



# News Ledger

February 2012

No. 29

**GREATER MILWAUKEE CHAPTER WWW.IMA-GMC.ORG**

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## Coming Events...

### February 15th, 2012

IMA Inside Talk Webinar– *Top Challenges and Opportunities Facing the Financial Organization in 2012*

### February 20th, 2012

Technical Meeting– *Economic State of the State* presented by Paul Jadin, Wisconsin Economic Development Corporation

### February 22nd, 2012

IMA Leadership Academy Webinar– *The Transforming Power of Smart Trust*

## Monthly Educational Meeting

Monday, February 20th 2012

## The Economic State of the State



For the February IMA-GMC Dinner Meeting, we go right to the top to get some answers. Governor Scott Walker has pledged to create 250,000 new jobs in our state in his first term. **Paul Jadin**, the man who is responsible for making that happen, will give IMA-GMC members an "Economic State of the State Address." This is a presentation not to be missed.

On December 30, 2010, Governor Scott Walker appointed Paul Jadin to lead the Department of Commerce and accomplish the transition to the public-private Wisconsin Economic Development Corporation. He will serve as its CEO on the establishment of the corporation on July 1, 2011.

From 2003 until his appointment to lead the WEDC, Paul Jadin was president and CEO of the Green Bay Area Chamber of Commerce. From 1995-2003, Jadin served two terms as Mayor of Green Bay, directly supervising all departments and managing a workforce of 950. He led economic development efforts that yielded a 50-percent increase in the tax base over his two terms in office.

Jadin earned a B.A. in Political Science from Northwestern University, Evanston, IL, and an MS in Public Administration from Florida State University, Tallahassee, FL.

Sponsored by Brightstar Partners, Inc.

## Meeting Information

- SPEAKER:** Paul Jadin– Wisconsin Economic Development Corporation
- LOCATION:** The Venice Club, 1905 N. Calhoun Rd, Brookfield, WI
- TIME:** **Registration starts at 5:30pm, program at 7:00pm**  
 5:30 p.m. Registration & Networking  
 6:00 p.m. Dinner  
 7:00 p.m. Speaking Program
- MENU:** Sicilian Steak, Chicken Parmesan, Stuffed Pork Chop
- DINNER:** Members \$30 / Guests \$30 / Student Members \$20
- COST:** Emeritus Life Associate \$25 / Late Registration \$5 / No Charge for Meeting Only
- RESERVE:** **Register on-line <http://www.ima-gmc.org>** . Please contact Forrest Ramsel with any questions you may have regarding reservations or cancellations at [forrest@summitcfos.com](mailto:forrest@summitcfos.com).

## Greater Milwaukee Chapter Key Contacts



**Forrest Ramsel**  
President

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<b>Matthew Astbury</b>	V.P. Communications.....	<a href="mailto:mastbury@wi.rr.com">mastbury@wi.rr.com</a>

**Deadline for News Ledger Articles-  
Friday, February 24th, 2012**

### Change of Address For



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please visit

[www.imanet.org](http://www.imanet.org)

Log onto the website using your membership  
number and your password and proceed to the  
Members Only section. You can also contact the

IMA's Member Relations Department at  
1-800-638-4427 or send an e-mail to

[ima@imanet.org](mailto:ima@imanet.org)

## President's Address

Greetings to Members and Friends of the IMA-GMC!

The IMA is a great place to obtain CPE and expand your personal network. Your Greater Milwaukee Chapter has two very interesting education opportunities in the month of February. The first is **Bill King** of Centurion Data Systems presenting Decision Support Systems. This will be at the Radisson Hotel on Mayfair Road in Wauwatosa on February 10, at 10:00 am. Bill's presentation will focus on three aspects: Better measurement of your marketing efforts; Creating a smarter system to help you "know what you don't know"; and Build a system to focus your entire organization on growth & innovation. Please see the website for registration.

The speaker for our February 20 meeting, is **Paul Jadin** – CEO of the Wisconsin Economic Development Corporation. Paul was appointed by Governor Scott Walker as Secretary of the Department of Commerce on December 30, 2010, to accomplish the transition to the public-private Wisconsin Economic Development Corporation. He began to serve as its CEO on the establishment of the corporation on July 1, 2011. The meeting will be held at The Venice Club, 1905 N Calhoun Rd, Brookfield. Corporate Sponsor for the February meeting is **BRIGHTSTAR PARTNERS, INC.**

January meeting attendees were treated to an insightful and enlightened presentation by **Wendy Hambleton**, BDO USA's National SEC Practice the head of the firm's IFRS Task Force on IFRS.

