

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

To: Board of Directors

cc: Executive Board, International Officers

From: Kevin P Creighan, International Secretary-Treasurer

Subject: **BOD Meeting 2016 – 1st Announcement**

Date: 29 January 2016

Dear Board Members:

This memo is the first in a series of reminders that will provide you with all the information you should know in order to prepare for our Board Meeting in May 2016. Everything in this memo is NEW information.

Date / Time / Place

This year's 44th Annual Board of Directors Meeting will be held **23-25 May 2016**, with a Call to Order at **9:00 AM**, at the **Hilton Atlanta**, 255 Courtland Street, NE, Atlanta, Georgia 30303. The hotel may be reached by phone at (404-659-2000), and fax at (404-221-6368). Please note the first day of the Board of Directors meeting will be **Monday**.

Nominations for the Budget Committee

Attached is a memo requesting volunteers to fill four Budget Committee vacancies. The Committee meets on the day prior to the Board and will complete its business by the end of the BOD Meeting. There will be significant discussion about fiscal responsibility and realignment of resources. Delegates willing to serve on this committee should submit their name to the International Secretary-Treasurer's office by **March 4, 2016**.

Nominations for Awards

Attached are memos that describe each of the awards that may be considered. These include the following awards:

Edith Lauterbach Merit Award
Terri Owen Government Affairs Activist Award
Peggy Price LEC EAP Award
Air Safety Awards

For information on the qualifications for these awards, please refer to the Section of the AFA-CWA Constitution and Bylaws that is referenced on the applicable memos. These must be submitted to the International Office by **March 4, 2016**.

Advanced Agenda Items

Attached is a blank electronic agenda item form for your convenience. Please feel free to copy the form as needed. The preferred method of submission is via email to the International Secretary-Treasurer (kcreighan@afanet.org). These must be submitted to the International Office by **March 18, 2016**.

NOTE: Conducting business by Advanced Agenda Items is a key feature of democratic representation. Remember, all Advanced Agenda Items are circulated amongst members at your Local Council Meetings prior to the BOD Meeting. When we accept Late Agenda Items, we prevent member input, so this practice should be minimized.

Mutual Respect Policy

Attached is the AFA Mutual Respect Policy. AFA-CWA strongly opposes any and all discrimination based on age, color, disability, gender identity, and gender expression. Additionally, the Policy opposes any behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, abusive, or offensive environment. Please familiarize yourself with the policy and govern yourself accordingly.

Budget Information

For planning purposes, the approved BOD budget will cover four nights of sleeping rooms, four days of meals, up to \$50 for mileage/cab fare over the course of the meeting, and 20 hours of FPL for each delegate. Any 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.

Upcoming Information

In separate email, we will provide details concerning booking hotel accommodations, as well as the detailed agenda and program for the Board of Directors' Meeting.

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).

Attachments (seven)

Association of Flight Attendants-CWA, AFL-CIO
Forty Fourth Board of Directors Meeting
May 23 – 25, 2016
Atlanta, Georgia

Advance Information

Agenda Item Form

Request for Nominations for Budget Committee Members

Edith Lauterbach Merit Award Nomination Form

Terri Owen Government Affairs Activist Award

Air Safety Award Nomination Form

Peggy Price LEC EAP Award Nomination Form

Continuing Committees

Mutual Respect Policy

501 Third Street NW, Washington DC 20001
(Phone: 800.424.2401 – Fax: 202.434.1319)

**ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO
FORTY FOURTH BOARD OF DIRECTORS MEETING
MAY 23-25, 2016
ATLANTA, GEORGIA**

SUBJECT:

STATEMENT OF QUESTION:

SOURCE AND DATE SUBMITTED:

BACKGROUND INFORMATION:

PROPOSED RESOLUTION:

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

To: Board of Directors

cc: Executive Board, International Officers

From: Kevin P Creighan, International Secretary-Treasurer

Subject: **BOD Meeting 2016 – Request for Nominations for the Budget Committee**

Date: 29 January 2016

Dear Board Members:

In accordance with the AFA-CWA Constitution and Bylaws, Article V.J.1.d., this memo shall serve as notice to the delegates to the Board of Directors of the four (4) vacancies on the Budget Committee for the meeting convening 23-25 May 2016.

