

**APA California  
Conference Profit Shares  
2002 - 2009**

\* Rounded off to nearest number

2002		San Diego	Profit = 159,756.00	Percentage
State		46,519.00	or \$4,580.00 per Section	29%
Host		81,178.00		51%
Sections		32,059.00		20%

2003		Santa Barbara	Profit = 107,218.00	Percentage
State		36,443.00	or \$3,063 per Section	34%
Host		49,331.00		46%
Sections		21,444.00		20%

2004		Palm Springs	Profit = 135,693.00	Percentage
State		41,407.00	or \$3,903 per Section	31%
Host		66,965.00		49%
Sections		27,321.00		20%

2005		Yosemite	Profit = 115,451.00	Percentage
State		38,095.00	or \$3,298 per Section	33%
Host		54,270.00		47%
Sections		23,086.00		20%

2006		Orange	Profit = 117,751.00	Percentage
State		29,103.00	or \$4,221 per Section	25%
Host		59,100.00		50%
Sections		29,548.00		20%

2007		San Jose	Profit = 216,217.00	Percentage
State		86,487.00	or \$6,178 per Section	40%
Host		86,487.00		40%
Sections		43,243.00		20%

2008		Hollywood	Profit = 143,037.00	Percentage
State		56,317.00	or \$4,129 per Section	39%
Host		57,813.00		40%
Sections		28,906.00		20%

2009		Lake Tahoe	Profit = 52,591.00	Percentage
State		21,037.00	or \$1,503 per Section	40%
Host		21,036.00		40%
Sections		10,518.00		20%

	Total	Average Per Yr.
Profit	1,047,714.00	130,964.25
State	355,408.00	44,426.00
Host	476,180.00	59,522.50
Sections	216,125.00	27,015.63
Per Section	30,875.00	3,859.38

