

# **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 2019 – 1<sup>st</sup> Announcement – Official Call**

Date: January 3, 2019

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 March 2019. Everything in this memo is NEW information.

## **Date / Time / Place**

This year's 47<sup>th</sup> Annual Board of Directors Meeting will be held **20 March 2019**, with a Call to Order at 8:30 AM, at the **Hyatt Regency Denver at Colorado Convention Center**, located at 650 15<sup>th</sup> Street, Denver CO 80202. The hotel may be reached by phone at (303) 436-1234. Please note the first day of the Board of Directors meeting will be **Wednesday**.

## **Hotel Reservations – Link will be provided in January 8<sup>th</sup> EMAIL**

## **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 **Thursday, January 31, 2019**.

## **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 two nights of sleeping rooms, two days of meals, up to \$50 for mileage/cab fare over the course of the meeting, and 10 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](mailto:kcreighan@afanet.org)).

Attachments (7)

**ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO  
FORTY SEVENTH BOARD OF DIRECTORS MEETING  
MARCH 20, 2019  
DENVER, COLORADO**

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**Advance Information**

Agenda Item Form (Reference only as the Budget is the only advanced Agenda Item)

Edith Lauterbach Merit Award Nomination Form

Terri Owen Government Affairs Activist Award Nomination Form

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 SEVENTH BOARD OF DIRECTORS MEETING  
MARCH 20, 2019  
DENVER, COLORADO**

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**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 2019 – Nomination for the Edith Lauterbach Merit Award**

Date: January 3, 2019

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 the evening of Tuesday, March 19, 2019. Nominations must be received by **Thursday, January 31, 2019**.

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

Attachment

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

**EDITH LAUTERBACH MERIT AWARD**

**Due: January 31, 2019    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**

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**EXCEPTIONAL CONTRIBUTIONS TO AFA**

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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 2019 – Nomination for the Terri Owen Government Affairs Activist Award**

Date: January 3, 2019

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 **Thursday, January 31, 2019.**

Please feel free to fax (202.434.1319) or email your nomination to Sheri Connor, Executive Administrative Assistant, at [sconnor@afanet.org](mailto: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: January 31, 2019**

**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.

**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 2019 – Nomination for Air Safety Awards**

Date: January 3, 2019

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 **Thursday, January 31, 2019**. 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 on the evening of March 19, 2019.

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

Attachment

**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 2019 – Nomination for the Peggy Price LEC EAP Award**

Date: January 3, 2019

Dear Board Members:

The Peggy Price LEC EAP Award, described in Section XII.H. of the AFA-CWA 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 **Thursday, January 31, 2019**.

Please feel free to fax (202.434.1319) or email your nomination to Sheri Connor, Executive Administrative Assistant, at [sconnor@afanet.org](mailto: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: January 31, 2019**

**Fax: 202.434.1319**

**Email: [sconnor@afanet.org](mailto: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 include:

- 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 **January 31, 2019**. The award will be presented the at this year’s Board of Directors meeting the evening of March 19, 2019.

**NOMINATION: Airline:** \_\_\_\_\_ **Council:** \_\_\_\_\_

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**NAME OF NOMINATING PERSON:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**AIRLINE:** \_\_\_\_\_ **COUNCIL:** \_\_\_\_\_

**Association of Flight Attendants-CWA, AFL-CIO**  
**Forty Seventh Board of Directors Meeting**  
**March 20, 2019**  
**Denver, Colorado**

**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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