TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO AIR TRANSPORT LOCAL 556

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Executive Board Meeting
December 10-12, 2013
Synopsis

Tuesday

December 10, 2013

Audrey Stone called the Meeting to order at 0830.

TWU Local 556 Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Tina Coffee, Rob Riddell, Addie Crisp, Matt Hettich, John DiPippa, Stacey Vavakas, Valerie Boy, Chris Sullivan, Jimmy West and Donna Keith were present.

Karen Amos was excused for personal reasons.

Todd Gage read aloud the **TWU Membership Pledge**.

John DiPippa led the Executive Board in reciting the **Pledge of Allegiance**.

John Parrott submitted the **Office Manager's Report**:

John reported the following statistics for November:

Sick Days	*5*
Vacation Days	*41*
Southwest Airlines Training	*2*
Total Days to cover	*48*
Temp Staff Days	*21*

Brett Nevarez presented his **Officer's Report**. There was no written report submitted.

Todd Gage submitted his **Officer's Report**:

Todd reports that he participated in the Live Broadcast with Audrey Stone on Tuesday, November 12 and December 9. He also attended the Special Merger Training (SMT) Class dinner hosted at the Union Office during the November Board Week. Todd assisted Cuyler Thompson with the October Minutes. On December 9, Todd participated in the Grievance Summit at Southwest Airlines Headquarters with Audrey Stone, Legal Counsel Mark Richard, Grievance Chairs Lyn Montgomery and Becky Parker, as well as Grievance Team Members Brandon Hillhouse and Barbara Fitzhugh. The Summit was very productive. Todd began to work on the Policies and Guidelines (P&G) per the Strategic Plan with the help of Matt Hettich and Donna Keith.

Rob Riddell submitted his **Officer's Report**:

Rob reported that he traveled to Dallas November 10 through November 12 to participate in strategic planning with Executive Board followed by the monthly Executive Board Meeting through November 14. Rob met with Language of Destination/Origin (LODO) Subcommittee on December 2 through December 4.

Stacey Vavakas submitted the **Baltimore Base Report**:

Stacey reports that she attended the Baltimore Base Membership Meeting on October 30. Stacey also continues to meet with Management concerning issues within the base. The glass case has been updated and the Union Red Rack has been tidied. Stacey has also spent several days in the lounge talking with Flight Attendants. Stacey has also conducted several Shop Steward Training Sessions and all Shop Stewards have been trained at this time and will continue to have Shop Stewards shadow meetings. Stacey has also continued to help the LODO Subcommittee on efforts to find a language program for our workforce.

Tina Coffee submitted her **Officer's Report**:

Tina attended the SMT dinner and graduation. Tina thinks the new class has a lot of spirit and is excited to see them pepped up to cross over to Southwest. Tina attended boards. Tina read all of the publications put out by the Union and wrote an article for the Unity Magazine. Tina updated the Weekly Report on the Transport Workers 556 Website. Tina also keeps up with Phoenix AFL-CIO activities. She stood up and informational picketed in front of a Phoenix Walmart on Black Friday, for better living wages for Walmart workers. Tina wishes all the Southwest family peace and joy during the busy holiday season.

Jimmy West submitted the **Orlando Base Report**:

Jimmy reported that Fact-Finding Meetings are on the rise in Orlando. Jimmy reported that although Attendance Meetings have declined, the meetings range from delay of flight to point issues. Jimmy reported that he attended the first TWU Florida State Conference on Saturday, November 23 in Merritt Island, Florida. The conference was very informative and the main topic that was discussed was the Florida state elections to coming up in 2014 and the endorsement of Candidates. Jimmy also reported that in attendance were Orlando Shop Stewards Anita Vinje and Susan Kern as well as Orlando Flight Attendant Thom Jolly. Jimmy reported that he met with Orlando Base Manager Brian Ridgeway on December 6 to discuss concerns regarding the Southwest and AirTran Flight Attendant base merger that is scheduled to take place on January 1, 2014. Jimmy reported the meeting was very productive and Brian is in the process of researching some of the concerns that were raised. Jimmy reported the Southwest and AirTran Pilots will merge their lounges in May, 2014. Jimmy would like to thank Orlando Shop Steward Doug Clatterbuck for distributing the Unity Magazine in Orlando. Jimmy reported the Orlando glass case is up to date.

