

Memo to: Saint Louis Gateway Chapter President and Annual Report Preparers

From: Chairman, Awards and Honors Committee, Program Year 2009-10

Date: October 20, 2009

Subject: Walter R. Graalman Award Announcement

The Awards and Honors Committee reviewed your Annual Report for the Program Year July 1, 2008 through June 30, 2009. On behalf of the NCMA's Awards and Honors Committee and the Graalman Review Team, I am pleased to congratulate you for your work as reflected in your Annual Report submission. As a result of your timely and complete submittal, as well as the Review Team's overall assessment, you have qualified to receive a *Silver Graalman Award*. The award will be presented at lunch the upcoming Mid-Year Leadership Conference to be held January 23, 2010 at the Las Vegas Luxor Hotel.

The Graalman recognizes chapters that provide the best value to members taking into account the demographics and unique aspects of the chapter. In completing the Chapter Annual Report (CAR), the NCMA goals and objectives were considered in connecting the chapter and NCMA. The Graalman Award is recognition for chapter excellence and the demonstration of effective chapter operations.

The Graalman criteria established early in NCMA's history is a good tool to plan and report on accomplishments. Because each chapter faces its own challenges, a guide that would apply to all chapters became increasingly difficult to devise. Any grading criteria using scoring "by the numbers" became arbitrary and frequently ended with annual reports that mirrored the scoring criteria rather than an actual chapter report that described the chapter's accomplishments. This year, the Graalman Award committee used a color coding (Green, Amber, Red) to assess your chapter's success against NCMA national goals and objectives. Our objective was to keep this process as simple as possible for the chapter. To obtain that goal we limited the page submission to six pages and requested the submission to be sent electronically. Also this year, we did not request backup documentation requesting that chapters keep the NCMA code of ethics in mind while preparing the application.

Congratulations in your work toward the National Objectives as reflected in your CAR which clearly shows you working toward bringing value to your membership and the Association. Regardless of the Graalman level achieved, you should be proud of your chapter's activities and for serving the needs of your members. In the months to come, we will ask for suggestions on how to improve our assessment and the Graalman Award for next year.

We look forward to seeing you continue your excellent work in the coming year.

Sincerely,



Janet M. Mattson, CPCM, Fellow
Chair, Awards and Honors Committee