



Mary M. Goulding
President

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Executive Director

DATE: July 16, 2009
TO: Secretaries, All Council 40 Locals and Chapters
FROM: Mary M. Goulding, President
Rick Badger, Executive Director
RE: 2009 Basic Leadership Training Institute

We are happy to announce that Council 40, in conjunction with AFSCME International and the U.W.-Extension School For Workers, is sponsoring our nineteenth Basic Leadership Training Institute for officers of affiliated Locals and Chapters.

The details of the 2009 Basic Leadership Training Institute are as follows:

***** WHO *****

The program is open to officers of all Council 40 Locals and Chapters. The program will accommodate a maximum of forty (40) individuals statewide, so no more than two (2) participants will be accepted from any affiliate and we cannot accept applicants who have been in our Basic Leadership Training Institute in previous years. **The program is designed for those officers in key leadership positions who have the responsibility for making sure that the Local/Chapter functions effectively day-to-day.**

***** WHAT *****

The program will provide the kind of comprehensive training that will enable officers to become more effective leaders in their Locals and their communities. The faculty of the School For Workers, along with staff of both AFSCME International and Council 40, will serve as instructors. Subjects covered in the program include:

- ◆ The History and Structure of AFSCME
- ◆ Leadership Skills
- ◆ The Duties of Officers
- ◆ The PEOPLE MVP Program and the importance of Political & Legislative Action
- ◆ The Local Union Role in Contract Bargaining
- ◆ Building a Steward Structure
- ◆ Effective Communications
- ◆ Internal Organizing
- ◆ Using the Resources of the Int'l and C-40

***** WHEN & WHERE *****

The Institute will run for the **week of September 20-25, 2009** on the campus of the University of Wisconsin in Madison. Registration and orientation are scheduled for Sunday afternoon, September 20, at **The Lowell Center, 610 Langdon Street**. Sessions will be held Monday, September 21, through Friday, September 25, at **The Pyle Center, 702 Langdon Street** (1 block from the Lowell Center).

(over)



***** LODGING *****

Participants will be housed (two people to a room) at **The Lowell Center, 610 Langdon Street**. Per Wisconsin State Statutes and City of Madison ordinance, *smoking is prohibited in all areas in The Lowell Center*. Smoking outdoors must occur 25 feet from the building entryway. If evidence is found that smoking has occurred in your room during your stay, a \$50.00 per day cleaning fine will be assessed.

***** PARKING *****

Complimentary parking is available to overnight guests (one space per room) in The Lowell Center ramp or other nearby parking facilities. Parking permits are issued for a nearby parking area when you check in. It is important that you park in the specifically designated area assigned, and your parking permit is properly displayed. After you check out, your vehicle may remain parked until your conference ends.

***** WHY *****

Wisconsin is facing an unprecedented fiscal crisis. All forms of state aid to local units of government are at risk. The threats to privatize or contract out our jobs will undoubtedly escalate in this climate. It is more important than ever for Locals to be **organized** to meet the challenges we face at the bargaining table and in the legislative and political arenas. The standard of living and job security of our members hang in the balance. It's time to get ready to meet the challenges that lie ahead.

Strong Locals are the backbone of our organization. This institute provides an excellent educational opportunity to sharpen leadership skills necessary to build a Local Union structure that will more effectively represent our members at the workplace.

***** HOW MUCH *****

The cost to your Local/Chapter will be minimal. AFSCME International will pay the full cost of room (*double occupancy*), board (*three meals per day plus breaks*), and tuition. **Established Locals will be responsible for the first \$200.00 of travel expenses and/or lost wages on behalf of each participant.** Council 40 will reimburse all travel expenses and lost wages that exceed \$200.00 per participant. Council 40 will reimburse the full amount of travel expenses and lost wages for participants from newly organized Locals/Chapters.

A registration form is enclosed that you must complete and return, along with a check for \$200.00 per participant, to the Council 40 office in Madison. Since this is a week-long program, your participants must be certain that they can get the necessary time off, either in the form of vacation or leave without pay, before registering. ***The deadline for registration is Friday, August 28.***

Any cancellation made after Friday, September 11, will forfeit the Local's \$200.00 for that participant. If a cancellation is made prior to September 11, the Local's \$200.00 will be returned.

We hope that the officers of your Local/Chapter will participate. Space in the program is limited and time is fairly short, so you must act quickly. Please feel free to contact the Council 40 office (toll-free 1-800-362-8261) if you have any questions in this regard.

MMG/RB/mmb

Enclosures: Registration Form, ADA Notice

cc: (memo only)

Presidents, All Council 40 Locals and Chapters
Council 40 Executive Board Members
Council 40 Staff Representatives
Jack Bernfeld, Associate Director
Marilyn Beckman, Administrative Accountant

Debbie Garcia, Area Field Services Director
Peg Kermeen, Field Education Coordinator
Neill DeClercq, Director, School For Workers
Corliss Olson, Program Coordinator, SFW