--- Forwarded message ---
From: Charles Ransom <ransomcg@umich.edu>
Date: Fri, Nov 22, 2013 at 3:18 PM
Subject: ABPAFS November 22, 2013 Newsletter
To: ABPAFS08@umich.edu

**TABLE OF CONTENTS**

- **ABPAFS HOLIDAY SOCIAL**
- **5 UM OPEN POSITIONS**
- **UNDERSTAND AND IMPROVE YOUR CREDIT SCORE**
- **AFRICAN AMERICAN CULTURAL & HISTORICAL MUSEUM OF WASHTENAW COUNTY 17TH ANNUAL JAZZ DINNER**
- **DEPARTMENT OF AMERICAN CULTURE EVENTS BULLETIN**
- **CEW WORKSHOP**
- **THE 'KWANZAA'S IMPERIAL SOUL SISTERS (K.I.S.S.) & DYNASTY/RED HAT SOCIETY'S NEW YEAR'S EVE EXTRAVAGANZA**

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JOIN ABPAFS ON FRIDAY, DECEMBER 13 6:00 PM TO 9:00 PM AS WE CELEBRATE EACH OTHER AND THE HOLIDAY SEASON WITH FOOD, MUSIC, SONG, LAUGHTER, SERVICE, AND REFLECTION

**Location:** Dance With Elegance Health & Fitness Dance Studio, 2894 Washtenaw Ave, Ypsilanti, MI.
MORE DETAILS TO COME.......

Colleagues,
This is a request for your assistance with helping to generate diverse applicant pools for the two part-time vacancies listed below. Both of the vacancies are currently posted through 12/02/13 on the Careers web site (http://umjobs.org/) and interested individuals are encouraged to formally apply by the posting end-date.

- Multi-Functional Material Management Supervisor Associate (#89893) -- UMH Patient Transportation
- Multi-Functional Material Management Supervisor Associate (#89894) -- UMH Patient Transportation

Thanks in advance for sharing this announcement with your internal and external networks.

Jean

Job Detail

Job Opening ID
89893

Working Title
Multi-Functional Material Management Supervisor Associate

Job Title
Multifunction Svcs Assoc Supr

Work Location
UM Health System
Ann Arbor, MI

Full/Part Time
Part-Time

Regular/temporary
Regular

FLSA Status
Nonexempt

Organizational Group
Um Hospital

Department
UMH Pat Transportation

Posting Begin/End Date
11/22/2013 - 12/02/2013

Paid Time Off
Yes

Career Interest
Director / Manager / Supervisor

Multi-Functional Material Management Supervisor Associate (#89893): UMH Patient Transportation

Responsibilities*
Direct & coordinate day to day operations, including personnel related aspects of a 24/7 department. Proactively monitor & support manual and/or computerized job assignments.

Respond to incoming phone and or pager requests

Be involved with shift to shift assurance of timely response to requested transports

Occasionally transport patients by wheelchair, stretcher or bed for various reasons.

Have responsibility for required ongoing training(s) for self and staff
Ensure accurate payment of staff
Make rounds interacting with staff & internal customers.
Develop & implement improvements regarding interaction with staff, patients and internal customers and ensure compliance with department and organizational standards.
Serve as a liaison between department manager, clinical and transport staff.

**Required Qualifications***
3-5 years? experience in customer service field
Physically capable of performing all job functions including but not limited to lifting, bending, pushing , and pulling patients and equipment that can weigh in excess of 500 lbs.
Excellent Communication skills both verbally and written.
Critical thinker with the ability to work in a fast paced , high impact, high volume environment.
Previous experience with Excel, MS Word

**Desired Qualifications***
3-5 years? supervisory experience.
Bachelor?s degree
Experience in healthcare setting.
Experience with Tele tracking technology.

**Work Schedule**
This position is 24 hours a week, working a 12 hour shift Sat , Sun and all holidays and will require flexibility

**Additional Information**
*This is a revised posting for original job posting ID # 88741

**Mission Statement**
The University of Michigan Health System improves the health of patients, populations and communities through excellence in education, patient care, community service, research and technology development, and through leadership activities in Michigan, nationally and internationally. Our mission is guided by our Strategic Principles and has three critical components; patient care, education and research that together enhance our contribution to society.