Attachment 2a CALIFORNIA CHAPTER CONFERENCE SPLIT										
CURRENT										
Year	Section	Location	Attendance	Profit	Current Split State 40%	Host 40%	Sections 20%	Per Section Breakdown	8 yr total by Section	
2002	San Diego	San Diego		\$ 159,756.00	\$ 63,902.40	\$ 63,902.40	\$ 31,951.20	\$ 4,564.46	\$ 93,837.09	
2003	Central Coast	Santa Barbara		\$ 107,218.00	\$ 42,887.20	\$ 42,887.20	\$ 21,443.60	\$ 3,063.37	\$ 72,821.89	
2004	Inland Empire	Palm Springs	1,267	\$ 135,693.00	\$ 54,277.20	\$ 54,277.20	\$ 27,138.60	\$ 3,876.94	\$ 84,211.89	
2005	Central	Yosemite	756	\$ 115,451.00	\$ 46,180.40	\$ 46,180.40	\$ 23,090.20	\$ 3,298.60	\$ 76,115.09	
2006	Orange	Orange	1,400	\$ 117,751.00	\$ 47,100.40	\$ 47,100.40	\$ 23,550.20	\$ 3,364.31	\$ 77,035.09	
2007	Northern	San Jose	1,786	\$ 216,217.00	\$ 86,486.80	\$ 86,486.80	\$ 43,243.40	\$ 6,177.63	\$ 116,421.49	
2008	Los Angeles	Hollywood	2,156	\$ 143,037.00	\$ 57,214.80	\$ 57,214.80	\$ 28,607.40	\$ 4,086.77	\$ 87,149.49	
2009	Sacramento	Squaw Creek	1,047	\$ 52,591.00	\$ 21,036.40	\$ 21,036.40	\$ 10,518.20	\$ 1,502.60	\$ 50,971.09	
	Total			\$ 1,047,714.00	\$ 419,085.60	\$ 419,085.60	\$ 209,542.80	\$ 29,934.69	\$ 658,563.09	
<b>PROPOSED 60% 30% 10%</b>										
					State 60%	Host 30%	Sections 10%	Per Section Breakdown	8 yr total by Section	Current vs. Proposed
2002	San Diego	San Diego		\$ 159,756.00	\$ 95,853.60	\$ 47,926.80	\$ 15,975.60	\$ 1,996.95	\$ 61,023.23	\$ (32,813.86)
2003	Central Coast	Santa Barbara		\$ 107,218.00	\$ 64,330.80	\$ 32,165.40	\$ 10,721.80	\$ 1,340.23	\$ 45,261.83	\$ (27,560.06)
2004	Inland Empire	Palm Springs	1,267	\$ 135,693.00	\$ 81,415.80	\$ 40,707.90	\$ 13,589.30	\$ 1,696.16	\$ 53,804.33	\$ (30,407.56)
2005	Central	Yosemite	756	\$ 115,451.00	\$ 69,270.60	\$ 34,635.30	\$ 11,545.10	\$ 1,443.14	\$ 47,731.73	\$ (28,383.36)
2006	Orange	Orange	1,400	\$ 117,751.00	\$ 70,650.60	\$ 35,325.30	\$ 11,775.10	\$ 1,471.89	\$ 48,421.73	\$ (28,613.36)
2007	Northern	San Jose	1,786	\$ 216,217.00	\$ 129,730.20	\$ 64,865.10	\$ 21,621.70	\$ 2,702.71	\$ 77,961.53	\$ (38,459.96)
2008	Los Angeles	Hollywood	2,156	\$ 143,037.00	\$ 85,822.20	\$ 42,911.10	\$ 14,303.70	\$ 1,787.96	\$ 56,007.53	\$ (31,141.96)
2009	Sacramento	Squaw Creek	1,047	\$ 52,591.00	\$ 31,554.60	\$ 15,777.30	\$ 5,259.10	\$ 657.39	\$ 28,873.73	\$ (22,097.36)
	Total			\$ 1,047,714.00	\$ 628,628.40	\$ 314,314.20	\$ 104,771.40	\$ 13,096.43	\$ 419,085.60	\$ (239,477.49)
<b>MINIMUM SPLIT BASED ON TOTAL PROFIT</b>										
				\$ 50,000.00	\$ 30,000.00	\$ 15,000.00	\$ 5,000.00			
				\$ 60,000.00	\$ 36,000.00	\$ 18,000.00	\$ 6,000.00			
				\$ 70,000.00	\$ 42,000.00	\$ 21,000.00	\$ 7,000.00			
				\$ 80,000.00	\$ 48,000.00	\$ 24,000.00	\$ 8,000.00			
				\$ 90,000.00	\$ 54,000.00	\$ 27,000.00	\$ 9,000.00			
				\$ 100,000.00	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00			
				\$ 110,000.00	\$ 66,000.00	\$ 33,000.00	\$ 11,000.00			
				\$ 120,000.00	\$ 72,000.00	\$ 36,000.00	\$ 12,000.00			
				\$ 130,000.00	\$ 78,000.00	\$ 39,000.00	\$ 13,000.00			
				\$ 140,000.00	\$ 84,000.00	\$ 42,000.00	\$ 14,000.00			
				\$ 150,000.00	\$ 90,000.00	\$ 45,000.00	\$ 15,000.00			
				\$ 160,000.00	\$ 96,000.00	\$ 48,000.00	\$ 16,000.00			
				\$ 170,000.00	\$ 102,000.00	\$ 51,000.00	\$ 17,000.00			
				\$ 180,000.00	\$ 108,000.00	\$ 54,000.00	\$ 18,000.00			