The **Mid-America Council** is hosting its Leadership Training Session (LTS) on Friday, April 20, 2012 at the Northern Illinois Outreach Center in Rockford, IL. According to Bruce Hamilton, MAC President-Elect, this year's LTS has "A very impressive array of speakers will help you build and refine your skills in interpersonal communications, team building & succession planning. Breakout sessions will be offered for both new and returning chapter officers & directors, and the day will conclude with a presentation by Dr. William Miller, CPA, winner of the 2011 Carl Menconi Ethics Case Competition." Questions please contact Bruce at [hamiltoncpa@sbcglobal.net](mailto:hamiltoncpa@sbcglobal.net).

We were just informed that those who register early for LTS will be able to purchase a lottery ticket for free admission to the 2012 IMA Confer-

## President's Address, continued

ence in Las Vegas June 23-27. Details will be on the Mid-America Council website.

Please feel free to contact me if you have questions regarding your Greater Milwaukee Chapter of the IMA.

I am looking forward to seeing you at GMC-IMA events.

Forrest Ramsel

[forrest@summitfos.com](mailto:forrest@summitfos.com)

## Upcoming Events

### February, 15th 2011

- IMA Inside Talk Webinar– *Top Challenges and Opportunities Facing the Financial Organization in 2012*

### February 20th, 2011

- February 20th– Technical Meeting– *Economic Update– State of Wisconsin* presented by Paul Jadin, CEO, WI Economic Development Corporation

### February 22nd, 2011

- IMA Leadership Academy Webinar– *The Transforming Power of Smart Trust*

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## Board of Director's Minutes January 16th, 2012

**President-** Forrest Ramsel – Called the meeting to order at 8:27 p.m. He announced that Barb Sheedy was recognized in the Wednesday, January 11<sup>th</sup> volunteer leaders teleconference by the president of the Rockford chapter for her 1-3-5 year goal discussion (a sample was distributed). Congratulations Barb!

Our next meeting is on February 20<sup>th</sup>. Our speaker is Paul Jadin, CEO of Wisconsin Economic Development Corporation and the sponsor is Richard Manns BrightStar Partners, Inc.

**Secretary-** Judy Janczak – A motion to approve the October and November minutes as published in the News Ledger was made, seconded and unanimously passed.

**Treasurer-** Angela Klein – Covered the November and December financials. A motion to approve disbursements was made, seconded and unanimously passed. We are ahead of budget year to date.

**V.P. Administration & Finance-** Erin Clark – Called on her directors.

**Facilities-** Danijela Perisic – Could not attend.

**Employment-** Barb Jaeger – Reported she received a notice from a large company with an opening for a CFO and wanted to know how to quickly get the word out to members seeking employment. She was told to contact Matt and get it on the website. It would be great if Barb could access our website and key in notices she receives directly. The News Ledger write up will point job seekers to the website.

**Special Activities-** Open Position – Forrest is working with Caterpillar to host an open house and tour in April.

**Corporate Relations-** Beverley Morgan – Experis (formerly Jefferson Wells) has loaded links to the IMA website in their internal training database. Beverley and Jeff Thompson were invited to speak to 30 operations directors for about 15 minutes in a conference call on November 8<sup>th</sup>. Beverley invited her contacts at Experis, Johnson Controls, and Caterpillar to this evenings meeting as well as February's meeting. Matt also has their email addresses and sends them meeting notices.

**V.P. Communications-** Matt Astbury – Could not attend.

**Advertising-** Forrest Ramsel – Nothing to report.

**Roster-** Barb Jaeger – Nothing to report.

**Newsletter-** Matt Astbury – Needs News Ledger articles by Friday, January 20<sup>th</sup>. He told Barb Sheedy that with his new job and the new baby he did not think he could continue in his role for us next year. We are hoping Greg Kamm will step in for him.

**Community Service-** Barb Sheedy – Reported that Darren got leads from WICPA and did 2 to 3 high school visits

Continued, Page 4

## January Board Meeting Minutes, continued

per year. The college version of FBLA (Future Business Leaders of America) invited Barb to speak at Whitewater. She will also be talking to juniors at Wauwatosa West and Waukesha West.

**Public Relations-** Catherine Schramka-Heidemann – Could not attend.

**Website-** Matt Astbury and Gregory Kamm – No update. The February 10<sup>th</sup> Breakfast meeting needs to be added to the website.

**VP Education-** Theresa Skrivseth – Called upon her directors.

**Speaker Introductions-** Don Kerber – Could not attend.

**Meeting Topics-** Open Position – Forrest and Erin met in December to review the list of proposed topics for 2012-2013. The theme for the year is “Bridging the Gap”—making the transition from college to young professional to management positions. Erin is inviting Aleta Norris back to cover her Communication topic.

