



August 12, 2013

John Phelps, President  
IUE-CWA RMC 81359  
12 Maple Lane  
Melrose, NY 12121

Dear President Phelps:

We are pleased to issue charter number 320 for the retiree chapter of IUE-CWA Local 81359. On behalf of the CWA Retired Members' Council, heartiest congratulations!

To get the chapter started, we are sending the Administrative Guide for Chapter Officers in booklet form and on CD. It tells you how to establish by-laws, set up a business checking account, get bonded, keep the main data base complete and accurate and generally operate the chapter.

The chapter membership roster is enclosed. To update the roster you may use the enclosed forms or simply send us an email. As you know, chapter members must first be Council lifetime members, so if your new members are not already in the Council, please include the one-time \$25 membership fee with the form.

We are also sending you two files of members who retired from Local 81359. One file contains those who are already Council lifetime members, thus eligible to join the chapter immediately. The other file contains those who would first have to join the Council before being eligible to join the chapter.

To keep up with the Council, please visit our web site, [www.cwaretirees.org](http://www.cwaretirees.org). And be sure to sign-up for Action Alerts on the CWA web site, [www.cwa-union.org](http://www.cwa-union.org).

Again, welcome!

In unity,

Melinda Gibson  
National Retiree Director

Enclosures

Cc: Herman Panstingel, CWA Retired Members' Council  
Gaylen Turner, CWA Retired Members' Council