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ONLINE EXTRA

## *Updates/Revisions to Existing Management Methods Manual Bulletins are Underway*

*Members of MCAA's Management Methods Committee are updating and revising a number of existing Management Methods Manual bulletins. New and improved versions of the following bulletins will be available soon.*

<b>Bulletin Title</b>	<b>Bulletin Number</b>
Strategic Planning	CP 1
How to Get Out and Let Others In	CP 3
Scheduling	JM 3
Pre-Job Conference	JM 4
Employers' Liability When Contributing to Union Testimonial Dinners	LL 7
Contract Clauses	LL 11
Purchasing for Profit	PC 1
Should You Elect Subchapter S Treatment?	TX 1
How to Set Up Tax-Wise Corporate Minutes	TX 3
Meeting the Requirements for Travel and Entertainment Deductions	TX 4

The *Management Methods Manual* is always free to MCAA members as a benefit of membership. Visit us to [download the manual](#) or the latest revisions.

If you have questions about the *Management Methods Manual* or would like to suggest a topic to be covered in a new bulletin, please contact [Ann Mattheis](#).