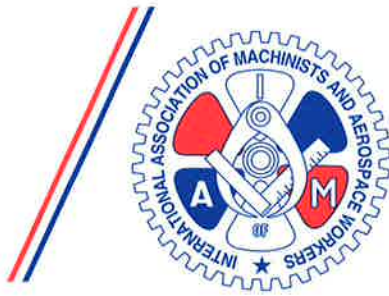


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE GENERAL SECRETARY-TREASURER

December 7, 2012

To the Recording Secretaries of all Local Lodges
and the Secretary-Treasurers of all District Lodges

Greetings:

This is to announce that next year there will be five (5) Financial Officers' Seminars conducted by the General Secretary-Treasurer's Department. These seminars will be conducted at the William W. Winpisinger Education and Technology Center at Placid Harbor in Hollywood, Maryland and are **limited to financial officers only**. The following dates have been selected:

March 17 – 22, 2013

May 19 – 24, 2013

July 21 – 26, 2013

September 8 – 13, 2013

November 17 – 22, 2013

Should the participant wish to bring family members to the seminar, the family is restricted to their spouse and children who currently live at home.

The assignment of rooms (double occupancy, if necessary) will be made by the William W. Winpisinger Center. Meals will be provided to the participants and their families during their stay at the Winpisinger Center.

Additional costs to be considered by the lodge are lost wages, normal out-of-pocket expenses and meals not provided at the Winpisinger Center.

Participants using public transportation to BWI (Baltimore Washington International Airport) should proceed to the baggage claim area, on the lower level to claim their luggage. Then, go outside at door #14 and cross to the second (2nd) curb to wait for the Winpisinger vehicle. The Winpisinger vehicle will be clearly marked with the IAM logo on the sides and will take you from BWI to the W3 Depot. The Winpisinger vehicle runs every half hour from 4:00 PM to 8:00 PM. If you miss the vehicle, stay where you are and the Winpisinger vehicle will return shortly. The W3 Depot is open from 4:00 PM to 8:30 PM.

At the W3 Depot there will be a place for you to wait with a TV and Wi-Fi connectivity available. Light refreshments will be provided for all members and guests. The Winpisinger vehicle will depart from the W3 Depot **promptly at 8:30 PM** to arrive at the William W. Winpisinger Education & Technology Center approximately at 10:00 PM. This is the only transportation that is provided from BWI to the Winpisinger Center. Those participants using public transportation will also be transported back to BWI Airport and should schedule their return flights after 3:00 PM on Friday afternoon.

Financial officers' responsibilities and duties will be discussed, with emphasis on areas specifically indicated by those in attendance.

You are requested to read this communication at the next regular lodge meeting for information, consideration and decision by the lodge.

It is extremely important that the enclosed Lodge Enrollment Form be completed and returned to us as soon as possible, as space availability is limited. Alternate dates of seminars should also be provided, in the event we are unable to honor your first choice. The Lodge Enrollment Form can also be found on V-Lodge under the Resources tab and click on the link for Officers Forms.

All necessary forms and information will be provided to each prospective participant at the time he or she is notified of acceptance. Once accepted, the completed forms must be received in this office at least eight (8) weeks prior to the seminar, in order that travel arrangements may be made through our travel agent at a reasonable rate and to ensure the lodge does not incur any charges.

Enclosed is the IAM policy on travel and other related information.

Fraternally yours,

A handwritten signature in cursive script that reads "Robert Roach, Jr." with a horizontal line extending from the end of the signature.

Robert Roach, Jr.
General Secretary-Treasurer

RRJ/SED/mlr

cc: Executive Council
Grand Lodge Auditors
LL ST's

Enclosure

Participant Registration Form
William W. Winpisinger Education and Technology Center
at Placid Harbor
Year 2013 Departmental Programs

Mandatory - The following information must be filled in on both sides.



"Pull out your
Driver's License."

Full Legal Name (as printed on your ID)

Verify your name is as it appears on your Driver's License or Passport that you are presenting as identification at the airport.

First Name: _____ Middle: _____

Last Name: _____

Nick Name: _____ Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: _____

(Must be a Financial Officer to attend)

Gender: _____ Territory: _____

Mailing Address: _____

City: _____ Province/ State: _____ Postal Code/ Zip Code: _____

Home Phone: _____ - _____ Work Phone: _____ - _____

(Best time to call _____) (Is it okay to call at work? _____)

Cell Number: _____ - _____ Fax Number: _____ - _____

E-Mail Address: _____

Last 4 digits of SSN/SIN: _____ IAM Book No.: _____

Employer: _____

Program: **Financial Officers' Seminar**

Dates (First Choice): _____

Dates (Second Choice): _____

How long have you been in the capacity of your title? _____

Return this form to: IAM & AW, Attn: Steven Dunn
Special Assistant to the G.S.T.
9000 Machinists Place, Room 101
Upper Marlboro, MD 20772
FAX: (301) 967-4533

1) What type of accounting software does your lodge currently use?
Computerized Manual

2) Is your lodge using VFO? Yes No

If yes, how long? _____

FINANCIAL OFFICERS' SEMINAR
WILLIAM W. WINPISINGER EDUCATION AND TECHNOLOGY CENTER
24494 PLACID HARBOR WAY
HOLLYWOOD, MARYLAND 20636

GENERAL INFORMATION

Class sessions are normally scheduled from 8:00 am to 5:00 PM and the location of the class will be posted. Informal sport clothes will be suitable for the classroom.

