33. Submitted a list of 2020 Chapter Officers and contacts to the Institute by December 31, 2020.

- Yes
- No

34. Generated meeting minutes from Chapter Board Meetings.

- Yes
- No

35. Please Provide

Browse...

36. Generated financial reports at Chapter Board Meetings. Please attach Year End 2020 Financial Report (1 page).

- Yes
- No

37. Attach document

Browse...

38. Completed annual tax returns.

- Yes
- No

39. Attach document

Browse...

40. Annual report sent to state to maintain incorporation status.

- Yes
- No

41. Provide proof

Browse...

42. Previously supplied a fully executed copy of chapter bylaws.

- Yes
- No