

Treasurer's Workshop	<b>Cleveland, OH: March 8-10, 2022</b>
Location	Hilton – Cleveland Downtown 100 Lakeside Ave. East Cleveland, OH 44114 <b>Training Room: Hope Ballroom A, 3<sup>rd</sup> Floor</b>
Room Information	<p>Reduced Room Rate: \$100 flat rate per night</p> <p>The SMART TD Office will be handling the hotel reservations for those attending this S&amp;T Workshop for nights March 7, 2022, through March 10, 2022. You will request your hotel room reservation on the workshop registration form. Do NOT attempt to make a reservation directly with the hotel for this reduced room rate.</p> <p>You must still provide a personal credit card when checking in to cover any personal incidentals. Each individual will receive a bill from the TD Office for their stay. <b>Your hotel bill must be paid to SMART TD by March 10th.</b> Bills can be paid by check or personal credit card. If paying by check from the Local's account, you MUST have membership approval for the disbursement and the check MUST be co-signed by the Local Treasurer and Local President.</p> <p>Note: If you must cancel your registration for the workshop, you must do so by March 1, 2022, by notifying, Katy Andrijowych, SMART TD Local Support Supervisor, via email at: kandrijowych@smart-union.org or phone at: 216-227-5432. <b>You will be billed for the hotel room if you fail to provide proper notification of your cancellation.</b></p> <p>The Hilton Cleveland Downtown was the planned site for the 2020 Regional Meeting that was cancelled due to the pandemic. It is in the heart of downtown Cleveland just minutes away from Lake Erie, the Rock 'N Roll Hall of Fame, many local breweries and many more area attractions.</p>
Registration Deadline	<b>March 1, 2022</b>
Workshop/Hotel Registration Link	<a href="https://forms.office.com/r/kUzcSR8x6k">https://forms.office.com/r/kUzcSR8x6k</a>
Maximum Number	25
General schedule	Each day will begin at 9am, break for lunch mid-day, and end between 5 and 6pm.
To-do before attending:	<b>Upload your most current WinStabs data to TD Connect by March 1, 2022</b>
What to bring:	<ul style="list-style-type: none"> <li>• Current WinStabs data</li> <li>• Laptop computer</li> <li>• last 6 months of meeting minutes and bills of allowance records for those meetings</li> <li>• LCA procedure records</li> <li>• Payroll schedules for each carrier you work with</li> <li>• Last 6 months of bank statements with check images</li> <li>• EFTPS payment history</li> <li>• State/Municipal tax information and records</li> </ul>
What is provided by SMART	Classroom instruction, workshop materials, Local evaluation, breakfast and lunch days 1-3
What is NOT provided by SMART	Lost time/salary, travel, hotel, meal & incidental expenses. These <i>may</i> be reimbursed by the local fund with proper local membership <b>pre-approval.</b>