

Memo to: Chesapeake Bay Chapter President and Annual Report Preparers

From: Chairman, Awards and Honors Committee, Program Year 2010-11

Date: November 8, 2011

Subject: Walter R. Graalman Award Announcement

The Awards and Honors Committee reviewed your Chapter Annual Report (CAR) for the Program Year July 1, 2010 through June 30, 2011. 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 the 2012 Mid Year Chapter Leadership Conference at the Planet Hollywood Hotel and Casino, Las Vegas, Nevada. The luncheon will be held on Saturday Jan 21<sup>st</sup>.

The Graalman Award recognizes chapters that provide the best value to members taking into account the demographics and unique aspects of the chapter. In completing the 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. If you wish, you may request a debriefing on your award from the review committee. To request one, please send an e mail to [awards@ncmahq.org](mailto:awards@ncmahq.org) and one will be scheduled for you. You have the right to appeal your rating as long as you submit your appeal by Nov 18, 2011.

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. The Graalman criteria established early in NCMA's history is a good tool to plan and report on accomplishments. 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,

A handwritten signature in black ink, appearing to read "Janet M. Mattson", with a large, stylized loop at the end.

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