If you are interested in serving as a member of this Committee, please submit your name in writing to me by **March 4, 2016**. The four (4) vacancies will be filled from the names received. Please note, in addition to the individuals selected by the above-referred process, the members of the Finance Committee also serve on the Budget Committee.

Interested delegates may submit their name to me by email: kcreighan@afanet.org or by fax: 202.434.1319.

501 Third Street NW, Washington DC 20001
(Phone: 800.424.2401 – Fax: 202.434.1319)

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

To: Board of Directors

cc: Executive Board, International Officers

From: Kevin P Creighan, International Secretary-Treasurer

Subject: **BOD Meeting 2016 – Nomination for the Edith Lauterbach Merit Award**

Date: 29 January 2016

Dear Board Members:

The Edith Lauterbach Merit Award, Section 1.L.1., was established by resolution at the 1984 Board of Directors meeting. This award is to be made to an AFA-CWA member who has performed outstanding service to our Union. The resolution further determined that the recipient is chosen by a Presidential Committee.

Attached is a nomination form to use for this award. Feel free to solicit nominations from your members. There is no limitation to the number of nominations that can be made from each council or airline.

This award acknowledges a very special AFA-CWA volunteer. While not required by the Constitution to be awarded every year, if we do have deserving nominees, the presentation will be made at the welcoming reception on Monday, May 23, 2016. Nominations must be received by **March 4, 2016.**

Please feel free to fax (202.434.1319) or email your nomination to Kevin Creighan at kcreighan@afanet.org.

Attachment

501 Third Street NW, Washington DC 20001
(Phone: 800.424.2401 – Fax: 202.434.1319)

EDITH LAUTERBACH MERIT AWARD

Due: March 4, 2016 Fax: 202.434.1319 Email: kcreighan@afanet.org

SECTION I.L.1. - EDITH LAUTERBACH MERIT AWARD

“An AFA Edith Lauterbach Merit Award will be conferred on an outstanding union worker each year, when possible. The recipient and award will be determined by a Presidential Committee.”

NOMINATION

NAME _____ AIRLINE _____ COUNCIL _____

UNION BACKGROUND OF NOMINEE

EXCEPTIONAL CONTRIBUTIONS TO AFA

NAME OF NOMINATING PERSON: _____

SIGNATURE: _____

AIRLINE: _____ COUNCIL: _____

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

To: Board of Directors

cc: Executive Board, International Officers

From: Kevin P Creighan, International Secretary-Treasurer

Subject: **BOD Meeting 2016 – Nomination for the Terri Owen Government Affairs Activist Award**

Date: 29 January 2016

Dear Board Members:

The Terry Owen Government Affairs Activist Award, Section I.L.3., was established to honor an AFA-CWA member whose actions have significantly contributed to the advancement and protection of our profession and our union through dedication to AFA-CWA Government Affairs programs.

Attached is a nomination form to use for this award. For your convenience the guidelines, criteria and eligibility requirements for this award are attached on the following page.

Nominations must be received by **March 4, 2016**.

Please feel free to fax (202.434.1319) or email your nomination to Sheri Connor, Executive Administrative Assistant, at sconnor@afanet.org.

Attachment

501 Third Street NW, Washington DC 20001
(Phone: 800.424.2401 – Fax: 202.434.1319)

Terri Owen Government Affairs Activist Award

Due: March 4, 2016

Fax: 202.434.1319

Email: sconnor@afanet.org

The Terri Owen Government Affairs Activist Award is established to honor an AFA-CWA member whose actions have significantly contributed to the advancement and protection of our profession and our union through dedication to AFA-CWA Government Affairs Programs.

Award

The award will be presented at an annual Board of Directors meeting.