***** BRING YOUR FINANCIAL OFFICERS REFERENCE MANUAL *****
and if available, a hand held or small calculator.

CHECK IN AND COST

As an IAM member, you will be housed in the Center's dormitory at no charge for room, meals, tuition, study materials or refreshments. Any room charges other than at the Education Center will be the responsibility of the respective local or district lodge.

The spouse and children of participants may attend the William W. Winpisinger Center on the basis of space availability. The fee for a spouse is \$25.00 per day. The fee for a spouse and children staying in the same room with the participant is \$35.00 per day with a limit of three (3) children per room. THIS PRIVILEGE IS FOR THE SPOUSE AND CHILDREN OF THE PARTICIPANT WHO ARE LIVING AT HOME, AND DOES NOT INCLUDE ANY OTHER RELATIVES OR FRIENDS. All children under 17 years of age must be supervised by a parent at all times. The fee includes room and meals. Those participants wishing to bring a spouse and/or children will be asked to indicate same in follow-up correspondence. **CREDIT CARDS ARE NOT ACCEPTED BY THE WINPISINGER CENTER FOR PAYMENT OF FAMILY MEMBERS.**

TRAVEL AND PROGRAM SCHEDULE

The following is the Grand Lodge Policy on Travel:

All transportation (air or rail) shall be arranged and paid for the participant by Grand Lodge through its designated agent, Metropolitan Travel Agency and will be on the Saturday preceding the function the participant will be attending at the William W. Winpisinger Education and Technology Center. Should there be a cancellation of attendance once a non-refundable ticket has been purchased for the attendant for any reason other than a doctor's excuse due to illness or death of the attendant, or a member of their family, cost of the ticket will be billed to the local or district lodge sending the attendant.

No reimbursement will be made for tickets purchased by the participant or their local or district lodge.

Costs for taxis, limousines, buses, subways, etc., will **NOT** be borne by the Grand Lodge. Travel costs for dependents will **NOT** be borne by Grand Lodge.

Participants using public transportation to BWI (Baltimore Washington International Airport) should proceed to the baggage claim area, on the lower level to claim their luggage. Then, go outside at door #14 and cross to the second (2nd) curb to wait for the Winpisinger vehicle. The Winpisinger vehicle will be clearly marked with the IAM logo on the sides and will take you from BWI to the W3 Depot. The Winpisinger vehicle runs every half hour from 4:00 PM to 8:00 PM. If you miss the vehicle, stay where you are and the Winpisinger vehicle will return shortly. The W3 Depot is open from 4:00 PM to 8:30 PM. At the W3 Depot there will be a place for you to wait with a TV and Wi-Fi connectivity available. Since only light refreshments will be provided there, it is recommended that you have something to eat before leaving the secured area of the airport. Carry out menus are also available at the W3 Depot for food delivery. The address for the W3 Depot is:

AFCO Cargo BWI II LLC Facility
Cargo Building F, Suite 1400
North Cargo Complex
Baltimore-Washington International Airport
Baltimore, Maryland
(301) 997-8839

The Winpisinger vehicle will be departing from the W3 Depot **promptly** at 8:30 PM Saturday night. It is imperative for you to be at the **W3 Depot** on time, as this will be the **only** transportation provided to the William W. Winpisinger Education and Technology Center. Should you miss the bus, cab fare (if you can get one to take you) is approximately \$150.00.

Upon arrival at the William W. Winpisinger Center at approximately 10:00 PM, the attendants will be checked into their rooms. There will be no meals served until Sunday morning, brunch at 9:00 am to 11:00 am. Dinner will be served Sunday evening at 5:00 PM to 6:00 PM. Anyone desiring information or transportation for church services will be accommodated.

Friday afternoon, the closing day of the program, those participants using public transportation will be transported back to BWI Airport and should schedule their return flights after 3:00 PM on Friday afternoon.

DRIVER'S INFORMATION

Participants who are driving should check in at the William W. Winpisinger Education and Technology Center by 12:00 noon on Sunday. Directions will be sent to those participants planning to drive.

Should an attendant elect to drive their own vehicle, they will be reimbursed at the IRS allowable rate up to a maximum of 1,600 miles round trip or the equivalent of round trip super saver air fare, whichever is less. Distance will be determined by address of local or district sending attendant to Hollywood, Maryland as calculated by the PC Miler Software of the ALK Highway Network Association, Inc. Attendants from transportation lodges are requested to travel by employer furnished passes.

If necessary, have your personal mail sent to:

Your name
Financial Officers' Seminar
William W. Winpisinger Education and Technology Center
24494 Placid Harbor Way
Hollywood, MD 20636
Phone: (301) 373 - 3300