**U-M EEO/AA Statement**
The University of Michigan is an equal opportunity/affirmative action employer.
Regular/Temporary
Regular
FLSA Status
Nonexempt
Organizational Group
Um Hospital
Department
UMH Pat Transportation
Posting Begin/End Date
11/22/2013 – 12/02/2013
Paid Time Off
Yes
Career Interest
Director / Manager / Supervisor

Multi-Functional Material Management Supervisor Associate
(#89894): UMH Patient Transportation

Responsibilities*
Direct & coordinate day to day operations, including personnel related aspects of a 24/7 department. Proactively monitor & support manual and/or computerized job assignments. Respond to incoming phone and or pager requests. Be involved with shift to shift assurance of timely response to requested transports. Occasionally transport patients by wheelchair, stretcher or bed for various reasons. Have responsibility for required ongoing training(s) for self and staff. Ensure accurate payment of staff. Make rounds interacting with staff & internal customers. Develop & implement improvements regarding interaction with staff, patients and internal customers and ensure compliance with department and organizational standards. Serve as a liaison between department manager, clinical and transport staff.

Required Qualifications*
3-5 years' experience in customer service field. Physically capable of performing all job functions including but not limited to lifting, bending, pushing, and pulling patients and equipment that can weigh in excess of 500 lbs. Excellent Communication skills both verbally and written. Critical thinker with the ability to work in a fast paced, high impact, high volume environment. Previous experience with Excel, MS Word

Desired Qualifications*
3-5 years' supervisory experience. Bachelor's degree. Experience in healthcare setting. Experience with Tele tracking technology.

Work Schedule
This position is 24 hours a week, working a 12 hour shift Sat, Sun and all holidays and will require flexibility.

Additional Information
*This is a revised posting for original job posting ID # 88742

Mission Statement
The University of Michigan Health System improves the health of patients, populations and communities through excellence in education, patient care, community service, research and technology development, and through leadership activities in Michigan, nationally and internationally.
Our mission is guided by our Strategic Principles and has three critical components; patient care, education and research that together enhance our contribution to society.

**U-M EEO/AA Statement**
The University of Michigan is an equal opportunity/affirmative action employer.

Colleagues,
This is a request for your assistance with helping to generate diverse applicant pools for the vacancies listed below. All of the vacancies are currently posted on the Careers web site (http://umjobs.org/) and interested individuals are encouraged to formally apply by the respective posting end-date(s):

- **Director of Business Operations (#89860)** -- ITCS-Merit Network: posting ends 12/04/13  
- **Director of Finance, Budget & Planning (#89482)** -- School of Dentistry: posting ends 12/15/13  
- **Taubman College Academic Human Resources Support Staff (#89845)** -- College of Architecture and Urban Planning: posting ends 12/20/13  

Thanks in advance for sharing this announcement with your internal and external networks.

Jean

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**JOB DETAIL**

<table>
<thead>
<tr>
<th><strong>Job Opening ID</strong></th>
<th>89860</th>
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</thead>
<tbody>
<tr>
<td><strong>Working Title</strong></td>
<td>Director of Business Operations</td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
<td>Business Administrator Senior</td>
</tr>
</tbody>
</table>
| **Work Location** | Ann Arbor Campus  
Ann Arbor, MI |
| **Full/Part Time** | Full-Time |
| **Regular/Temporary** | Regular |
| **FLSA Status** | Exempt |
| **Organizational Group** | Affiliated It Orgs |
| **Department** | ITCS-Merit Network |
| **Posting Begin/End Date** | 11/20/2013 – 12/04/2013 |
| **Salary** | $85,000.00 – $0.00 |
| **Career Interest** | Administration |

**Director of Business Operations (#89860): ITCS - Merit Network**

**Job Summary**
Merit Network Inc., a nonprofit corporation owned and governed by Michigan's public universities, owns and operates America's longest-running regional research and education network. In 1966, Michigan's public universities created Merit as a shared resource to help meet their common need for networking assistance. Since its formation, Merit Network has remained on the forefront of research and education networking expertise and services. Merit provides high-performance networking solutions to Michigan's public universities, colleges, K-12 organizations, libraries, state government, healthcare, and other non-profit organizations. For more information: [www.merit.edu](http://www.merit.edu)