<b>Attachment 2b CALIFORNIA CHAPTER CONFERENCE SPLIT</b>									
<b>CURRENT</b>									
Year	Section	Location	Attendance	Profit	Current Split State 40%	Host 40%	Sections 20%	Per Section Breakdown	8 yr total by Section
2002	San Diego	San Diego		\$ 159,756.00	\$ 63,902.40	\$ 63,902.40	\$ 31,951.20	\$ 4,564.46	\$ 93,837.09
2003	Central Coast	Santa Barbara		\$ 107,218.00	\$ 42,887.20	\$ 42,887.20	\$ 21,443.60	\$ 3,063.37	\$ 72,821.89
2004	Inland Empire	Palm Springs	1,267	\$ 135,693.00	\$ 54,277.20	\$ 54,277.20	\$ 27,138.60	\$ 3,876.94	\$ 84,211.89
2005	Central	Yosemite	756	\$ 115,451.00	\$ 46,180.40	\$ 46,180.40	\$ 23,090.20	\$ 3,298.60	\$ 76,115.09
2006	Orange	Orange	1,400	\$ 117,751.00	\$ 47,100.40	\$ 47,100.40	\$ 23,550.20	\$ 3,364.31	\$ 77,035.09
2007	Northern	San Jose	1,786	\$ 216,217.00	\$ 86,486.80	\$ 86,486.80	\$ 43,243.40	\$ 6,177.63	\$ 116,421.49
2008	Los Angeles	Hollywood	2,156	\$ 143,037.00	\$ 57,214.80	\$ 57,214.80	\$ 28,607.40	\$ 4,086.77	\$ 87,149.49
2009	Sacramento	Squaw Creek	1,047	\$ 52,591.00	\$ 21,036.40	\$ 21,036.40	\$ 10,518.20	\$ 1,502.60	\$ 50,971.09
	Total			\$ 1,047,714.00	\$ 419,085.60	\$ 419,085.60	\$ 209,542.80	\$ 29,934.69	\$ 658,563.09
<b>PROPOSED 60% 20% 20%</b>									
					State 60%	Co-Host 20%	Co-Host 20%	8 yr total by Section	Current vs. Proposed
2002	San Diego/Orange	San Diego		\$ 159,756.00	\$ 95,853.60	\$ 31,951.20	\$ 31,951.20	\$ 55,501.40	\$ (38,335.69)
2003	Central Coast/Northern	Santa Barbara		\$ 107,218.00	\$ 64,330.80	\$ 21,443.60	\$ 21,443.60	\$ 64,687.00	\$ (8,134.89)
2004	Inland Empire/Los Angeles	Palm Springs	1,267	\$ 135,693.00	\$ 81,415.80	\$ 27,138.60	\$ 27,138.60	\$ 55,746.00	\$ (28,465.89)
2005	Central/Sacramento Valley	Yosemite	756	\$ 115,451.00	\$ 69,270.60	\$ 23,090.20	\$ 23,090.20	\$ 33,608.40	\$ (42,506.69)
2006	Orange/San Diego	Orange	1,400	\$ 117,751.00	\$ 70,650.60	\$ 23,550.20	\$ 23,550.20	\$ 55,501.40	\$ (21,533.69)
2007	Northern/Central Coast	San Jose	1,786	\$ 216,217.00	\$ 129,730.20	\$ 43,243.40	\$ 43,243.40	\$ 64,687.00	\$ (51,734.49)
2008	Los Angeles/Inland Empire	Hollywood	2,156	\$ 143,037.00	\$ 85,822.20	\$ 28,607.40	\$ 28,607.40	\$ 55,746.00	\$ (31,403.49)
2009	Sacramento Valley/Central	Squaw Creek	1,047	\$ 52,591.00	\$ 31,554.60	\$ 10,518.20	\$ 10,518.20	\$ 33,608.40	\$ (17,362.69)
	Total			\$ 1,047,714.00	\$ 628,628.40	\$ 209,542.80	\$ 209,542.80	\$ 419,085.60	\$ (239,477.49)
<b>MINIMUM SPLIT BASED ON TOTAL PROFIT</b>									
				\$ 50,000.00	\$ 30,000.00	\$ 10,000.00	\$ 10,000.00		
				\$ 60,000.00	\$ 36,000.00	\$ 12,000.00	\$ 12,000.00		
				\$ 70,000.00	\$ 42,000.00	\$ 14,000.00	\$ 14,000.00		
				\$ 80,000.00	\$ 48,000.00	\$ 16,000.00	\$ 16,000.00		
				\$ 90,000.00	\$ 54,000.00	\$ 18,000.00	\$ 18,000.00		
				\$ 100,000.00	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00		
				\$ 110,000.00	\$ 66,000.00	\$ 22,000.00	\$ 22,000.00		
				\$ 120,000.00	\$ 72,000.00	\$ 24,000.00	\$ 24,000.00		
				\$ 130,000.00	\$ 78,000.00	\$ 26,000.00	\$ 26,000.00		
				\$ 140,000.00	\$ 84,000.00	\$ 28,000.00	\$ 28,000.00		
				\$ 150,000.00	\$ 90,000.00	\$ 30,000.00	\$ 30,000.00		
				\$ 160,000.00	\$ 96,000.00	\$ 32,000.00	\$ 32,000.00		
				\$ 170,000.00	\$ 102,000.00	\$ 34,000.00	\$ 34,000.00		
				\$ 180,000.00	\$ 108,000.00	\$ 36,000.00	\$ 36,000.00		