Matt Hettich submitted the **Oakland Base Report**:

Matt reported that Fact-Finding Meetings have involved delay of flight; Attendance Meetings, and Phase Two Attendance Meetings, have decreased in frequency. Matt updated the Oakland Base Page on the Union Website, communicated with Oakland Shop Stewards via email, and distributed Unity

Magazine with assistance from Oakland Shop Steward Carolee Weatherbee; Matt thanked Carolee for her assistance. Matt attended an Oakland Airport Workers Meeting facilitated by the Alameda Labor Council on November 21. The meeting primarily focused on issues relating to the food and retail workers struggle at the Oakland Airport, but also served to build relationships between most of the unions on airport property. On November 22, Matt met with Base Manager John White, Assistant Base Manager Brett Salyer, and the Superintendent of Security for the Port of Oakland to conduct a visual inspection of the security measures that that have been implemented thus far, and will be implementing in the near future, at the Neil Armstrong Employee Parking Lot. Matt attended the California Labor Federation's 2014 Legislative Planning Meeting on December 4. At the meeting Matt received an update on California Senate Bill 770. Beginning on July 1, 2014, the law would expand the scope of the Paid Family Leave (PFL) program to include time off to care for a seriously ill grandparent, grandchild, sibling, or parent-in-law. Currently, PFL only provides the six-week wage replace benefits for the care of a seriously ill child, spouse, parent, domestic partner, or to bond with a new child. Matt also spoke to Members of the Labor Federation's Legislative Team about a resolution, which was unanimously adopted by the body of the 24th TWU Constitutional Convention. Resolution 12: Ending Assaults on Transit Workers, calls for legislators across the nation to pass measures that will increase penalties against perpetrators who assault a transit worker and urges transit agencies to retrofit existing buses with driver safety shields. Matt explained that he is currently working within the TWU California State Conference structure, with other TWU Locals in California, to advance this resolution in the state legislature.

Addie Crisp submitted the **Las Vegas Base Report**:

Addie Crisp updated the glass case. Addie Crisp organized the red rack. Addie Crisp attended a SMT dinner at the Union Office. Addie Crisp put up the Toys for Tots box in the lounge. Addie Crisp, along with State Conference Co-Chair Bryan Orozco and Shop Steward Rachel Brownfield, attended the Nevada/Arizona State Conference meeting. Shop Steward Bryan Orozco and Rachel Brownfield attended an AFL-CIO communication workshop. Shop Steward Rickie Spand stuffed the mailboxes with the Unity Magazine. Flight Attendant Lorie Powell attended a CLUW (Collation of Labor Union Women) convention in Reno, Nevada.

Audrey Stone submitted the **Committee on Political Education (COPE) Report**:

Audrey Stone states that the Illinois/Indiana, Florida, Nevada, and Texas State Conferences have occurred since the last report. She is pleased to announce that Donna Keith was named the Chair of the Illinois/Indiana State Conference, and is the first female Chair of this State Conference. Latonia Paul Benoit was named Chair of the Texas State Conference earlier this week, and Audrey is proud to see TWU Local 556 representing in leadership roles at these conferences. Also, the Nevada State Conference recently voted to add Colorado for a joint State Conference.

Cuyler Thompson submitted the **Safety Committee Report** for Committee Chairperson Michael Massoni:

Currently the Safety Team has the following open and/or resolved action items:

***Aviation Safety Action Program (ASAP)** – Reports Under ERC Review = 6*

ASAP Reports received to date: 1702

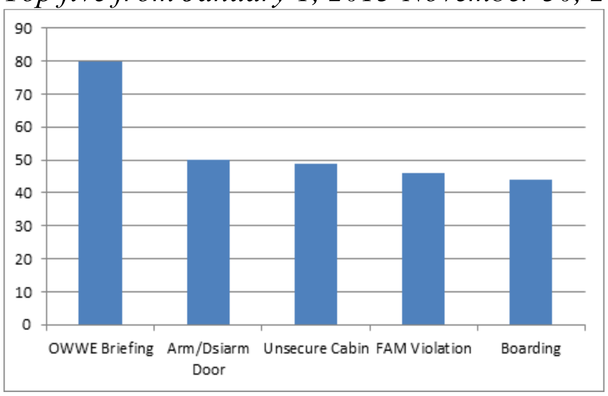
- *Accepted Reports to date 1606*

ASAP YTD Summary:

Events & Reports

Jan- 53 events and 57 reports
Feb- 43 events and 55 reports
Mar- 66 events and 82 reports
Apr- 55 events and 57 reports
May- 36 events and 41 reports
Jun- 69 events and 74 reports
Jul- 52 events and 53 reports
Aug- 50 events and 56 reports
Sep- 40 events and 54 reports
Oct- 35 events and 39 reports
Nov- 34 events and 43 reports

