



2019 Treasurer Workshops



Workshop	Cleveland, OH March 19 <sup>th</sup> -21 <sup>st</sup> .
Location	SMART TD Headquarters 1 <sup>st</sup> Floor Training Room 24950 Country Club Boulevard North Olmsted, OH 44070
Room Information	There are several hotels along Country Club Blvd. that are within walking distance of the office. Many of these hotels also offer shuttle service to/from the airport.
<b>Workshop</b> Registration Deadline	March 13 <sup>th</sup> .
Workshop Registration Link	<a href="https://goo.gl/forms/RrBHeHxy0PIpZeQE3">https://goo.gl/forms/RrBHeHxy0PIpZeQE3</a>
Maximum Number	25
General schedule	Day 1: 9a-5p-classroom instruction Day 2: 9a-5p -classroom instruction Day 3: 9a-12p – classroom instruction 1p-5p – classroom instruction + help sessions
What to bring:	Current WinStabs data, laptop computer, print-out of current member variance recent meeting minutes, Local bylaws, LCA procedure records, payroll schedules and payroll department contact information for each carrier you work with.  If you receive money directly from the carrier for payroll deductions (aka Local pay) make sure you bring copies of the dues receipt statements from the carrier for all of your August pay dates. You'll need those to work your demo eBill at the workshop.
What is provided by SMART	Classroom instruction, workshop materials, 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> .

Questions?

Call or email Alyssa Patchin, Field Audit & Support Assistant

216-227-5281 or [apatchin@smart-union.org](mailto:apatchin@smart-union.org)

# SMART-TD

24950 Country Club Blvd.

Training Room on 1<sup>st</sup> Floor

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