



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

SHAWN FAIN, PRESIDENT**MARGARET MOCK, SECRETARY-TREASURER****VICE-PRESIDENTS: CHUCK BROWNING • MIKE BOOTH • RICH BOYER**

August 17, 2023

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 17-20, 2023, at the UAW Pat Greathouse Educational Center, 1000 East Center Street, Ottawa, IL 61350. Please allow Monday, October 16th for travel. The conference will begin thereafter at 9:00 a.m. on Tuesday, October 17th. The training is in-depth and will go through the afternoon of Friday, October 20th.

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 to work with UAW's Local Union Information System (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 Secretary Treasurer's staff will provide strike training.

Registration: Registration for this conference will take place online at <https://conference.uaw.org/region4/foc.php>. The username is 2023region4 and the password is registerFOC. Please note that registration will close on October 3rd. At this time, the registration fee and PGC lodging cost (if applicable) will still need to be mailed to the Region 4 Office. Instructions on how to best use this system is listed below.

1. If you plan on lodging at the PGC, please call Tamara at 815-433-2500, Ext. 101 for a reservation/confirmation number first. If you will not be lodging at the PGC, proceed to Step 2.
2. Register at <https://conference.uaw.org/region4/foc.php> and enter your PGC lodging confirmation number (if applicable).
3. Mail applicable fees to the address listed below.

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

Registration Fee: The non-refundable registration fee will be \$270 per delegate, which includes the cost of materials and meals.

Registration must be completed online, and fees must be received by the regional office no later than Wednesday, September 27th.

On-site registration will begin at 8:00 a.m. on Tuesday, October 17th.

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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.

Financial Assistance: Scholarships are being offered by the UAW Region 4 Retired Workers, which will provide up to \$1000 for each member attending, subject to Director's approval. This covers registration, lodging, and the remainder will help offset mileage or lost time. 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.

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. Please contact Tamara at 815-433-2500, Ext. 101 to make room reservations for the Center.

If you get the office voicemail, please leave a message with your request and your email address for confirmation and/or follow-up.

You will be emailed 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 on Monday, October 16th, at 3:00 p.m. Check-out will be by 10:00 a.m. on Friday, October 20th.

*Lodging fees (if applicable) must be received by the Regional Office no later than Wednesday, September 27th.

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 Comfort Inn (815-433-0029), Fairfield Inn (815-431-8955), the Hampton Inn (815-434-6040), the Super 8 Motel (815-434-2888), and the Quality Inn (815-433-9600). Ask for the UAW rate – All rates are subject to availability. I suggest avoiding the Ottawa Holiday Inn—it was built by anti-union contractors.

Please Note: A copy of this call letter has been posted on the UAW Region 4 website at <http://region4.uaw.org>.

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

Fraternally,



Brandon W. Campbell, Director
Region 4, UAW

BWC/BS:tw
opeiu494/afl-cio

cc: Lucas DeSpain, Assistant Director
All Region 4 Staff

ATTENTION FINANCIAL SECRETARIES

The LM2 for this conference is:

| | |
|----------------|-------------|
| Representation | <u>90</u> |
| Administrative | <u> </u> |
| Political | <u>10</u> |