



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

RORY L. GAMBLE, PRESIDENT**RAY CURRY, SECRETARY-TREASURER****VICE-PRESIDENTS: TERRY DITTES • CINDY ESTRADA • GERALD KARIEM**

March 4, 2020

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

**Re: EMERGENCY REGION 4 UAW FINANCIAL OFFICERS CONFERENCE
MARCH 10 – 12, 2020**

Dear Brothers and Sisters:

Due to the cancellation of the National Financial Officers Conference in San Antonio, TX, we will be hosting a Regional Financial Officers Conference at the UAW Pat Greathouse Educational Center, 1000 East Center Street, Ottawa, IL on March 10-12, 2020.

The purpose of this conference is to provide financial officers the assistance needed in filing their LM's and 990 Forms prior to federal deadlines. Only two (2) delegates from each local will be allowed to attend, one of which should be the person responsible for filing such forms. Locals storing their records electronically should bring data files or laptops, as Ken Roberts from Roberts Custom Software (RCS) and Staff from the National Auditing Department will be present at this conference.

We are allowing Monday, March 9th to be a travel day, with the conference beginning at 9:00 AM on Tuesday, March 10, 2020. This in-depth training will go through the morning of Thursday, March 12th.

Registration

Delegates must be pre-registered, using the corresponding registration form. The non-refundable registration fee is \$125.00, which includes the cost of meals and materials.

On-site registration will be on Tuesday, March 10, 2020 from 8:00 - 8:45 AM.

Meals

The first meal served will be breakfast on Tuesday, with the last meal being breakfast on Thursday.

Lodging

Rooms at the Pat Greathouse Center hotel 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.

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Please contact Andrea at 847-459-3888 by Monday, March 10th to make room reservations.

Upon making your phone reservation, you will be given a confirmation number. 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 be Monday, March 9th with key pick-up being available all day. Check-out will be Thursday, March 12th by noon.

Be advised that if rooms at the PGC reach capacity, we will double delegates up in rooms wherever possible. In the event the PGC becomes sold out, we also have negotiated rates at the Comfort Inn (formerly Holiday Inn Express, 815-433-0029), 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.

Note

In the interest of time, please email your registration form to amwilliams@uaw.net. You will find a fillable form at <https://region4.uaw.org/>. A copy of this call letter has also been posted.

Please make checks payable to “UAW Region 4 Activity Fund” and send as soon as possible to the following address:

**Region 4 UAW
680 Barclay Blvd.
Lincolnshire, IL 60069
Attention: F.O.C.**

If you cannot attend this conference and need assistance filing the LM and 990, please contact your servicing representative to request auditing assistance.

Further questions should be referred to the Region 4 Education Coordinator, Bradley Schwanda at 847-459-3888.

We look forward to seeing you there.

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Ronald D. McInroy, Director
Region 4 UAW

RDM/BS:tw
opeiu494/afl-cio

cc: Brad Dutcher
Bradley Schwanda
All Region 4 and PGC Staff

ATTENTION FINANCIAL SECRETARIES

The LM2 for this conference is:
Representation 90%
Administrative
Political 10%