The Director of Business Operations is responsible for assisting Merit's Chief Financial Officer in the management of support functions of the organization including but not limited to administration, finance, purchasing, human resources, and general management. The focus of this position will be in budgeting, forecasting, and strategizing in support of the core functions of the business which include product development, member services, sales, engineering, information technology and professional development. In this role the successful candidate should be able to understand the goals of the organization and balance competing requirements to advance Merit's overall business strategy. The candidate will work in a dynamic environment with employees at all levels to successfully achieve the financial and operational objectives of the organization.

**Responsibilities**

* Responsible for the overall operational and strategic direction of the Finance and Administration Department, including: Develop business goals, designing strategies and organizing business resources to advance these goals within the department and the goals of the organization to make Merit successful.

* Foster collaborative working relationships with staff, business associates, and others external to the organization.

* Collect, monitor and report relevant data to analyze business performance, operations, trends, costs, revenues, financial commitments, obligations, project future revenues and expenses.

* Develop, maintain, and analyze budgets, preparing periodic reports that compare budget to actual and translate the results into a budget forecast.

* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

  * Provides input into non-technical portions of grant and contract proposals.

  * Assist in the selection of suppliers and vendors for goods and services.

  * Work directly with legal advisors.

  * Review, make recommendations, and facilitate contracting.

* Make recommendations and formulate policies and guidelines for department activities involving finance, facility operations, human resources and support services.

* Serve as representative for the CFO both internally and externally. Represents the department on business affairs to vendors, members, and others.

* Developing effective cross-organizational teams to manage programs and projects that further business objectives.

  * Have the ability to:
-Plan and organize at the executive level.
-Communicate (written and oral) in a professional manner.
-Manage time and projects independently and effectively.
-Set goals, effect change and execute proposals.
-Learn and understand new technologies.
-Develop and maintain solid working relationships with diverse people and groups.
-Travel as required.

*Other related finance and administration activities.

**Required Qualifications**
*MBA or Masters in public administration.

*7+ years of successful experience in business management or equivalent management experience in various business fields.

*5+ years of direct strategic involvement in the economic performance of businesses including: forecasting, planning, organizing, and coordinating.

*Financial/operational analysis experience and familiarity with accounting procedures.

*Demonstrated experience in developing financial models, excellent quantitative analysis.

*Excellent leadership skills.

*Proficiency in spreadsheet, word processing, and presentation software.

**Desired Qualifications**
*PMP and 5+ years project management experience.

*5+ years direct supervisory experience.

*Contract negotiation experience.

**U-M EEO/AA Statement**
The University of Michigan is an equal opportunity/affirmative action employer.
How to Apply

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

Responsibilities*

Plan, develop and direct the financial and accounting activities of the School of Dentistry. Primary oversight for school-wide financial functions and planning in areas such as: fiscal control, capital financing, cash management, financial planning and reporting, patient accounts and billing, budget projection and forecasting, cost accounting and project planning.

Advise the Dean, Sr. Associate Dean and the School's leadership regarding broad and complex business, administrative, and financial operations inclusive of: faculty funding structures and clinical operations, i.e., The Dental Faculty Associates Clinic, Hospital Dentistry, Undergraduate Clinics, Graduate Clinics, and Community Dental and Outreach. Provide leadership and management of the School's Finance Services and Clinic Billing Office and its staff.

Direct and monitor the preparation an analysis of financial reports and forecasting activity, ensuring accurate statistical analysis and policy interpretation. Assist in the development of unit budget allocations and funding and evaluation of the financial performance of the various units of the School.

Prepare budgetary materials for the annual University budget and direct the preparation of all financial analysis and reports for the School. Review and recommend revisions and manage implementation of changes of the School of Dentistry's budget process. Develop capital financing plans with University financial units.

In cooperation with School of Dentistry senior administration and other department managers, develop enhancements to the financial management information systems. Assist senior administration and department managers in school-wide and University-wide strategic planning and policy development, and in program planning for instructional, research, service and financial resources. Act as liaison with senior University officials regarding various financial issues. Represent the School in audits of financial and internal central systems and financial presentations.