Top five from January 1, 2013-November 30, 2013



Aviation Safety & Health Database Int'l (ASHDI) – Reports Received = 0

Southwest Airlines Event Notification System (ENS) and AirTran Safety Information Reported Event Notification (SIREN)*

Fielded Events for Period:

- *10/15/13 through 12/09/13 = 288*
- *Emergencies Declared = 43*
- *All OF 2013 to Date = 1031***
- *ALL OF 2010 = 1413*
- *ALL OF 2009 = 1210*
- *ALL OF 2008 = 940*

**With the advent of SWA / AT SOC, TWU 556 receives both ENS and SIREN events from OCC. All ENS events will be tracked, trended and vetted for possible follow-up. All SIREN events will be tracked and trended but will not be vetted for follow-up as AT is covered under a different CBA and bargaining unit.*

***ENS tracking and trending was suspended for the period of May 2012 – June 24th, 2013 – However ENS follow-up was maintained throughout this period. The Safety Team has re-established the practice of tracking and trending all ENS/SIREN events and will include the same in all future Safety Team Reports*

- *TWU Local 556 Operational Safety Chair, Michael Massoni and Occupational Health and Safety Coordinator, Michele Moore are continuing to monitor* ***<u>Flight Attendant reported allergic reactions that are seemingly linked to Evolve interior converted aircraft</u>****. Since this phenomenon surfaced the TWU 556 Safety Team has encouraged Flight Attendants to report any and all suspected Evolve related allergic reactions via IR and/or ASAP. To date we have received the following documented information:*

    - *In all of 2013 to date a total of 31*complaints have been received*
    - *25 of the 29 complaints can be traced to specific A/C*
    - *9 of the 25 A/C specific complaints involved A/C that had been converted within a month or less of the report*
    - *13 of the 25 A/C specific complaints involved A/C that had been converted in 2012*
    - *6* of the documented complaints were anecdotal and generalized in nature*

    ** = Numerical change since last Safety Team reporting in the matter*

  At this time the TWU 556 Safety Team, in cooperation with Management, are still looking into the following items:

    1. *Accessing all products and materials related to the Evolve interior this includes review of Material Safety Data Sheets (MSDS/SDS) on all furnishing coverings, textiles and mastics (all SDSs have been received) <and>*
    2. *Reviewing installation and cleaning procedures as it relates to Evolve conversions and maintenance and upkeep*

Some of the preliminary findings thus far are: change of air-out procedures during the Evolve installation process; two different carpeting products being installed and methods of cleaning each of the different carpeting types. Other possible causes to be considered are the correlation between increased reports of allergic reactions and the introduction of cabin pets into the operation, as well as, any changes in pest control procedures and aircraft interior cleaning products/practices.

Above all we will continue to investigate all substantiated reports in the matter until we have either definitively concluded the cause of these reactions or are forced to apply mitigation strategize if it is not operationally feasible to engineer the problem out of the work environment.

- *As agreed during* ***<u>Article 25 Negotiations</u>*** *– The Union is anticipating renegotiating the Letter Of Understanding (LOU) between SWA and TWU556 concerning our Flight Attendant Aviation Safety Action Program (ASAP) within the next 30-60 days. This - in order to bring our LOU in line with best practices of the industries voluntary reporting systems; specifically as it relates to non-punitive corrective action (verses discipline) on certain categories of reported safety related events.*

- ***<u>The 737-MAX Galley Design Team (GDT)</u>*** *of which TWU 556 Operational Safety Chair, Michael Massoni has been serving on in order to provide a voice for all Southwest Flight Attendants on the future of our work environment. Michael has committed to help provide the safest, most efficient and comfortable working equipment and environment possible in what is to be the future aircraft operated by Southwest Airlines. Over the last 8 weeks the entire GDT has put in thousands of man hours coming up with design possibilities that solves to past challenges, current needs for* *improvement and future opportunities for efficiencies within our work environment and the overall Customer experience. All of these design possibilities have now been handed off to a broader group of SWA Leadership, Boeing and suppliers for final analysis and decision making. Whatever those decisions are we are excited about all the possibilities the 737MAX will bring to SWA and our Members.*