**Breakfast Meetings-** Forrest Ramsel – Bill King will be presenting Decision Support System as a breakfast meeting topic on Friday, February 10<sup>th</sup> in the board room at the Radisson.

**Academic-- Relations-** Theresa Skrivseth – Nothing to report.

**CMA Programs-** Barbara Sheedy – The roster lists 136 CMA/CFM members. Forrest would like to create a committee to make personal contact via emails and phone calls. Barb Jaeger will put together some items to cover in the contacts.

**Manuscripts-** Mary Strautmann – Could not attend.

**VP Membership-** Erin Clark – Called upon her directors.

**Director of Member Acquisitions-** Open Position –

**Member Relations-** Barb Jaeger – Nothing to report.

**Member Attendance-** Steve Lueck – Could not attend.

**Young Professionals-** Erin Clark – Nothing to report.

**Student Activities-** Barb Sheedy – Barb will be meeting with the Concordia student chapter at 5PM on January 23rd and also with Wisconsin Lutheran at 8PM that same evening.

**Regional- Council Delegates / Council Activities-** The next Mid America Council meeting will be held at Baker Tilly in Madison on Saturday, January 28<sup>th</sup>. Details are on the MAC website. The LTS (Leadership Training Session) will be held on April 20<sup>th</sup>. The chapter pays for board members to attend.

**Old Business-** None.

**New Business-** None.

**Past Presidents-** Barb Sheedy – Thought our speaker tonight was absolutely wonderful.

**Adjournment-** A motion to adjourn was made, seconded and unanimously approved at 9:30 p.m.

## IMA Webinar Archives

Please remember that IMA members have access to a wealth of information in the form of archived webinars. Through LinkUp IMA, you can view over 100 past webinars from the IMA Inside Talk series, the Leadership Academy series, and the IFRS series.

Brush up on such topics as the cloud, XBRL, succession planning, lean accounting, and many more by logging in to [ima-net.org](http://ima-net.org).

Greater Milwaukee Chapter [www.ima-gmc.org](http://www.ima-gmc.org)

# IMA Learning Center Webinars

As a valued IMA member you are invited to attend this month's Learning Center Webinars– don't miss them!

## Automating Financial Reporting & Disclosure Management

**Date:** February 15th, 12:00pm CST

**Price:** FREE

**CPE Credit:** 1 CPE Credit

**Field of Study:** Management Advisory Services

**Research Area of Practice:** Technology Enablers

**Program Level:** Basic

**Program Prerequisites:** None

**Advance Preparation:** None

**Instructional Method:** Group-Internet

Description: In this webinar, you will learn the major findings from new IMA research that uncovers

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## IMA Learning Center Webinars

Continued from page 4

finance leaders' greatest challenges and opportunities for organizational improvement. A customer panel of finance executives will join IMA to share real-life insights into their top challenges and plans to overcome their obstacles in 2012.

Learning Objectives: Upon completing this webinar, you will be able to:

1. Identify the most frequent challenges faced by accounting and finance organizations
2. Discuss the extent to which companies have been able to achieve improved productivity in their finance and accounting (F&A) organizations
3. Identify the means by which F&A organizations are attempting to achieve improved productivity
4. Identify the business processes organizations feel are most in need of improvement
5. Discuss the impact of outsourcing on productivity

### CMA Gears Up for 40th Anniversary Celebration in 2012

The CMA® program this year reaches an important milestone, celebrating 40 years of excellence as a true assessment for competency in management accounting and financial management.

To commemorate the CMA's historic achievement, and its importance to individual careers and organizations, IMA® is planning a variety of celebration activities throughout the year. See Jeff Thompson discuss the 40th anniversary and the year ahead at:

[www.imanet.org/cma](http://www.imanet.org/cma)

## CHAPTER MANUSCRIPT COMPETITION

The Greater Milwaukee Chapter is reintroducing the chapter manuscript competition. We are soliciting manuscripts for submittal to Strategic Finance Magazine. In order to enter the chapter competition, you must submit a copy of your manuscript to the Director of Manuscripts, Mary Strautmman, at [mstrautmman@wi.rr.com](mailto:mstrautmman@wi.rr.com) in addition to submitting the manuscript to Strategic Finance. The chapter is awarding a \$250 prize for the best manuscript (as determined by a team of reviewers from the chapter). All manuscripts submitted to the chapter by March 15 will be considered for this year's competition. Below are the guidelines as published on the IMA Global website:

*Strategic Finance* and *Management Accounting Quarterly* publish only original material that contributes to the accounting and financial management profession.

