

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

To: AFA-CWA Board of Directors

Cc: International Officers
AFA-CWA Finance Committee

From: Kevin P Creighan, International Secretary-Treasurer

Subject: **BOD Meeting 2016 – 5th Announcement – In Memoriam & Reminders**

Date: 25 April 2016

Dear Board Members:

The first item below, In Memoriam, requires you to respond. The remaining items are reminders.

NEW INFORMATION - In Memoriam

In a Floor Resolution at the 2015 Board of Directors Meeting, the BOD directed time be placed on the BOD Meeting program to conduct a Memoriam to recognize those members, volunteers, activists, and leaders who have passed away since the last meeting. You will find that scheduled on Tuesday, March 24, at 2:30 PM.

Please send me any names of members, volunteers, activists, and leaders from your Council who may have passed away during this past year. If you know, please include whether the individual had ever held and elected or appointed positions within AFA. Please respond by **May 6, 2016**. No response is required if your LEC or MEC has nobody to report. Pictures may be forwarded in remembrance, but they may or may not be used. (To be as inclusive as possible, we will also search our membership database, but this is a secondary source as we know that we always are informed if a member has died.)

REMINDER - Local Council Meetings

Please remember to schedule your Local Council Meeting prior to the BOD Meeting. If you are in a city with other AFA-CWA Local Councils, this is a very good opportunity to conduct a joint Council Meeting with the other Council(s).

REMINDER - MEC Meetings

If you are planning an MEC meeting in advance of the BOD and will need a meeting room reserved, A/V or banquet services, please send an email with your dates and requirements to Betsy Tettelbach (btettelbach@afanet.org) or call (202.434.1287) as soon as possible, and prior to **April 26, 2016**.

REMINDER - Executive Board Meeting

For MEC Presidents, the Executive Board Meeting is on Sunday, May 22 at 8:30 AM.

REMINDER - Representation at the BOD

This is the form that informs us that you will **NOT** attend as the representative from your LEC or MEC, but instead will send another representative in your place. Please fax (202-434-1319) or scan and email to the AFA-CWA Secretary-Treasurer prior to **May 6, 2016.**

REMINDER - Budget Information

For planning purposes, the approved BOD budget will cover three nights of sleeping rooms, three days of meals, up to \$50 for mileage/cab fare over the course of the meeting, and 15 hours of FPL for each delegate. Any other costs other than those above, including airfare, will be charged to the MEC/LEC budget, unless preauthorized in advance with the International Secretary-Treasurer.

Should you incur additional expenses for internet access, safe rental, telephone charges, or other incidentals during your stay, these should be charged to your 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).