Attachment 2c CALIFORNIA CHAPTER CONFERENCE SPLIT											
CURRENT											
Year	Section	Location	Attendance	Profit	Current Split State 40%	Host 40%	Sections 20%	Per Section Breakdown	8 yr total by Section		
2002	San Diego	San Diego		\$ 159,756.00	\$ 63,902.40	\$ 63,902.40	\$ 31,951.20	\$ 4,564.46	\$ 93,837.09		
2003	Central Coast	Santa Barbara		\$ 107,218.00	\$ 42,887.20	\$ 42,887.20	\$ 21,443.60	\$ 3,063.37	\$ 72,821.89		
2004	Inland Empire	Palm Springs	1,267	\$ 135,693.00	\$ 54,277.20	\$ 54,277.20	\$ 27,138.60	\$ 3,876.94	\$ 84,211.89		
2005	Central	Yosemite	756	\$ 115,451.00	\$ 46,180.40	\$ 46,180.40	\$ 23,090.20	\$ 3,298.60	\$ 76,115.09		
2006	Orange	Orange	1,400	\$ 117,751.00	\$ 47,100.40	\$ 47,100.40	\$ 23,550.20	\$ 3,364.31	\$ 77,035.09		
2007	Northern	San Jose	1,786	\$ 216,217.00	\$ 86,486.80	\$ 86,486.80	\$ 43,243.40	\$ 6,177.63	\$ 116,421.49		
2008	Los Angeles	Hollywood	2,156	\$ 143,037.00	\$ 57,214.80	\$ 57,214.80	\$ 28,607.40	\$ 4,086.77	\$ 87,149.49		
2009	Sacramento Valley	Squaw Creek	1,047	\$ 52,591.00	\$ 21,036.40	\$ 21,036.40	\$ 10,518.20	\$ 1,502.60	\$ 50,971.09		
Total				\$1,047,714.00	\$ 419,085.60	\$ 419,085.60	\$ 209,542.80	\$ 29,934.69	\$ 658,563.09		
PROPOSED											
\$100,000 and Under - Chapter 60% Section Hosts Split 40%											
					State 60%	Co-Host 30%	Co-Host 10%	8 yr total by Section	Current vs. Proposed		
2002	San Diego/Orange	San Diego		\$ 159,756.00	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00	\$ 51,214.67	\$ (42,622.41)		
2003	Central Coast/Northern	Santa Barbara		\$ 107,218.00	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00	\$ 46,964.90	\$ (25,856.98)		
2004	Inland Empire/Los Angeles	Palm Springs	1,267	\$ 135,693.00	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00	\$ 49,561.99	\$ (34,649.90)		
2005	Central/Sacramento Valley	Yosemite	756	\$ 115,451.00	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00	\$ 41,161.56	\$ (34,953.53)		
2006	Orange/San Diego	Orange	1,400	\$ 117,751.00	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00	\$ 52,631.26	\$ (24,403.82)		
2007	Northern/Central Coast	San Jose	1,786	\$ 216,217.00	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00	\$ 74,352.32	\$ (42,069.17)		
2008	Los Angeles/Inland Empire	Hollywood	2,156	\$ 143,037.00	\$ 60,000.00	\$ 30,000.00	\$ 10,000.00	\$ 65,852.77	\$ (21,296.71)		
2009	Sacramento Valley/Central	Squaw Creek	1,047	\$ 52,591.00	\$ 31,554.60	\$ 15,777.30	\$ 5,259.10	\$ 37,346.12	\$ (13,624.96)		
Total				\$1,047,714.00	\$ 451,554.60	\$ 225,777.30	\$ 75,259.10	\$ 419,085.60	\$ (239,477.49)		
Over \$100,000 by % of Chapter Membership											
Chapter 60% and Sections 40%											
				% Chapter members							
2002	San Diego	San Diego		10%	\$ 59,756.00	\$ 35,853.60	\$ 23,902.40				
2003	Central Coast	Santa Barbara		6%	\$ 7,218.00	\$ 4,330.80	\$ 2,887.20				
2004	Inland Empire	Palm Springs		8%	\$ 35,693.00	\$ 21,415.80	\$ 14,277.20				
2005	Central	Yosemite		5%	\$ 15,451.00	\$ 9,270.60	\$ 6,180.40				
2006	Orange	Orange		11%	\$ 17,751.00	\$ 10,650.60	\$ 7,100.40				
2007	Northern	San Jose		29%	\$ 116,217.00	\$ 69,730.20	\$ 46,486.80				
2008	Los Angeles	Hollywood		22%	\$ 43,037.00	\$ 25,822.20	\$ 17,214.80				
2009	Sacramento Valley	Squaw Creek		10%	\$ -	\$ -	\$ -				
Total					\$ 295,123.00	\$ 177,073.80	\$ 118,049.20				
Over \$100,000 by % of Chapter Membership											
				% Chapter members							
2002	San Diego	San Diego	\$ 2,270.73	Central Coast	Inland Empire	Central	Orange	Northern	Los Angeles	Sac Valley	
2003	\$ 274.28	\$ 170.34	\$ 233.86	\$ 144.36	\$ 308.93	\$ 840.18	\$ 632.30	\$ 282.95	\$ 2,342.44		
2004	\$ 1,356.33	\$ 842.35	\$ 1,156.45	\$ 713.86	\$ 1,527.66	\$ 4,154.67	\$ 3,126.71	\$ 1,399.17	\$ 605.68		
2005	\$ 587.14	\$ 364.64	\$ 500.61	\$ 309.02	\$ 661.30	\$ 1,798.50	\$ 1,353.51	\$ 1,399.17	\$ 695.84		
2006	\$ 674.54	\$ 418.92	\$ 575.13	\$ 355.02	\$ 759.74	\$ 2,066.22	\$ 1,554.99	\$ 695.84	\$ 4,555.71		
2007	\$ 4,416.25	\$ 2,742.72	\$ 3,765.43	\$ 2,324.34	\$ 4,974.09	\$ 13,527.66	\$ 10,180.61	\$ 4,555.71	\$ 1,687.05		
2008	\$ 1,635.41	\$ 1,015.67	\$ 1,394.40	\$ 860.74	\$ 1,841.98	\$ 5,009.51	\$ 3,770.04	\$ 1,687.05	\$ -		
2009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total	\$ 11,214.67	\$ 6,964.90	\$ 9,561.99	\$ 5,902.46	\$ 12,631.26	\$ 34,352.32	\$ 25,852.77	\$ 11,568.82	\$ -		