Develop new mechanisms to provide for a broad base of information and develop standard and ad hoc reports in response to the financial reporting needs of the School. Evaluate the benefits of existing and potential financial reports and financial information systems and recommend and implement changes.

Required Qualifications*

Master's degree in business administration or an equivalent combination of education and experience; extensive experience in financial accounting and budget preparation; experience as a clinical or financial manager or director with broad financial responsibilities; considerable knowledge of modern management principles, practices and tools; demonstrated application of computer skills and data analysis techniques for financial management; demonstrated excellence in interpersonal communication and presentation skills; and, experience supervising professional and administrative staff.
**Desired Qualifications**

Demonstrated experience in managing clinical finances; experience in strategic planning; considerable progressively responsible administrative and supervisory experience in an organization with complex and diverse administrative operations. Administrative and/or management experience in educational and healthcare settings managing the financial aspects of the clinical business operations; knowledge of University financial systems practice and procedures.

**Work Locations**

This position is for the School of Dentistry located at 1011 N University.

**Background Screening**

The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

**Mission Statement**

The mission of the University of Michigan is to serve the people of Michigan and the world through preeminence in creating, communicating, preserving and applying knowledge, art, and academic values, and in developing leaders and citizens who will challenge the present and enrich the future. The University of Michigan is committed to foster learning, creativity and productivity, and to support the vigorous exchange of ideas and information, not only in the classroom but in the workplace by:

- Creating a work environment in which people treat each other with respect and dignity, regardless of roles, responsibilities or differences.
- Providing support, direction and resources enabling us to accomplish the responsibilities of our jobs and to reach the goals that are set for professional and personal growth.

**Application Deadline**

Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled anytime after the minimum posting period has ended.

**U-M EEO/AA Statement**

The University of Michigan is an equal opportunity/affirmative action employer.
Taubman College Academic Human Resources Support Staff
(#89845): College of Architecture and Urban Planning

Job Summary

Overview

Human Resource support staff roles and responsibilities bridge faculty, staff and business intelligence related support activities at Taubman College.

Provides clerical/administrative support to Taubman College Human Resources, including recruitment and staffing, personnel records, employee relations, compensation, training and/or equal opportunity/affirmative action. Processes various application, employment, enrollment, pay change, informational and other confidential forms and records. Gathers information and prepares reports. Maintains and distributes as appropriate, current employee information, policy and procedure manuals and other communications. May conduct and summarize internal and external surveys to gather information for policy development and planning. May perform higher level duties involving employee communications, such as pre-employment screening, responding to routine questions on human resources policies and procedures, identifying potential issues and grievances, etc. 2 - 5 years of experience in position. Applies some advanced skills to the position within assigned functional area. May adapt procedures, processes and techniques to meet the more complex requirements of the position.

Faculty Human Resource Support 60%

Support all aspects of faculty human resource administration from job creation through retirement activities.

LEO Contract Administration Support - In cooperation and coordination with program chairs and their staff assist with the administration of LEO contracts, including hiring, orientation, reviews, re-appointments, merit administration and appointment paperwork.

GEO Contract Administration - In cooperation and coordination with program chairs and their staff assist with the administration of LGO contracts, including hiring, orientation, policy and procedures and appointment paperwork.

Practice Track Appointment Administration - In support of the Dean's Office staff assist with the processes relevant to the administration of practice track appointments from job description creation through searches, offers, hiring, data collection for annual reviews, merit letter and other correspondence, contractual reviews and retirement.

Tenure Track Appointment Administration - In support of the Dean's Office staff assist with the processes relevant to the administration of practice track appointments from job description creation through searches, offers, hiring, data collection for annual reviews, merit letter and other correspondence, contractual reviews and retirement.

Staff Human Resource Support 20%
Support all aspects of faculty human resource administration from job creation through retirement activities.

Administrative & Student Temporary Staff - Assist with staff performance reviews and planning, strategic position analysis, corrective performance improvement, hiring activities including position description development, benchmarking, job posting, applicant screening, reference checks and offer letters for permanent and temporary staff, assist with morale and other developmental events.