We recommend that you study several issues of our magazines before you write and submit your manuscript. The best advice is to write only about the topics you know best and with which you've had experience.

To query about potential articles or article topics, contact Kathy Williams at [kwilliams@imanet.org](mailto:kwilliams@imanet.org). For any questions about submitting a manuscript or any of the information below, contact Christopher Dowsett at [cdowsett@imanet.org](mailto:cdowsett@imanet.org).

### SUBMITTING YOUR MANUSCRIPT

Manuscripts should be submitted via e-mail to [cdowsett@imanet.org](mailto:cdowsett@imanet.org). Include the manuscript as an attachment to your message.

**Format.** Files should be in Word format. We can also take TXT or RTF files. **Do not send PDF files**—staff must be able to make and save changes to the document in order to prepare it for review. **Do not put an author's name on anything within the manuscript file.** All manuscripts are reviewed "blind." Using the author's name within the manuscript itself will cause delays in the review process. If it must be used within the context of the article, black out the name. The editorial staff and reviewers will understand it is referring to the author. Names may also be used in citations and other references if there is no indication that the person listed is also the author.

**Submission Form.** You will also need to submit a completed [submission form](#).

If you have a full version of Adobe Acrobat, you can save the completed form and include it as a separate attachment when

Continued on page 6



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- You are spending too much time on administrative tasks

---

**Summit CFOs**  
**Forrest Ramsel**

E-mail: [Forrest@SummitCFOs.com](mailto:Forrest@SummitCFOs.com)  
Web: [SummitCFOs.com](http://SummitCFOs.com)  
Phone: 414-313-7140  
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**CHAPTER MANUSCRIPT COMPETITION**

Continued from page 5

sending your manuscript. If you only have Acrobat Reader, you will need to print out the form and fax (201-474-1603) or mail it to Strategic Finance, 10 Paragon Dr., Montvale, NJ 07645. Manuscripts must be accompanied by a submission form, so please submit both the manuscript and submission form at the same time. When submitting the manuscript via e-mail, please note in your message how and when the submission form has been sent. Manuscripts will not be processed without a form. The criteria for acceptable manuscripts are:

1. IMA is given exclusive publication rights.
2. The manuscript must not have been previously published and is not available to other publishers.
3. It must be submitted in English and in completed form for publication.
4. The manuscript must not be a poem, outline, abstract, thesis, school term/research paper, unedited speech, or previously accepted manuscript.
5. The content of the manuscript must be timely.

**Length of Manuscript.** Most manuscripts we publish are approximately 10-15 typewritten double-spaced pages. Ideal length is about 2,500 to 3,000 words for *Strategic Finance*. Manuscripts for *Management Accounting Quarterly* may be longer.

**Tables and Figures.** Your manuscript will be strengthened if you can illustrate your points. Graphic illustrations should be kept simple and in proportion to the manuscript's length. Make a specific reference in the text to each table or figure in your manuscript, and put each table or figure on a separate sheet of paper. *If you use a table or figure from another publication, you must have obtained written permission to use it. Include a copy of the permission when submitting the manuscript.*

**February Member**

**Anniversaries**

**Fifteen Years**

Timothy Angers

Kristine Huber

Abdiel Ortiz

Gerry Schaefer

James Serketich

Jason Sikorski

**Twenty Years**

Kelly Draves

**Thirty Years**

Brett Garrett

William Rice

**Fifty Years**

Henry Hoffman

**Fifty-Five Years**

E Gerke

William Hoff

**Thank you for your continued contributions!**

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Several options are available for sponsorship.

Contact Forrest Ramsel at [forrest@summitcfo.com](mailto:forrest@summitcfo.com) for more information.

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- > Accounting Assistants
- > Financial and Cost Analysts
- > Internal Auditors

**Joel Buffington**

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## IMA-GMC Members Are Invited to Consider a Special Volunteer Opportunity

**Make A Difference – Wisconsin** is a non-profit organization with a mission to provide financial literacy programs and resources that empower students to make sound financial decisions. Our vision is to build strong communities where students and their families make informed financial decisions and take control of their financial future.

Make A Difference engages volunteers from the local business and professional community in the delivery of financial education. Make A Difference has developed a 5-hour (6-lesson) financial literacy program that is targeted for 11th and 12th grade students in Milwaukee-area high schools.

Studies show that America's teens graduate from high school without solid financial management skills. The lure of credit card offers and check-cashing stores, combined with a lack of money management education, sets many up for financial crises that can last a lifetime. Make A Difference is working to change that.