- ***The FAA/OSHA Policy on Occupational Safety and Health Standards for Aircraft Cabin Crewmembers Policy*** *– Through the FAA Modernization and Reform Act of 2012, Congress required the FAA to develop a policy statement to outline the circumstances in which OSHA requirements could apply to Crewmembers while they are working onboard aircraft. Today's final policy statement is a product of years of Union and AFL- CIO advocacy for inclusion of Flight Attendant safety and health protections, a year 2000 Clinton administration memorandum of understanding between the FAA and OSHA, later shelved during the Bush administration, preceded the final policy before you today. The FAA/OSHA policy outlines 3 specific OSHA Standards that will apply to Flight Attendants' work environment – these standards can be found in their entirety at www.osha.gov. The standard(s) titles along with a compliance status update on each are as follows:*

    - ***Hazard Communications or (HAZCOM)***
      The Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. Once implemented, the revised standard will improve the quality and consistency of hazard information in the workplace, making it safer for workers by providing easily understandable information on appropriate handling and safe use of hazardous chemicals Crewmembers might encounter within their workplace.

        - *This standard has now been incorporated into the FAM with its own tabbed HAZCOM Section.*

    - ***Blood Borne Pathogen (BBP)***
      The standard's requirements state what employers must do to protect workers who are occupationally exposed to blood or other potentially infectious materials (OPIM), as defined in the standard. That is, the standard protects workers who can reasonably be anticipated to come into contact with blood or OPIM as a result of doing their job duties.

        - *Our current BBP training and policies are still under review by OSHA and while believed to be in compliance, it is still unclear as to our occupational risk level as it pertains to BBP vaccination protocols. This issue will be resolved and communicated to all Flight Attendants prior to full implementation.*

    - ***Hearing Conservation***
      The employer shall administer a continuing, effective hearing conservation program, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent. For purposes of the hearing conservation program, employee noise exposures shall be computed without regard to any attenuation provided by the use of personal protective equipment. When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, the employer shall develop and implement a monitoring program. This monitoring program shall be provided at no cost to employees.

- *Southwest Airlines conducted the required noise exposure testing on all 737 variants within our fleet (see RBF 2013-126) and believes our entire fleet falls under the TWA of 85 dBs threshold thus not requiring the development and implementation of a hearing conservation monitoring program. However, OSHA will make the final determination based on the data provided. That being said please remember that Flight Attendants are contractually entitled to baseline hearing tests on an annual basis, Flight Attendants will have notification of and access to hearing tests offered by the Company. The hearing tests will be offered in each location where a Flight Attendant Domicile is located. Such tests will be offered at no cost to the Flight Attendants. The results of the baseline tests and all subsequent tests will be retained in the Flight Attendant's medical file and a copy will be provided to the Flight Attendant.*

The FAA/OSHA Policy became effective 30 days after publication in the federal register (on or after 09/23/13). During phase-in, OSHA will not conduct enforcement activities in the first 6 months after the policy's effective date and prior to beginning enforcement of these three standards, OSHA will engage in outreach and compliance assistance activities [with stake holders (FAA, carriers and affected workers and/or their representatives)].

SCHEDULED AND STANDING MEETINGS:

- ***Thursday December 12, 2013*** *– Health & Safety Coordination (HASC) with Inflight Safety and Regulatory Standards <and> Training concerning WN345 in RT*
- ***October 8, 15, 16, 17, 22, 23, 24, November 5, 6, 7, 11, 12, 13, 14, December 2-3, 2013*** *– The 737MAX Galley Design Team*
- ***Wednesday December 11, 2013*** *– EB / Staff ERP & ASAP Training*
- ***January 17, 18, 19, 20, 2013*** *– ASHRAE Winter Conference in NYC*

John DiPippa submitted the **Phoenix Base Report**:

John wrote the early December E-Connection and has done a few Fact-Finding Meetings. John did a lounge mobilization in December and stuffed the Unity magazine while he was there. John has started work on his Strategic Plan project with Chicago Domicile Executive Board Member Donna Keith. John gave each of his Shop Stewards a Christmas card. John has updated the glass case with the Membership Meeting information for next year and has tidied the red rack. In closing, John wants to thank Board Member at Large Tina Coffee for her help with AFL-CIO events and Shop Steward Mark Savage for his help once again with Toys for Tots.