AFSCME Staff - In cooperation and coordination with supervisory staff, assist with the administration of AFSCME contracts, including hiring, orientation, and training, reviews, and personnel administration activities

Business Intelligence Report Development 20%

Develop a comprehensive, cross-functional understanding of business processes, production systems, enterprise-wide data warehouses/sources, and Departmental databases. Participate in cross-functional teams for increasing the impact/awareness of BI projects, tools, and assist in the presentation/demonstrations of tools and BI solutions. Conduct business analyses and functional design activities for capturing, loading, storing, and extracting data across the organization. Design, model, and build data structures, and data mapping routines to support the data and reporting requirements for all areas of the organization. Participate in strategic assessments to identify current/emerging business issues/problems and contribute to defining high impact business intelligence solutions with a focus on the quantitative methods, modeling and analytical techniques. Develop reports and definitions, graphs, dashboards and portal interfaces appropriate for audience.

General Requirements:

This position requires advanced experience with spreadsheets, databases, query and business intelligence development, faculty administration protocols and procedures. Duties and tasks are frequently non-routine. Resolves most questions and problems, and refers only the most complex issues to higher levels. Works under minimal supervision. Under FLSA, incumbents in this position are nonexempt. Expert level ability with HR modules in MPathways, experience with Business Objects, database software and spreadsheets.

Employees in this classification typically analyze, compare and evaluate various courses of action and have the authority to make independent decisions on matters of significance, free from immediate direction, within the scope of their responsibilities. Staff in this role typically have advance degrees in business, management, human resource administration or related fields, 3 or more years in University or similar operating context and an ability to communicate complex confidential human resource and procedural data to faculty and staff to support decision-making. Ability to participate in strategic data collection and structure report development to support College goals, prioritize projects and assignments and meet deadlines are critical to the success of these positions.

U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.

W. Jean Tennyson
Diversity Recruiter & HR Consultant
University of Michigan
UHR - Recruiting & Employment Services
3003 S. State St., Rm G250
Ann Arbor, MI 48109-1281
(734) 615-9040

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Understand and Improve Your Credit Score

**What is a credit score?**

- **Scientific** method that predicts the likelihood an account will go delinquent or bankrupt.
- A credit score is only based on information in your credit report.
- A score is a "live" analysis of what your file looks like at the time of application.

**FCRA regulates who can look at your credit report. Only people or businesses with “permissible purpose” can access your credit report such as:**

- **Creditors**
- **Employers**
- **Government Agencies**
- **Collectors**
- **Landlords and Mortgage Lenders**
- **Utility and Insurance Companies**

**Three credit report agencies:**

- TransUnion
• Equifax

• Experian

How to get a copy of your credit report and score:

1) www.annualcreditreport.com report free once each 12 months, VantageScore $10

2) www.myfico.com Equifax or TransUnion report and FICO score, $19.95

3) purchase copy from credit bureaus: for example www.experian.com/reportaccess or call 1 888 EXPERIAN (1 888 397-3742)

What’s in your credit report?
• Identifying information
• Account history
  1) Date opened
  2) credit limit or loan amount
  3) balance outstanding
  4) monthly payment amount and payment history
• Public Records:
  1) Tax Liens
     • Paid: Seven years from date paid
     • Unpaid: Indefinitely
  2) Financial Judgments
     • Seven years from date filed
  3) Bankruptcies
     • Chapter 7: 10 years from filing date
     • Chapter 13: 7 years from filing date
• Unpaid collections; including student loans

• Inquiries

Factors that determine your credit score:
  Payment History - 35 %
  Amounts Owed - 30 %
Length of Credit History - 15%  
New Credit - 10%  
Types of Credit - 10%  
= 100%

Compare two of the different credit scores, FICO and VantageScore:

<table>
<thead>
<tr>
<th>FICO score range is 300 – 850</th>
<th>VantageScore range is 501 - 990</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent: 740 - 850</td>
<td>A 901 - 990</td>
</tr>
<tr>
<td>Very Good: 710 – 739</td>
<td>B 801 - 900</td>
</tr>
<tr>
<td>Average: 675 - 709</td>
<td>C 701 - 800</td>
</tr>
<tr>
<td>Uncertain: 625 - 674</td>
<td>D 601 - 700</td>
</tr>
<tr>
<td>High Risk: Less than 624</td>
<td>F 501 - 600</td>
</tr>
</tbody>
</table>