Make A Difference volunteers are delivering the program in 60 Milwaukee area high schools this year, including most MPS high schools, several Milwaukee Choice and Charter schools, and a growing number of suburban high schools. Volunteers from more than 200 businesses and organizations are involved, but more volunteers are needed.

### How can you make a difference?

Volunteer! You are welcome to volunteer on your own or with a partner. Once you sign on as a volunteer instructor, you will be provided with training (in person, online, or via DVD). Financial expertise is not required; the lesson plans, curriculum, course materials and training will be provided to all volunteer instructors. The training will include an overview of the financial literacy curriculum, information from Make A Difference staff and experienced volunteers on how to engage students, and what to expect in the classroom. You will receive all the materials needed to be successful, including a CD with the curriculum materials, written instructor notes, and handouts for the students.

The Make A Difference curriculum consists of three seminars generally delivered over the course of 3 - 6 classroom periods. Each period allows for 45 - 90 minutes of instruction. Scheduling is flexible. Based on your availability and scheduling preferences, you will be matched to a specific high school classroom and Make A Difference will provide you with a presentation schedule or connect you with the classroom teacher to schedule instruction days that are most convenient for you.

### How do you sign up?

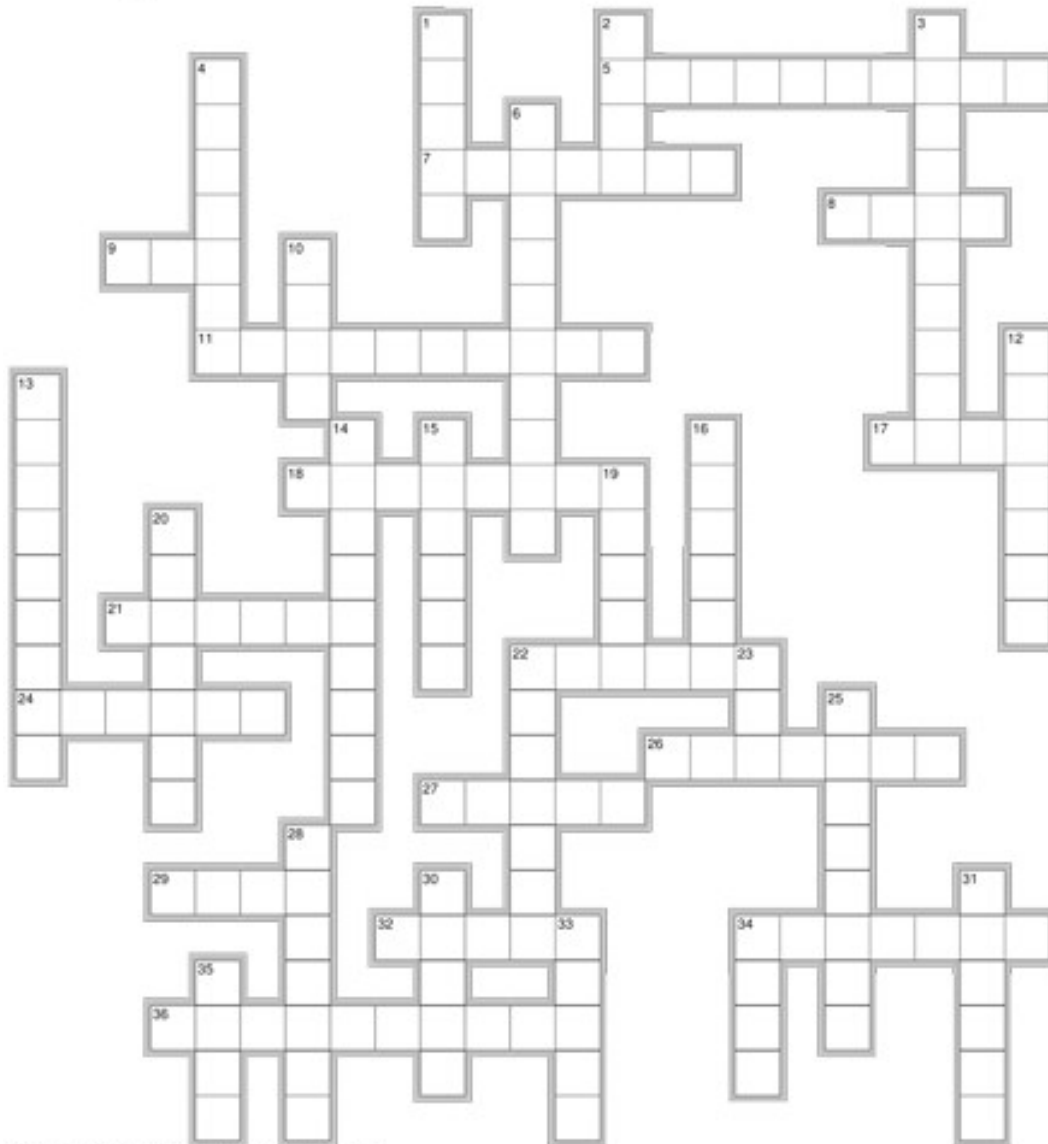
It's quick and easy to sign up online from the Make A Difference - WI website at [makeadifferencewisconsin.org](http://makeadifferencewisconsin.org)