Nominations and Selection

Nominations for the Terri Owen Government Affairs Activist Award may come from International Officers, MEC and LEC Presidents, MEC Legislative Affairs Committee Chairs, or the Director of the AFA-CWA Government Affairs Department.

Nominations and the selection of the Award recipient will be governed by the Political/Legislative Policy Committee in consultation with the AFA-CWA International President.

Criteria and Eligibility

Criteria for the Terri Owen Government Affairs Activist Award shall require that the nominee have accomplished two or more of the following criteria in order to be nominated and receive the award:

- Created and implemented a FlightPac fundraising campaign.
- Shown outstanding service as a chair of an MEC or LEC Legislative Affairs Committee.
- Participated extensively and successfully in lobbying for AFA's legislative agenda.
- Demonstrated continuous active participation in campaigns of AFA endorsed candidates for public office.
- Served on national, state or local AFL-CIO Organizations such as Executive Councils, Executive Boards, Labor Councils, Labor Federations or labor- sponsored legislative groups.
- Conducted successful voter registration programs at AFA-CWA councils.

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

To: Board of Directors

cc: Executive Board, International Officers

From: Kevin P Creighan, International Secretary-Treasurer

Subject: **BOD Meeting 2016 – Nomination for Air Safety Awards**

Date: 29 January 2016

Dear Board Members:

The C.B. Lansing Memorial Award for Heroism, described in Section VII.F.1., of the AFA-CWA Constitution and Bylaws, is the highest honor which AFA bestows upon a member and is reserved and awarded for heroism beyond the call of duty. In addition, Section VII.F.3. establishes the AFA Air Safety Award in recognition of outstanding contributions by a member in aviation safety.

If there are candidates for recognition or appreciation of outstanding service in air safety or nominees for the C.B. Lansing Award, please submit the name(s) along with a brief description of their action by **March 4, 2016**. Attached is a form to be used in nominating members. It is not required that these awards be given each year. However, if we do have deserving nominees, we will present the award at this year's Board of Directors meeting during the welcoming reception.

Please feel free to fax (202.434.1319) or email your nomination to Sheri Connor, Executive Administrative Assistant, at sconnor@afanet.org.

Attachment

501 Third Street NW, Washington DC 20001
(Phone: 800.424.2401 – Fax: 202.434.1319)

MERIT AWARDS

Due: March 4, 2016 Fax: 202.434.1319 Email: sconnor@afanet.org

SECTION VII.F.1. - C.B. LANSING MEMORIAL AWARD FOR HEROISM

“The C.B. Lansing Memorial Award is to be established and awarded for heroism beyond the call of duty in aviation.” It is the “highest honor a member may bestow upon a fellow member.”

SECTION VII.F.3. - AIR SAFETY AWARD

“AFA Safety Award shall be established in recognition of outstanding contributions by a member in the field of air safety.”

NOMINATION (Check Box): **C.B. Lansing**
 Air Safety Award

NAME of NOMINEE: _____

AIRLINE: _____ **COUNCIL:** _____

BACKGROUND INFORMATION

NAME OF NOMINATING PERSON: _____

SIGNATURE: _____

AIRLINE: _____ **COUNCIL:** _____

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

To: Board of Directors

cc: Executive Board, International Officers

From: Kevin P Creighan, International Secretary-Treasurer

Subject: **BOD Meeting 2016 – Nomination for the Peggy Price LEC EAP Award**

Date: 29 January 2016

Dear Board Members:

The Peggy Price LEC EAP Award, described in Section XII.H. of the AFA Constitution and Bylaws, was established in recognition of outstanding team dedication and commitment to the advancement of EAP standards and services within AFA-CWA by an LEC EAP Committee.

The attached form includes the eligibility criteria as well as relevant instructions for submission.

Nominations must be received by **March 4, 2016**.

Please feel free to fax (202.434.1319) or email your nomination to Sheri Connor, Executive Administrative Assistant, at sconnor@afanet.org.

