



**Brandon W. Campbell, Director**  
UAW Region 4  
900 E. Center St.  
Ottawa, IL 61350

**INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA-UAW**

**SHAWN FAIN, PRESIDENT**

**MARGARET MOCK, SECRETARY-TREASURER**

**VICE-PRESIDENTS: MIKE BOOTH • RICH BOYER • LAURA DICKERSON**

July 14 2025

**To: All Local Union Presidents, Financial Secretaries, and Recording Secretaries  
Region 4, UAW**

**Re: UAW Region 4 Financial Officers' and Recording Secretary Conference: October 6-10, 2025**

**DETAILS FOR THE ABOVE-REFERENCED EVENT ARE AS FOLLOWS:**

- Conference & PGC Hotel Registration: Now through September 23, 2025
- Travel Day: Monday, October 6<sup>th</sup> (PGC Hotel guests should arrive no earlier than 3 p.m.)
- Event Check-In: Monday, October 6<sup>th</sup> from 3:30 to 5:00 p.m.
- Event Opens: Monday, October 6<sup>th</sup> - Mandatory Opening Plenary at 5:00 p.m.
- Event Adjourns: Friday, October 10<sup>th</sup> at noon (PGC Hotel guests should check out by 10 a.m.)
- Travel Day: Friday, October 10<sup>th</sup>

**Conference Registration:**

- Registration Website - <https://conference.uaw.org/region4/foc.php>
- Username: 2025region4/Password: registerFOC
  - Enter your PGC lodging confirmation number (if applicable).
  - Be sure to select which training track you are interested in - Financial Secretary, Trustee, or Recording Secretary
- **If you are staying at the PGC**, complete the hotel reservation step *before* the conference registration.

**PGC Hotel Reservations:**

- Rooms will be available on a first-come, first-served basis for \$70 nightly.
- Each room has two beds. We encourage double occupancy whenever possible.
- PGC Hotel check-in begins: Monday, October 6<sup>th</sup> at 3 p.m. Check-out: 10 a.m. Friday, October 10<sup>th</sup>.
- Reserve rooms by contacting Holly at [hskoog@uaw.net](mailto:hskoog@uaw.net) or (847) 459-3888.  
If you reach the office voicemail, leave a message with:
  - The room request and email address for confirmation and/or follow-up.
  - When making reservations, indicate if the delegate(s) has special room requirements.

\*A confirmation number will be emailed to you once the reservation has been received.

**Registration fee:** \$255 per delegate (which includes the cost of meals and materials). The first meal provided will be breakfast on Tuesday, October 7<sup>th</sup> and the last meal provided will be breakfast on Friday, October 10<sup>th</sup>.

Send non-refundable fees by Tuesday, September 23<sup>rd</sup> to the following address:

**UAW Region 4  
900 E. Center Street  
Ottawa, IL 61350  
Attn: FOC**

Make checks payable to: UAW Region 4 Activity Fund  
Notate on memo line: FOC

**Please ensure the PGC Hotel is full before seeking area lodging.** When PGC Hotel rooms are sold out, reduced rates have been arranged at the following Ottawa hotels:

- Fairfield – 815-431-8955
- Hampton Inn – 815-434-6040
- Quality Inn – 815-433-9600
- Super 8 – 815-434-2888

\*We **STRONGLY** encourage avoiding the Holiday Inn as it was built by non-union labor.

**Financial Assistance:** *The UAW Region 4 Retired Workers Council offers scholarships of up to \$1,000 for each member attending. This covers registration and lodging, with the remainder offsetting other costs. To be considered for financial assistance, locals must make a written request to my office, through Yolanda ([yespinosa@uaw.net](mailto:yespinosa@uaw.net)), and attach their last three (3) monthly financial statements.*

**Please Note:** This call letter has been posted on the UAW Region 4 website: <http://region4.uaw.org>. Additional questions should be directed to Rory Dolan, our Region 4 Education Coordinator, at (847) 459-3888 or at [rdolan@uaw.net](mailto:rdolan@uaw.net).

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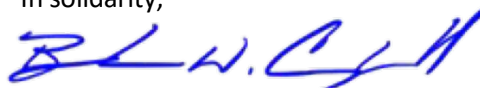
This conference is designed for Financial Secretaries, Trustees, and for the first time Recording Secretaries. As you know, each officer's responsibilities vary drastically, therefore we will have separate tracks to focus on your specific position. Financial officers will receive important training in basic bookkeeping duties and responsibilities of the local union financial officer as well as how to do payroll taxes. Trustees will learn how to complete and submit trustee audits. Recording Secretaries will learn their duties as dictated by our UAW Constitution. The Recording Secretary's role is wide-reaching, from financial responsibilities to communications, assisting other officers in their jobs, working with standing committees and more. The IT department will be here to assist with learning all there is to know about our Local Union Information System (LUIS). We will also have the Membership Department on campus for the week to assist with any questions on how to get your membership list up to date. Any of the top 4 officers and/or trustees would benefit from taking one of these informative learning paths. Locals that employ bookkeepers should consider sending that person as well.

We anticipate this class will fill up quickly, and those responding earliest with completed registration and non-refundable fees will have the best chance of being accepted before we reach capacity. Local Unions should select alternatives in the event a delegate cancels at the last minute. Rather than an expense, these weeks should be considered an investment in the future of your local union.

This session will be limited to 125 active members.

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In solidarity,



Brandon Campbell, Director  
Region 4, UAW

BC/RD:hs  
opeiu494afl-cio

cc: Lucas DeSpain, Assistant Director

**ATTENTION FINANCIAL SECRETARIES**

The LM2 for this conference is:

Representation	<u>95%</u>
Administrative	<u>          </u>
Political	<u>5%</u>