



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

RAYMOND CURRY, PRESIDENT**FRANK STUGLIN, SECRETARY-TREASURER****VICE-PRESIDENTS: CHUCK BROWNING • TERRY DITTES • CINDY ESTRADA**

August 19, 2021

To: All Local Union Presidents, Financial Secretaries, Recording Secretaries
and Area CAP Councils, Region 4 UAW

Greetings:

The Region 4 UAW Financial Officers Conference will be held October 5-8, 2021, at the UAW Pat Greathouse Educational Center, 1000 East Center Street, Ottawa, IL 61350. Please allow Monday, October 4th for travel.

Registration will begin at 8:00 a.m. on Tuesday, October 5th. The conference will begin thereafter at 9:00 a.m. The training is in-depth and will go through the afternoon of Friday, October 8th.

Financial officers will receive important training in basic bookkeeping duties and responsibilities of the local union financial officer. They will also learn how to complete and submit trustee audits, payroll taxes, and working with LUIS. Locals that employ bookkeepers should consider sending that person as well. There will be a separate class for trustees. The Department of Labor will be providing LM-2/3 Training and UAW Sec-Treasurer's staff will provide strike training.

Registration Fee: The registration fee will be \$230 per delegate, which includes the cost of materials and meals. Make checks payable to "UAW Region 4 Activity Fund", and the check notation should mention "FOC". Please send the enclosed registration form to the following:

Region 4 UAW
900 E. Center Street
Ottawa, IL 61350
Attn: Financial Officers' Conference

The deadline by which the registration forms and fees must be received at the Regional Office is Friday, September 24, 2021.

Meals: The first provided meal will be breakfast on Tuesday and the last will be lunch on Friday. All lost time and expenses must be borne by the local union. Per Diem paid to delegates should be limited to travel days.

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Financial Assistance: We will offer financial assistance to one (1) local that could not otherwise afford to send a delegate to this training. To be considered for financial assistance, locals must make a written request to me and attach their last three (3) monthly financial statements. You will be notified by my office if you are chosen for this program. Financial assistance will consist of waiving the registration fee and providing meals for one person. Lost time and lodging will be the responsibility of the Local Union.

Lodging: Rooms at the Pat Greathouse Center are available at \$70.00 per room, per night. Each room has two (2) beds; we urge members to double-up, when feasible, to ensure that as many delegates possible can stay on the property. Please contact Tamara at 815-433-2500 to make room reservations for the Center. If you get the office voicemail, please leave your request and an email address for confirmation and/or follow-up.

You will be given a confirmation number once your reservation has been received. When making reservations, please indicate if the delegate(s) has special room requirements (PGC management will not change rooms during the check-in process).


PGC Hotel check-in will begin at 3:00 p.m. on Monday, October 4, 2021, and will resume at 8:00 a.m. on Tuesday, October 5th. If a delegate is unable to check-in during the above-mentioned timeframe, please contact Education Coordinator Bradley Schwanda to make special arrangements. Check-out will be by noon on Friday, October 8, 2021.

It is imperative to fill the hotel rooms at the PGC, before seeking area lodging. However, in the event rooms at the PGC become sold out, we also have negotiated rates at the Fairfield Inn (815-431-8955), the Hampton Inn (815-434-6040) and the Super 8 Motel (815-434-2888). Ask for the UAW rate – All rates are subject to availability.

Please Note: A copy of this call letter has been posted on the UAW Region 4 website at <http://region4.uaw.org>. You may download extra copies of this call letter and registration form if needed.

Additional questions should be directed to Bradley Schwanda, our Region 4 Education Representative, at 847-459-3888.

Fraternally,



Ronald D. McInroy, Director
Region 4, UAW

RDM/BS:tw
opeiu494/afl-cio
Enclosure

cc: Brad Dutcher
All Region 4 Staff

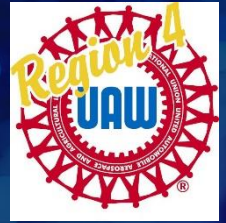
ATTENTION FINANCIAL SECRETARIES

The LM2 for this conference is:

Representation	<u>85</u>
Administrative	
Political	<u>15</u>



WORKSHOP REGISTRATION FORM



FINANCIAL OFFICERS' CONFERENCE

October 5-8, 2021

Pat Greathouse Education Center – Ottawa, IL

Local Union Number _____

Delegate Names	Position (FS/PR/ TR/BK)	Length of Office		PGC Confirmation # (if applicable)	Phone	Local or Member Email Address
		Years	Mos.			

(If more room is needed, please make more copies.)

Name

Name of the Person Submitting this Form (print)

Signature

Signature of the Person Submitting this Form

Registration Total Enclosed*

\$

Check #

PGC Lodging Total Enclosed*
(If applicable)

\$

Check #
(if different from above)

Make your check payable to "Region 4 UAW Activity Fund" and mail to:

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

***All delegates must be registered, with the fees being received, no later than September 24, 2021. Remember, registration/lodging fees are non-refundable. Alternates should be chosen to fill in for last-minute cancellations.**

