

MEMORANDUM - Association of Flight Attendants-CWA, AFL-CIO

To: Continuing Committees

cc: International Officers

From: Kevin P Creighan, International Secretary-Treasurer

Subject: **BOD Meeting 2016 – CONTINUING COMMITTEES**

Date: 29 January 2016

Dear Board Members:

This memo is being sent to all members of the Continuing Committees.

Written Reports: Please ensure that any written report your committee intends to submit to the Board of Directors is provided to me by **18 March 2016**, so that we may have it reproduced and provided to the Board. Submitted electronically (Word.doc) is the preference. If your committee will be making a report to the Board, then providing the written report on the day of the presentation would be acceptable.

Funding: While all members of the committees are invited to participate this is not a mandatory meeting. Expenses of attendees are borne by the individuals LEC or MEC budget.

If you have any questions, please feel free to contact International Secretary-Treasurer Kevin P. Creighan via phone (800-424-2401, ext. 580 or 202-434-0580) or email (kcreighan@afanet.org).