



March 2023

To: UPMA Chapter Presidents

RE: Chapter Member Representative Academies

UPMA held eight Chapter Member Representative Academies around the country in 2020, 2021 and 2022 to train chapter member representatives. Using this process, we equipped hundreds of CMRs to represent UPMA members invited to an investigative interview or given written corrective action.

For 2023, the National Executive Board and the National Adverse Action Committee want to deepen the understanding and work to equip our Chapter Member Representatives better to perform the representation they are called upon to do. We will be doing this in three all-day Chapter Member Representation Academy training sessions. While these sessions will build upon previous years, they will also prepare anyone who did not have prior training or has not been doing this work in the past to be able to represent our members properly.

These one-day sessions will be held on a Saturday, 8:30 AM to 5 PM. Locations: **Philadelphia PA** (September 16); **Portland, OR** (October 21); **Oklahoma City, OK** (November 4). **NOTE: Philadelphia dates have been changed.**

PHILADLEPHIA– SEPT 15-17
Embassy Suites
9000 Bartram Ave
Philadelphia PA 19153
215-365-4500

PORTLAND – OCT 20-22
Sheraton Portland Airport
8235 NE Airport Way
Portland OR 97220
503-281-2500

OKLAHOMA CITY NOV 3-5
Embassy Suites
1815 S. Meridian Ave
Oklahoma City OK 73108
405-682-6000

Complimentary Airport Shuttle and Parking is available at all locations

Once again, the National Office will cover the cost of the sleeping rooms on Friday and Saturday evening(s) depending on when you drive/fly in for the training, breakfast, lunch, and dinner on Saturday. Depending on the size of your Chapter, you will be given anywhere from 2 to 4 rooms per Chapter each night. We would, of course, encourage your CMRs to share a room whenever possible.

The breakdown for how many rooms your Chapter has available is based on Chapter size:

- Up to 150 active members two rooms
- 151-400 active members three rooms
- 401 and above active members four rooms



Attached you will find an Excel spreadsheet that lists room entitlement based on how many active members your Chapter has. Please understand that you can send more people to the training, but any additional rooms for your Chapter will need to be covered by the Chapter or the member. Each person should call the hotel to make their room reservation. An expense voucher should be submitted to the National Secretary Treasurer for reimbursement. The additional rooms will be paid for by the individual or chapter. Also, please find the registration form that you should use to register your members. If you need additional sheets, please make as many copies as necessary. You can mail it, scan the sheet, and email it to Gerri, or you can fax it: 703-683-0923. The registration deadline is August 15, 2023.

Since member representation is one of the most important things that we as an organization can do for our members, we must continue to have the best people in the business trained to step in when necessary. So, I would encourage you to reach out to those that may be interested in assisting members in this way and get them to one of these training sessions. I realize that this requires an investment on the Chapter's part for the travel costs, but it is money well spent for our members in the long run. If you have any questions, please do not hesitate to reach out to Gerri Swarm or me, and we will do our best to get you the answers you need.

"Together We Can"

Edmund A. Carley
UPMA National President