414-273-8101

# Crossword Puzzle

## Financial Ratios #2

AccountingCrosswords.com



Created with EclipseCrossword — [www.eclipsecrossword.com](http://www.eclipsecrossword.com)

### Across

5. ROI is the acronym for return on \_\_\_\_\_.
7. This ratio is an indicator of a company's liquidity.
8. The cash from operating activities minus capital expenditures is one definition of \_\_\_\_\_ cash flow.
9. Working capital is also referred to as \_\_\_\_\_ working capital.
11. If a corporation's stock is publicly traded, you can learn much about the corporation's operating results and liquidity from the section in its annual report entitled Management's \_\_\_\_\_ and Analysis.

AccountingCoach.com

# Crossword Puzzle

17. With continuously increasing costs, LIFO will report \_\_\_\_\_ (more, less) profits than FIFO.
18. EBIT is the acronym for earnings before \_\_\_\_\_ and taxes.
21. The gross profit and the gross profit percentage are also referred to as the gross \_\_\_\_\_.
22. A common-size balance sheet expresses all amounts as a percentage of total \_\_\_\_\_.
24. An indicator of a company's use of leverage is the debt to \_\_\_\_\_ ratio.
26. The \_\_\_\_\_-basis of accounting provides a better indicator of profitability than the cash-basis.
27. Non-GAAP financial statements that present a "what if" or future scenario are referred to as pro \_\_\_\_\_ statements.
29. The \_\_\_\_\_ (FIFO, LIFO) cost flow assumption results in smaller profits and smaller inventory values when the cost of inventory items is increasing.
32. Significant accounting policies are disclosed in the first of the many \_\_\_\_\_ to a company's financial statements.
34. The calculation of the current ratio is the total amount of current assets \_\_\_\_\_ by the total amount of the current liabilities.
36. Trend analysis is related to \_\_\_\_\_ analysis.

