

November 14, 2005

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 19 - 24, 2006**                      **May 7 – 12, 2006**                      **June 4 – 9, 2006**  
**September 10 – 15, 2006**                      **October 15 – 20, 2006**

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 during their stay at the Education Center.

Additional costs to be considered by the lodge are lost wages, normal out-of-pocket expenses and meals not provided at the Education 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. If you wish to ride the free shuttle from the Airport to the **Holiday Inn Express-BWI Airport West** go upstairs to the area in front of the US Air Counter and wait outside for the shuttle. The shuttle from the **Holiday Inn Express-BWI Airport West** runs between 4:00 pm and 8:00 pm on the half hour. If you arrive at BWI earlier than 4:00 pm you have the option to wait for the 4:00 pm shuttle or you can take a taxi (at your own expense) to the **Holiday Inn Express-BWI Airport West** (taxis are available directly outside the baggage claim). There will be an area for you to wait at the **Holiday Inn Express-BWI Airport West** for the Winpisinger bus, which will come at 8:00 pm. Transportation will be provided from the **Holiday Inn Express-BWI Airport West** to the Education Center and the bus leaves **promptly at 8:30 p.m.** Those participants using public transportation will also be transported back to BWI Airport and should schedule their return flights after 3:30 p.m. 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.

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 six (6) weeks prior to the seminar**, in order that travel arrangements may be made through our travel agent at a reasonable rate.

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

Fraternally yours,

Warren L. Mart  
General Secretary-Treasurer

WLM/RAM/klf

cc: Executive Council  
Grand Lodge Auditors  
LL ST's

Enclosure

**OFFICIAL LODGE ENROLLMENT FORM**  
**FOR FINANCIAL OFFICERS' SEMINAR**

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Local Lodge: \_\_\_\_\_ District \_\_\_\_\_  
(Must be a Financial Officer to attend)

How long in this capacity? \_\_\_\_\_

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 Phone: \_\_\_\_\_ - \_\_\_\_\_ Fax Number: \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Social Security: \_\_\_\_\_ IAM Card/  
(Mandatory) Book No.: \_\_\_\_\_

First Seminar Date choice: \_\_\_\_\_

Second Seminar Date choice: \_\_\_\_\_

Return this form to: IAM & AW, Attn: Robert Minnich  
Special Assistant to the G.S.T.  
9000 Machinists Place, Room 215A  
Upper Marlboro, MD 20772  
FAX: (301) 967-4588

For Office Use Only

Request Granted \_\_\_\_\_ Request Denied \_\_\_\_\_