February 23, 2021

TO: All Local Union Presidents, Recording Secretaries, and Unit Presidents - Missouri, Iowa, Nebraska and Kansas

FROM: Ron Wilkey, Sub-District Director

SUBJECT: 2021 CHARLEY RICHARDSON EDUCATIONAL INSTITUTE – MINK (MO-IA-NE-KS)

Dear Brothers and Sisters:

This letter is to inform you that the annual Charley Richardson Educational Institute - MINK is quickly approaching. I am very pleased to let you know that we will once again have our educational institute at the Lodge of Four Seasons at Lake Ozark, Missouri. **We are following guidance from the CDC and requiring everyone to wear a mask and social distance during all of our meetings and classes.**

Please make sure you turn in your registration form no later than **April 30, 2021** (no exceptions). If your Local Union participates in the District 11 Welfare and Education Fund, you and your members are eligible to attend at no cost for the tuition, room and board. To find out how many members are covered at no cost by the fund, please call Terri at (816) 836-1400 at the Sub- District 2 office. If your Local Union **does not** participate in the fund, the cost of room, board and tuition for the week will be **$750.00** per person. Payment must be mailed in with your roommate request. Make checks payable to: **USW District 11**. Please note that some sleeping rooms may not be available before 6:00 p.m.

The 2021 Charley Richardson Educational Institute – MINK is scheduled as follows:

- **When:** Sunday, June 6 through Friday, June 11 (Noon dismissal)
- **Where:** The Lodge of Four Seasons
  Lake Ozark, MO (go to [www.4seasonsresort.com](http://www.4seasonsresort.com) for more information)
- **Time:**
  - Registration - Sunday, June 6 from 3:00 - 4:30 p.m.
  - Orientation 5:00 p.m.

Dinner will be served on Sunday evening after the orientation and on Wednesday evening at the “Annual Barbeque and Picnic.” Breakfast and lunch will be served Monday through Thursday; breakfast only on Friday.
Reservations will be made only after receipt of the completed enclosed reservation form. **Please note: No direct reservations made through the Lodge of the Four Seasons will be allowed.** Again, applications must be received no later than **April 30, 2021.** Due to the limited number of rooms available, accommodations will be double occupancy. Be sure to indicate your roommate’s name (if known), and attach their application to yours before returning; otherwise, a roommate will be assigned based on gender and availability of room space. Any reservation that is a “no-show” or that has not been cancelled **through the Sub – District 2 Office before May 14, 2021,** the participant or their Local Union will be charged for a one-night stay totaling $145.00.

The following is a list of some of the topics that will be covered:

- Grievance Handling
- Confronting Workplace Change
- Arbitration
- USW/Labor History
- Safety & Health Member Mobilization
- FMLA/ADA
- Local Union Officer Duties
- Public Speaking/Effective Communication
- Internal/External Organizing
- Social Media Training
- Civil Rights/Sexual Harassment
- Arbitration
- FMLA/ADA
- Internal/External Organizing
- Civil Rights/Sexual Harassment

I would like to take this opportunity to remind you that it is necessary that you take the classes in consecutive order beginning with the first year. The entire program is designed to complete each class in chronological order so that you may get the full benefit. **We will not be offering a fifth year.**

Please note that any lost time, transportation or other miscellaneous expenses are the responsibility of the member attending, or if approved, by your Local Union.

It is very important that you stay for **all** classes, including Friday’s closing statements, class evaluation forms and the handing out of the completion certificates. It causes delays when we have not been notified that someone will not be present. (If you need to leave early due to a family or personal reason, please let Terri or me know ahead of time.)

If you have any questions, please call Terri Pierce at (816) 836-1400. We look forward to seeing you there.

RW:tlp

Enclosure

c: Emil Ramirez, Director, District 11
  Cathy Drummond, Assistant to the Director
  Bob Gooch, Organizing
  Bob Ryan, District 11 Rapid Response Coordinator
  Lisa Jordan, Director, USW Education Department
  Servicing Staff in Missouri, Iowa, Nebraska, and Kansas
  J. Russotto; R. Cooley, Administrative Assistants