**Tips to Improve Your Score:**

- Always pay your bills on time.
- Keep bills current for 12-24 consecutive months.
- Keep balances below 50% of the credit limit.
- Apply for new credit accounts only as needed.
- Make sure information on credit report is accurate.
- Monitor co-signed and joint accounts.
AACHM 17th Annual Jazz Dinner Dec 1st

Kick off the Holiday Season on Sunday December 1, 2013 5-8PM at Polo Fields Washtenaw, 2955 Packard Road in Ypsilanti

You are invited to join us for a mix and mingle, cash bar, delicious dinner buffet and live music with good friends. It’s a night full of great jazz with the legendary Ron Brooks on bass and his incredible group of musicians including Tad Weed, George Davidson and Vincent Bowen. The vocal stylings of Betty Joplin add the extra touch of magic. All proceeds benefit the AACHM Annual Fund. Tickets are $50 each and available for purchase online or call Cheryl Ervin at 734-971-7819 to make your reservations. You can also email aachmuseum@gmail.com

Rudolf Steiner School Holiday Bazaar

Posted: 19 Nov 2013 06:46 PM PST

Holiday Bazaar & Children’s Faire

Saturday, Dec. 7, 2013

9 am – 3 pm

2775 Newport Road, Ann Arbor

Featuring activities that warm the heart including:

Artisans’ Market

Raffle
Toy Room

Jump Rope Winding and Candle Dipping

Story Telling and Puppet Theatre

Student Musical Performances

Food, Refreshments and Community

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Start to Finish:

Date:
December 3, 2013 - 4:00pm - 6:00pm

Location:
Palmer Commons, Great Lakes South-Central Room, 100 Washtenaw Avenue, Ann Arbor

Presenter: Theresa Serafimovski, Senior Financial Consultant , TIAA-CREF

TIAA-CREF’s workshop leaders will share financial strategies that work:

* Understand your income and your outflow, and how to balance them to your advantage
* Identify your key expenses and learn how to manage them more effectively
* Discover how saving a little now can help you earn a lot more later on
* Make a plan for your finances and your financial future

Register here!

Save the Date - Winter 2014 Programs

Thursday, January 14, 2014

A Celebration of Women in Film”

Michigan Theatre, 603 E. Liberty Street

CEW 50th Anniversary Kick-off Event

Register here!

Thursday, January 30, 2014, 4:30 pm

3rd Annual Shirley Verrett Award Program
Stamps Auditorium, Walgreens Drama Center
Women of Color in the Academy Project

Friday, March 7, 2014, 8:30 am
"Transforming the Face of Leadership"
Keynote: Dr. Mae Jemison, Former NASA astronaut
Women of Color Task Force - 32nd Annual Career Conference

Any fees for programs and special events will be listed on the website. Please note that CEW offers limited scholarships for its programs for those persons who might not otherwise attend.

The "Kwanzaa's Imperial Soul Sisters (K.I.S.S.) Dynasty/Red Hat Society invites you to attend our New Year’s Eve Extravaganza. We will be dropping the ball on Tuesday, December 31, 2013 at one of Ypsilanti's most fashionable addresses: the Polo Fields - Washtenaw Golf and Country Club located at 2955 Packard Rd. in Ypsilanti, MI 48197. Doors will open at 8:00 P.M. and close at 1:00 A.M. Tickets for this fun-filled celebration are $75.00 per person (age 21 +) and the exciting venue features:

- Full Meal (Served at 9:00 P.M.)
- Cash Bar
- Party Favors
- Live Band - “Athena Johnson & Co”
- Disc Jockey - “DJ Mingus”
- Hustle Dance Leader - Gail Martin
- Stand-Up Comedian - Bobby Lindsey
- Free Coat Check
- $5 Valet Parking
- Midnight Champagne Toast with Snacks

Dress to impress in formal / semi-formal attire and enjoy the fun!!! Space is limited, so reserve your seat and pay no later than December 21, 2013. Please refer to the flyer for more detailed information.