Attachment 2d CALIFORNIA CHAPTER CONFERENCE SPLIT											
CURRENT											
Year	Section	Location	Attendance	Profit	Current Split State 40%	Host 40%	Sections 20%	Per Section Breakdown	8 yr total by Section		
2002	San Diego	San Diego		\$ 159,756.00	\$ 63,902.40	\$ 63,902.40	\$ 31,951.20	\$ 4,564.46	\$ 93,837.09		
2003	Central Coast	Santa Barbara		\$ 107,218.00	\$ 42,887.20	\$ 42,887.20	\$ 21,443.60	\$ 3,063.37	\$ 72,821.89		
2004	Inland Empire	Palm Springs	1,267	\$ 135,693.00	\$ 54,277.20	\$ 54,277.20	\$ 27,138.60	\$ 3,876.94	\$ 84,211.89		
2005	Central	Yosemite	756	\$ 115,451.00	\$ 46,180.40	\$ 46,180.40	\$ 23,090.20	\$ 3,298.60	\$ 76,115.09		
2006	Orange	Orange	1,400	\$ 117,751.00	\$ 47,100.40	\$ 47,100.40	\$ 23,550.20	\$ 3,364.31	\$ 77,035.09		
2007	Northern	San Jose	1,786	\$ 216,217.00	\$ 86,486.80	\$ 86,486.80	\$ 43,243.40	\$ 6,177.63	\$ 116,421.49		
2008	Los Angeles	Hollywood	2,156	\$ 143,037.00	\$ 57,214.80	\$ 57,214.80	\$ 28,607.40	\$ 4,086.77	\$ 87,149.49		
2009	Sacramento Valley	Squaw Creek	1,047	\$ 52,591.00	\$ 21,036.40	\$ 21,036.40	\$ 10,518.20	\$ 1,502.60	\$ 50,971.09		
Total				\$1,047,714.00	\$ 419,085.60	\$ 419,085.60	\$ 209,542.80	\$ 29,934.69	\$ 658,563.09		
PROPOSED											
\$100,000 and Under - Chapter 60% Section Hosts Split 40%											
					State 60%	Co-Host 30%	Co-Host 10%		8 yr total by Section	Current vs. Proposed	
2002	San Diego/Orange	San Diego		\$ 159,756.00	\$ 100,000.00	\$ 30,000.00	\$ 10,000.00	\$ 56,822.01	\$ (37,015.07)		
2003	Central Coast/Northern	Santa Barbara		\$ 107,218.00	\$ 100,000.00	\$ 30,000.00	\$ 10,000.00	\$ 50,447.35	\$ (22,374.53)		
2004	Inland Empire/Los Angeles	Palm Springs	1,267	\$ 135,693.00	\$ 100,000.00	\$ 30,000.00	\$ 10,000.00	\$ 54,342.98	\$ (29,868.91)		
2005	Central/Sacramento Valley	Yosemite	756	\$ 115,451.00	\$ 100,000.00	\$ 30,000.00	\$ 10,000.00	\$ 44,112.79	\$ (32,002.30)		
2006	Orange/San Diego	Orange	1,400	\$ 117,751.00	\$ 100,000.00	\$ 30,000.00	\$ 10,000.00	\$ 58,946.90	\$ (18,088.19)		
2007	Northern/Central Coast	San Jose	1,786	\$ 216,217.00	\$ 100,000.00	\$ 30,000.00	\$ 10,000.00	\$ 91,528.48	\$ (24,893.01)		