Attachment

501 Third Street NW, Washington DC 20001
(Phone: 800.424.2401 – Fax: 202.434.1319)

THE PEGGY PRICE LEC EAP AWARD

Due: March 4, 2016 Fax: 202.434.1319 Email: sconnor@afanet.org

Section XII.H. The Peggy Price LEC EAP Award was established in recognition of outstanding team dedication and commitment to the advancement of EAP standards and services within AFA by an LEC EAP committee. Eligibility criteria includes:

- Compliance with IEAP standards
- Demonstration of a strong commitment to team work
- Outstanding response to an unusual situation
- Dedication to promoting visibility and mission of AFA EAP
- Secures the trust and confidence of AFA’s leadership and membership
- Continually seeks opportunities to improve EAP services for their members

MEC and LEC Presidents may submit nominations for the award directly to the International President. Please submit a brief description why you believe the ***LEC EAP Committee*** should be the award recipient. Nominations must be submitted by **March 4, 2016**. The award will be presented during the reception at this year’s Board of Directors meeting.

NOMINATION: Airline: _____ **Council:** _____

NAME OF NOMINATING PERSON: _____

SIGNATURE: _____

AIRLINE: _____ **COUNCIL:** _____

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).

Association of Flight Attendants-CWA, AFL-CIO
Forty Fourth Board of Directors Meeting
May 23-25, 2016
Atlanta, Georgia

As Stated in the 2007 BOD Compilation of Actions

THEREFORE BE IT RESOLVED that the AFA-CWA Official Policy will be as follows:

Mutual Respect Policy

The Association of Flight Attendants-CWA is opposed to any discrimination based on age, color, disability, gender identity and gender expression.

Among trade unionists there is a very high degree of appreciation of the need to respect the dignity of every individual. Nevertheless in all organizations there should be vigilance to ensure that all participants feel they are able to operate in an atmosphere in which they feel comfortable and safe.

AFA-CWA is committed to creating and maintaining a working environment based on dignity and mutual respect. AFA-CWA will neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, abusive or offensive environment. This commitment applies to all officers, members, and staff in AFA-CWA work places, meetings, activities and social gatherings whenever they may take place around the world.

As an employer, the AFA-CWA has a legal as well as moral responsibility to protect its employees from any form of harassment, abuse or similarly unacceptable behavior. This applies to the working environment in all AFA-CWA offices and to AFA-CWA meetings wherever they are held.

What is unacceptable behavior?

Unacceptable behavior includes unwelcome physical, verbal or non-verbal conduct including the use of electronic communication and any behavior that ridicules, intimidates, or is physically abusive or disruptive.

This may have as its focus such things as:

- Race, ethnic origin, nationality, and skin color
- Gender and sexual orientation
- Disabilities or sensory impairments
- Age, health, or physical characteristics
- Religious or political beliefs

This may involve such forms of unwanted behavior as:

- Unwanted physical contact and/or advances
- Physical or sexual assault
- Sexual or compromising propositions
- Racists, sexist or religious jokes
- Offensive language, insults and obscene gestures
- Unwelcome gifts
- Intrusion by pestering or stalking

These lists are not all-inclusive.

Guidelines – AFA Mutual Respect Policy

AFA-CWA is committed to creating and maintaining a working environment based on dignity and mutual respect. This should apply to meetings, socializing and all the events around AFA-CWA activities.

What we ask of you

- To treat everybody, including all AFA-CWA members, leaders and activists, as well as AFA-CWA staff members and meeting guests, with respect and dignity.
- To make absolutely sure your own behavior does not cause offense or misunderstanding and be open to comments from others that you may have caused offense.
- To think before you make personal remarks.
- To accept responsibility for challenging all forms of unacceptable and offensive behavior, and for upholding personal dignity.

Leadership Responsibility

It is the responsibility of the senior AFA officer or representative at a Union meeting or event to:

- Lead by example, setting a proper tone and maintaining an appropriate level of decorum for the meeting or event.
- Bring violations of this policy to the attention of the person(s) involved and ask them to cease and desist or to leave the meeting or event.

We welcome your cooperation in our practical efforts for making AFA-CWA meetings, activities and work places a positive experience for everyone.

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