



District 1

December 9, 2024

Donald E. Blatt  
District Director  
Teresa M. Cassady  
Assistant Director

TO: District 1 LU Presidents, Recording Secretaries, Financial Secretaries and Treasurers in Sub-District 3

Dear Brothers and Sisters:

Please be advised that the Financial Workshop for the filing of the LM-3 reports, the LM-4 reports, the 990 and 990EZ forms is being held for all of Sub-District 3 Local Unions on **Monday, February 10, 2025** at:

**NATIONWIDE HOTEL AND CONFERENCE CENTER  
100 GREEN MEADOWS DRIVE SOUTH  
LEWIS CENTER, OH 43035  
PHONE: 614-880-4203**

As a reminder, **ALL LOCAL UNIONS are required to file their LM reports electronically.** Each Local is required to attend the workshop and this year in particular the Financial Secretary of each Local is highly encouraged to be one of the attendees. Please note that if your Local was cancelled and / or merged, it is still your responsibility to file these terminal reports. If you are the Financial Secretary of an amalgamated Local and you had units amalgamated into the parent Local, it is the responsibility of the parent Local to make sure all of the terminal reports have been filed. **To prepare for your upcoming class, enclosed please find a list of required materials that you must bring to the workshop.**

Registration will begin at 8:00 a.m. Class will continue until all locals have completed their LM forms. There is no fee to attend the workshop, but in order to make proper arrangements, the enclosed form should be returned no later than January 27, 2025. As usual, all lost time and expenses must be borne by the Local Union.

Should you have any questions regarding the upcoming Financial Workshop, please call Terri Niese in the Mansfield Office at 419-529-8792.

In solidarity,

Donald E. Blatt  
District 1 Director

Enclosures

c: Alvin Herdt, Director of LU Services  
Tom Kutlus, Int'l. Auditor  
Paula McLuckie  
Teresa Cassady, Assistant Director  
Brian Sealy, Sub-District 3 Director  
Sub 3 Staff and Support Staff

United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International  
Union