2008	Los Angeles/Inland Empire	Hollywood	2,156	\$ 143,037.00	\$ 100,000.00	\$ 30,000.00	\$ 10,000.00	\$ 78,779.16	\$ (8,370.32)		
2009	Sacramento Valley/Central	Squaw Creek	1,047	\$ 52,591.00	\$ 52,591.00	\$ 15,777.30	\$ 5,259.10	\$ 43,130.53	\$ (7,840.55)		
Total				\$1,047,714.00	\$ 752,591.00	\$ 225,777.30	\$ 75,259.10	\$ 478,110.20	\$ (180,452.89)		
Over \$100,000 by % of Chapter Membership											
Chapter 40% and Sections 60%											
			% Chapter members		Chapter	Sections					
2002	San Diego/Orange	San Diego	10%	\$ 59,756.00	\$ 23,902.40	\$ 35,853.60					
2003	Central Coast/Northern	Santa Barbara	6%	\$ 7,218.00	\$ 2,887.20	\$ 4,330.80					
2004	Inland Empire/Los Angeles	Palm Springs	8%	\$ 35,693.00	\$ 14,277.20	\$ 21,415.80					
2005	Central/Sacramento Valley	Yosemite	5%	\$ 15,451.00	\$ 6,180.40	\$ 9,270.60					
2006	Orange/San Diego	Orange	11%	\$ 17,751.00	\$ 7,100.40	\$ 10,650.60					
2007	Northern/Central Coast	San Jose	29%	\$ 116,217.00	\$ 46,486.80	\$ 69,730.20					
2008	Los Angeles/Inland Empire	Hollywood	22%	\$ 43,037.00	\$ 17,214.80	\$ 25,822.20					
2009	Sacramento Valley/Central	Squaw Creek	10%	\$ -	\$ -	\$ -					
Total				\$ 295,123.00	\$ 118,049.20	\$ 177,073.80					
Total											
			San Diego	Central Coast	Inland Empire	Central	Orange	Northern	Los Angeles	Sac Valley	
\$ 3,406.09	\$ 2,115.36	\$ 2,904.14	\$ 1,792.68	\$ 3,836.34	\$ 10,433.40	\$ 7,851.94	\$ 3,513.65				
\$ 411.43	\$ 255.52	\$ 350.79	\$ 216.54	\$ 463.40	\$ 1,260.26	\$ 948.45	\$ 424.42				
\$ 2,034.50	\$ 1,263.53	\$ 1,734.68	\$ 1,070.79	\$ 2,291.49	\$ 6,232.00	\$ 4,690.06	\$ 2,098.75				
\$ 880.71	\$ 546.97	\$ 750.92	\$ 463.53	\$ 991.95	\$ 2,697.74	\$ 2,030.26	\$ 908.52				
\$ 1,011.81	\$ 628.39	\$ 862.70	\$ 532.53	\$ 1,139.61	\$ 3,099.32	\$ 2,332.48	\$ 1,043.76				
\$ 6,624.37	\$ 4,114.03	\$ 5,648.15	\$ 3,486.51	\$ 7,461.13	\$ 20,291.49	\$ 15,270.91	\$ 6,833.56				
\$ 2,453.11	\$ 1,523.51	\$ 2,091.60	\$ 1,291.11	\$ 2,762.98	\$ 7,514.26	\$ 5,655.06	\$ 2,530.58				
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
\$ 16,822.01	\$ 10,447.35	\$ 14,342.98	\$ 8,853.69	\$ 18,946.90	\$ 51,528.48	\$ 38,779.16	\$ 17,353.23				