## Down

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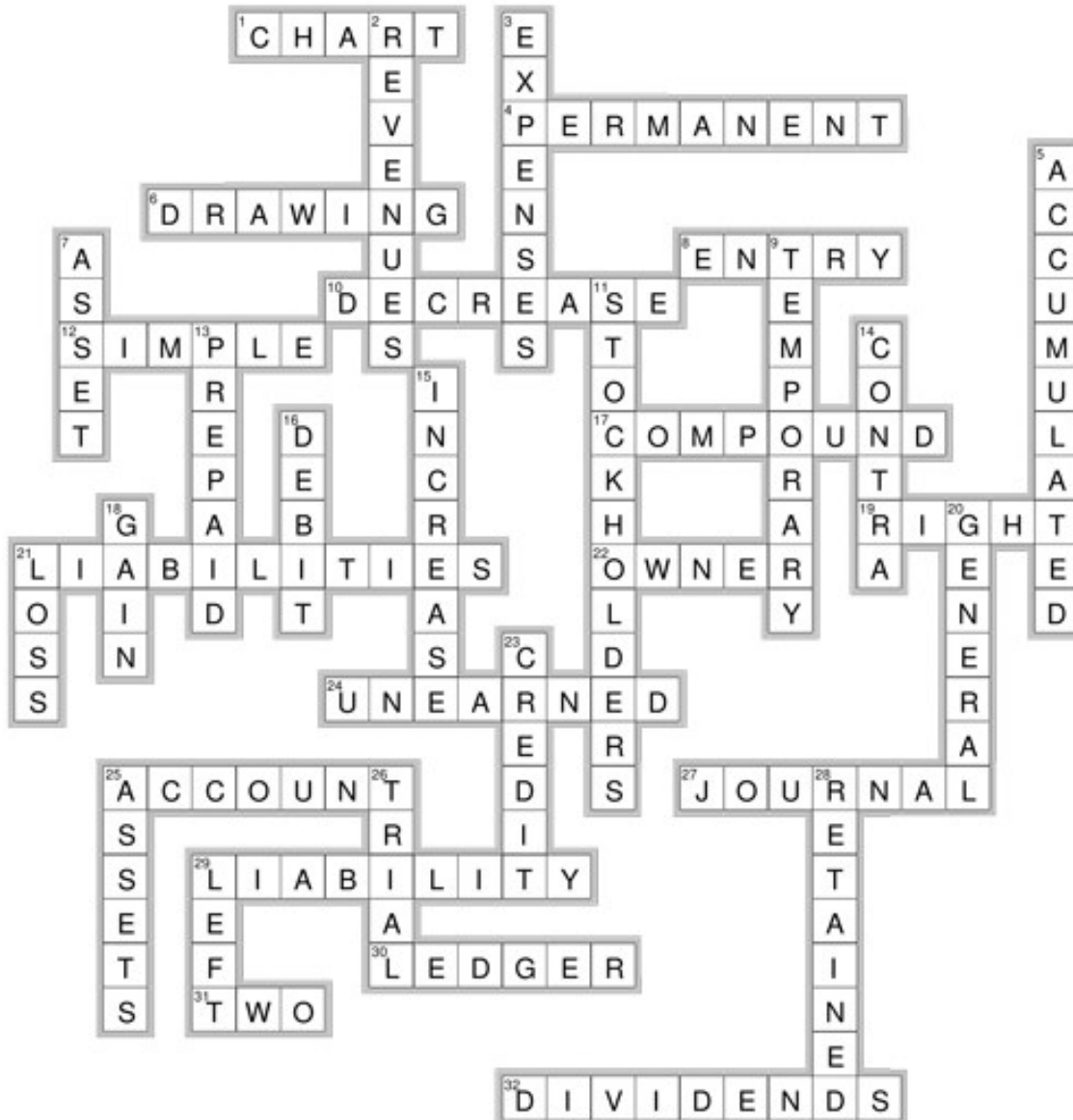
1. This ratio is also known as the acid or acid-test ratio.
2. Common-\_\_\_\_\_ financial statements are equated with vertical analysis.
3. A common-size income statement expresses all amounts as a \_\_\_\_\_ of net sales.
4. A corporation's financial statements must be \_\_\_\_\_ by independent CPAs if the corporation's stock is publicly traded.
6. GAAP is the acronym for generally accepted accounting \_\_\_\_\_.
10. Depreciation is a common example of a non-\_\_\_\_\_ expense.
12. The difference between a company's inventory reported at LIFO and its inventory computed at FIFO is the LIFO valuation allowance or the LIFO \_\_\_\_\_.
13. The numerator for the earnings per share calculation is the corporation's earnings minus the required dividends for any \_\_\_\_\_ stock outstanding.
14. This significant current asset of a manufacturer or retailer is omitted from the calculation of the quick ratio.
15. The \_\_\_\_\_ on equity of a corporation without preferred stock is net income divided by average stockholders' equity.
16. The dividend \_\_\_\_\_ ratio is the common stock's annual dividend divided by the annual earnings available for common stock.
19. An indicator of a company's ability to meet its interest payments is \_\_\_\_\_ interest earned.
20. If the cash provided by operating activities is consistently less than net income, the \_\_\_\_\_ of the earnings is suspect.
22. The denominator used in calculating a turnover ratio should be the \_\_\_\_\_ amount of the balance sheet account during the period of the numerator.
23. The acronym for the U.S. government agency that has authority over the financial reporting of a publicly traded corporation.
25. The receivables \_\_\_\_\_ ratio is net credit sales divided by average accounts receivable.
28. \_\_\_\_\_ capital is current assets minus current liabilities.
30. The balance sheet amounts represent a moment or \_\_\_\_\_ in time.
31. The income statement and the statement of cash flows report the amounts for the \_\_\_\_\_ of time indicated in their headings.
33. A company's average collection period is the average accounts receivable divided by the average \_\_\_\_\_ per day.
34. In financial analysis, the amount of the total liabilities is referred to as \_\_\_\_\_.
35. To calculate the inventory turnover, you divide the \_\_\_\_\_ of goods sold by average inventory.

