

October 27, 2017

To: All IUE-CWA Locals  
From: President James D. Clark  
Re: 2018 Officer Training/Information Meetings

Greetings IUE-CWA Local Officers,

Congratulations to all the new and returning officers who will be serving in elected local positions. We commend you for your leadership and for all the work you do to serve our members.

I am pleased to announce that **we will be holding three officer training sessions** in early 2018 in locations designed to meet the needs of as many locals as possible. These trainings are designed to provide new and returning officers with the skills needed to effectively serve the membership and the up to date information necessary to make your local fully functioning. All Local Presidents and Financial officers (Financial Secretary, Treasurer or Secretary-Treasurer) should plan on attending one of the three sessions, but these trainings are also open to all other IUE-CWA officers (vice presidents, chief stewards, trustees). There is always something new to be learned at our training sessions, whatever your level of experience. We will be holding separate steward trainings for local stewards throughout 2018.

The sessions will primarily include training for Presidents, Chief stewards, and financial officers. Topics will include bargaining, grievance procedures, legal issues, local finances and reporting, dues tracking, health and safety, COPE, and general local leadership skills. Please see the details of the training locations and dates below. Locals should plan to send officer(s) to one of these training sessions. **The program will be the same at all three sessions.** Your local can choose whichever training session is most convenient.

Locals will be responsible for the travel and lost time costs of sending officers to the training. However, to make the training as affordable as possible, **IUE-CWA Headquarters will direct pay the cost of the hotel for the President and financial officer of each local.** Locals are welcome to send as many officers as they want, but hotel will only be covered by IUE for the President and financial officer. Space at the hotels is limited, **so please register as soon as possible.**

### **IUE-CWA Officer Training Session 1**

**Date:** Thursday, January 11 – Friday, January 12<sup>th</sup> 8:30 a.m. – 5:00 p.m.

**Location:** Dayton, Ohio

Day one: IUE-CWA Service Center – 313 S. Jefferson St. (One block from the hotel)

Day Two – Financial Training at IUE HQ 2701 Dryden Rd. Dayton, OH

Bargaining Training at 313 S. Jefferson St. Dayton, OH

**Hotel:** Crowne Plaza Dayton. 33 East Fifth St. Dayton, OH 45402. A block of rooms is reserved. Fill out the registration form and return to IUE HQ to reserve your rooms. **\*\*Hotel rate is \$111.00 a night for officers not covered by IUE-CWA**

**Travel details:** Officers should plan to travel to Dayton on Wednesday, January 10th, as the training will start on the morning of the 11th. Officers flying should plan to travel out of Dayton on Saturday, January 13<sup>th</sup>. If you are driving, you can plan on traveling out after 5:00 p.m. on Friday January 12<sup>th</sup>.

### **IUE-CWA Officer Training Session Option 2**

**Date:** Monday, January 22 and Tuesday, January 23, 2018 – 8:30 a.m. – 5:00 p.m.

**Location:** Biloxi, Mississippi

**Hotel:** Beau Rivage Resort and Casino. 875 Beach Blvd. Biloxi, Mississippi 39530. A block of rooms has been reserved. Fill out the attached registration form and return to IUE HQ to reserve your rooms.

**Travel details:** Officers should plan to travel to Biloxi on Sunday, January 21, as the training will start in the morning of the 22. Officers driving should plan to travel out of Biloxi no earlier than 5 p.m. on January 23. If you are flying into Biloxi/Gulfport Airport, please plan on flying out on the 24<sup>th</sup>. \*\*Hotel rate is \$111.00 a night for officers not covered by IUE-CWA

### **IUE-CWA Officer Training Session Option 3**

**Date:** February 20-21, 2018 8:30 a.m. – 5:00 p.m.

**Location:** New York City

**Hotel:** Sheraton Times Square 811 7<sup>th</sup> Ave. New York, NY 10019. A block of rooms has been reserved. Fill out the attached registration form and return to IUE HQ to reserve your rooms.

**Travel details:** Officers should plan to travel to New York City on Monday, February 19<sup>th</sup>, as the training will start in the morning of the 20<sup>th</sup>. Officers driving/using public transit should plan to travel out of NYC no earlier than 5 p.m. on February 21. If you are flying into LaGuardia, please plan on flying out on the 22<sup>nd</sup>. \*\*Hotel is \$219 a night for officers not covered by IUE.

Registration is now open!! Please fill out the enclosed registration form and submit to IUE-CWA Headquarters. Register as soon as your elections are completed! Please do not wait for the deadline.

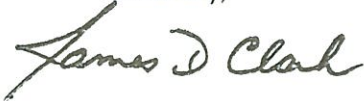
The deadline to register for the Dayton, Ohio January training is December 20<sup>th</sup>, 2017.

The deadline to register for the January Biloxi Ms. training is January 6<sup>th</sup>, 2018.

The deadline to register for the February NYC training is January 17<sup>th</sup>, 2018

If you have any questions, please contact Assistant to the President Laura Hagan at IUE-CWA Headquarters, 937-298-9984. This letter and the registration form are also available on our website at IUE-CWA.org. I hope to see all of you at the training sessions! We will have a nice gift for all attendees.

Sincerely,



James D. Clark  
IUE-CWA President



# IUE-CWA 2018 Officer Trainings Registration Form

Please complete a **separate** registration form for each officer attending and return the forms by the deadline listed on the call letter for the location you are choosing to attend. The form can be faxed to 937-298-2636 or it can be emailed to [Thungate@iue-cwa.org](mailto:Thungate@iue-cwa.org). You may also mail it to: IUE-CWA, ATTN: Officer Training, 2701 Dryden Road, Dayton, OH 45439. Please make additional copies of this form if you have more than two attendees. PLEASE FILL OUT COMPLETELY

Local Union # \_\_\_\_\_ Name of Officer attending \_\_\_\_\_

Title of elected officer (i.e. President, Financial Secretary, etc.) \_\_\_\_\_

Email address: \_\_\_\_\_ Cell phone of officer attending \_\_\_\_\_

A) The above officer will attend the IUE-CWA 2018 Officer Training in (choose ONE of the following):

- Dayton, Ohio (January 11- 12, 2018)
- Biloxi, Mississippi (January 22-23, 2018)
- New York, New York (February 20-21, 2018)

\*Reminder – IUE will cover hotel for up to three nights for the Local president and local financial secretary or treasurer. No substitutions! The Local is responsible for all other costs (see below for meals provided).

B) Officer Check in date for hotel block: \_\_\_\_\_ Officer Check out date for hotel block: \_\_\_\_\_

C) I will be  Driving  Flying to the meeting.  Train or other public transit (Choose one)  
(Locals are responsible for making their own airline reservations.)

D) On day two of the meeting, I will be attending the  Bargaining training OR  Financial training.

E) Officer T-shirt Size (Circle one) S M L XL 2XL 3XL 4XL

F) Local has an Officer Resource Manual (Blue Book)  Yes  No

## Additional Meeting Information:

On both meeting days, breakfast and lunch will be provided. Per diem payments to each officer for the two travel days and two meeting days should not exceed the following to stay within IRS Guidelines:

Dayton, Ohio: \$150.50 (\$44.25 travel day in, \$31 dinner/tips, \$31 dinner/tips, \$44.25 travel day home).

Biloxi, Mississippi: \$132.50 (\$38.25 travel day in, \$28 dinner/tips, \$28 dinner/tips, \$38.25 travel day out).

New York City: \$189.00 (\$55.50 travel day in, \$39 dinner/tips, \$39 dinner/tips, \$55.50 travel day out).