# Attachment 3

## Duties performed by Stefan/George Associates (Laura)

Services											CONFERENCE SERVICES – Not charged to the conference in previous years
										X	Coordinate and send membership materials for booth; ship display cases/awards
	X										Provide template for website for sessions; work with Insite Logic to set-up submittal forms
	X										Answer session applicant inquiries; notify session applicants regarding committee decision on sessions chosen
										X	Print sessions from website; format sessions and provide session binders to Conference Committee; create Excel spreadsheet of conference sessions for binders
	X										Print, copy, 3-hole-punch late session submittals and update session spreadsheet and mail to Conference Committee for binders; provide speaker list in Excel; copy & paste session content to Word document; plug in date/times on session forms
	X										Email reminder notices to moderators; send moderators sessions to review/revise
	X										Process all conference CM credit requests to National for Conference Sessions and other CM data entry; add MW/new session to CM forms; update CM forms with revised information
	X										Forward completed sessions to Dorina with/matrix for program; provide branding/marketing tools for advertisements; Review At-a-Glance and Program proofs
	X										Set up grid with approved CM credits and post on website
										X	Update and print National CM evaluation forms
	X										Answer phone and email inquiries and refer to appropriate person
										X	Check membership status of speakers
										X	Provide spreadsheet of sessions for presentation collection at registration desk
	X									X	Perform post-conference tasks including creating conference session page to reflect the At-a-Glance format and upload the conference session materials to website

Duties performed by Stefan/George Associates (Francine)

Conference Services		CONFERENCE SERVICES - Not charged to the conference in previous years				
	X					Website update; post conference information on the website
	X					Answer phone and email inquiries and refer to appropriate person
	X				X	Perform post-conference tasks including creating conference session page to reflect the At-a-Glance format and upload the conference session materials to website
Conference Accounting		For months of May through November Plus Final Accounting After Conference (Contracted services with Conference Committee)				
	X					Provide assistance to VP of Conferences on conference budget and conference manual updates
					X	Get conference registration detail from ThinkReg website and enter into Quickbooks
					X	Reconcile bank account, process accounts receivables and payables
					X	Produce and distribute financial reports; provide President, VP of Conferences and conference Committee financial report updates upon request
					X	Assist conference coordinator to invoice sponsors; follow-up on unpaid invoices and reconcile payments; obtain insurance coverage
			X			Work with conference coordinator on other accounting, sponsorship, and registration management; assist to establish the registration page in line with the budget
	X					Respond to attendee questions and correspondence
					X	Complete final accounting and report to Board; Process conference profit split