# Crossword Puzzle

## Last Month's Answer Key

### Debits and Credits #1 (Solutions)

AccountingCrosswords.com



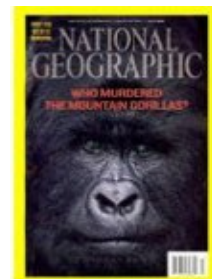
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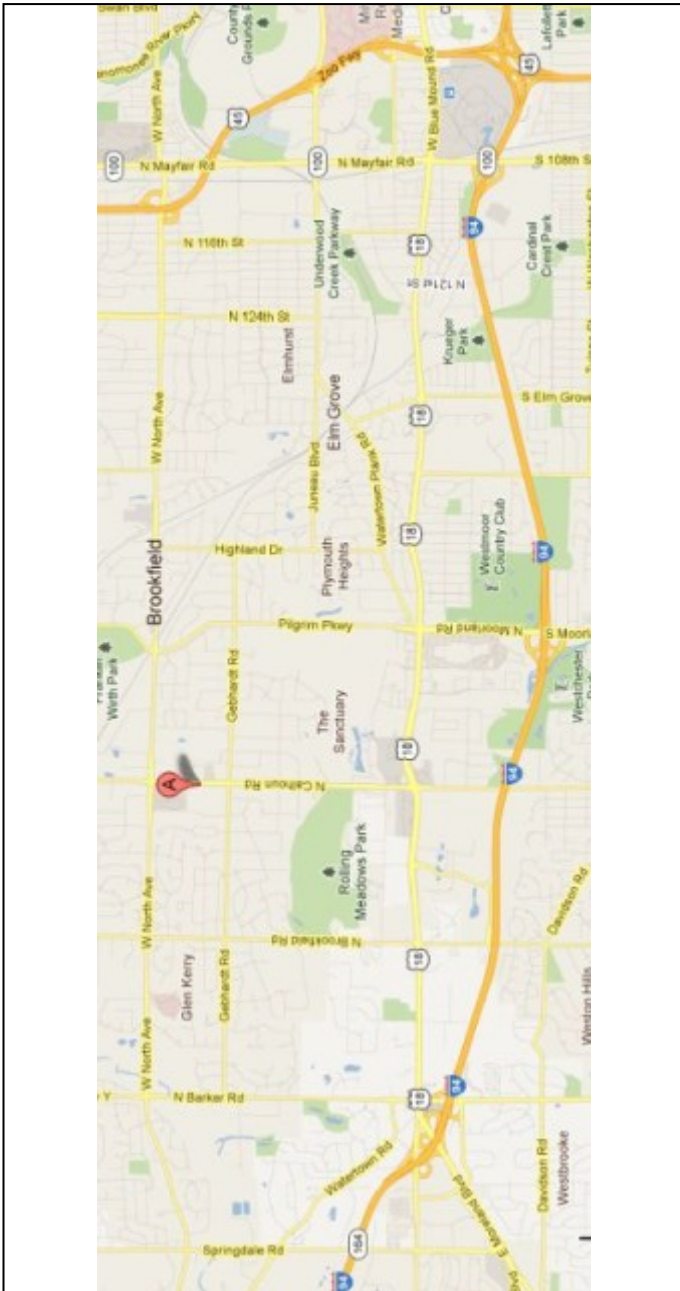
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# Map and Directions The Venice Club

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Map of 1905 N. Mayfair Road, Brookfield, WI

<http://maps.google.com>

## Directions from I-94

Take I-94 to Moorland Rd. Exit 301  
Go North on Moorland Rd. to Bluemound Rd.  
Turn LEFT (WEST) onto Bluemound Rd.  
Turn RIGHT (NORTH) onto Calhoun Rd. The  
Venice Club is just past Gebhardt Rd. on the  
west side of Calhoun.

Greater Milwaukee Chapter [www.ima-gmc.org](http://www.ima-gmc.org)

## Reservation Form

**Date:** February 20th, 2012  
**Topic:** Economic State of the State- Paul Jadin, WEDC  
**Location:** The Venice Club  
1905 N. Calhoun Rd,  
Brookfield, WI

### Membership Type

### Price

- |   |          |
|---|----------|
| <input type="checkbox"/> Member               | \$ 30.00 |
| <input type="checkbox"/> Guest / Non-Member   | \$ 30.00 |
| <input type="checkbox"/> Emeritus Life Member | \$ 25.00 |
| <input type="checkbox"/> Student Member       | \$ 20.00 |

**Total:** \_\_\_\_\_

### Entrée Selection

- Sicilian Steak with Pasta
- Chicken Parmesan with Pasta
- Stuffed Pork Chop with Potatoes

Name \_\_\_\_\_

Guest Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

You can register on-line at: [www.ima-gmc.org](http://www.ima-gmc.org) or mail payment and reservation form to:

**Greater Milwaukee Chapter IMA**  
c/o Erin Ankebrant  
6594 S. 35th St. Unit 103  
Franklin, WI 53132

**NOTE:** A \$5 late registration fee will be added to any registration received after the Wednesday before the meeting. Please contact Erin Ankebrant at [erin.ankebrant@daarcorp.com](mailto:erin.ankebrant@daarcorp.com) or (262-794-7918) with any questions.