Donna Keith submitted the **Chicago Base Report**:

Donna reports that the Chicago Base has been very busy the last month. Phase One and Phase Two Attendance Meetings and Fact-Finding Meetings continue regularly in the Chicago Base. Donna has updated the glass case, distributed all publications, been in contact with Shop Stewards, spent time in the Chicago Lounge, and met with Chicago Base Management. Donna would like to announce that Cyndi Faulkner has been awarded the Assistant Base Manager position. Cyndi comes to us from AirTran, where she was the Milwaukee Inflight Supervisor. Donna attended the Illinois/Indiana State Conference Meeting on November 28 and was elected to the Chair position. Donna is pleased to announce that Shop Steward Dale Wilson was elected to the Recording Secretary position for the

Illinois/ Indiana State Conference. Gwen York, TWU COPE Field Staff and Chicago Shop Steward Corliss King were also in attendance at the November meeting of Illinois/Indiana State Conference. Donna reports that the next scheduled meeting for the Conference is February 18, 2014 at the Studebaker Museum in Indiana. Donna reports that on December 4-6 she attended and assisted with the Paws a Palooza Charity for animal shelters, spay and neuter organizations, and rescues in the Chicagoland area. Donna would like to commend Linda McQuaid and Jeff Wernicke for their tireless effort for this cause. Donna also thanks everyone who brought their pets in to participate in the Kissing Booth, as well as the other volunteers who donated their time working or donated items for raffle and sale. Donna would also like to recognize the generosity of all the Flight Attendants, Ground Operations Personnel, and members of local Southwest Management which helped make this event successful. Donna is also pleased to announce the annual Toys for Tots drive is going well and will be removing the box on the December 16.

Matt Hettich presented the **Education Committee Report**. There was no written report submitted.

Addie Crisp made a **motion (1)** to excuse Karen Amos from the morning's session of the Executive Board Meeting for personal reasons. John Parrott **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Nay
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Excused
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

Cuyler Thompson submitted the **Professional Standards Committee Report** for Chairperson Kurtis Beggs:

October Cases

Professional Behavior	*1*
Withdrawn	*1*

November Cases

Ground Ops	*1*
Withdrawn	*1*
Professional Behavior	*2*
Company Policy	*2*

I.R. Filed	*1*
Cases in Progress	*1*
Pilot	*1*
Total Cases	*9*
Unresolved	*2*
Positive Outcome	*5*

Jimmy West **agreed** to contact Kurtis Beggs regarding the list of applicants to serve on the Professional Standards Committee to be presented to the Executive Board for review.

Cuyler Thompson presented the **Communications Committee Report** for Robin Brewer, Erich Schwenk and himself. There was no written report submitted.

Addie Crisp presented the **Civil and Human Rights Committee (CHRC) Report**. There was no written report submitted.

Stacey Vavakas submitted the **Shop Steward Committee Report** for Lucy White-Lehman:

> *The Shop Steward Corner for November was emailed out. The upcoming Conference Call is scheduled for December 17 and that date has been posted on the Website on the Shop Steward Page. The Shop Steward Roster on the Website has been updated including base transfers and resignations for personal reasons. That information was emailed to all Domicile Executive Board Members. The Shop Steward page on Website has also been updated. Erich Schwenk provided the Committee some statistics from MailChimp. MailChimp rates individuals based on frequency of opening their emails and clicks. The rating is based on a scale from five to one. Five is the highest and one is the lowest. 160 Shop Stewards were rated at five, four and three. Fifty–two Shop Stewards were rated two and one. That is approximately 75% of Shop Stewards who open emails from the Shop Steward Committee.*

Audrey Stone submitted the **New Hire Committee Report**:

> *Audrey Stone reports that she met with Director Labor Relations Mike Mankin and Senior Manager Training Rhonda Jordan on November 19 to discuss the training required by the Federal Aviation Administration (FAA) for the SMT classes who transitioned over in 2012. The curriculum has now been approved, and they went over the details of where and when the training will be provided. Audrey also negotiated the training pay with Mike, per the language in the Contract under Article 21.11, "Other Training." Audrey also met with Rhonda to address the continued lack of cooperation from the Training Department on a number of issues, including our Union hosted dinners. We were able to come to a clear agreement that Local 556 will be hosting dinners in 2014 for both the SMT and New Hire Flight Attendant classes. Audrey also finally received a copy of the initial training agenda, and confirmed our time slots for upcoming classes. Currently there are three SMT classes and ten New Hire classes scheduled through July 2014. Audrey attended graduation for the last SMT class for 2013 on November 15. She has also continued to assist Education Chair Matt Hettich with the SMT/New Hire booklet, which is planned to be ready to distribute to the January classes.*

Matt Hettich submitted the **Scholarship Committee Report**. There was no written report submitted.

The Executive Board took a break at 1028 and reconvened at 1046.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Tina Coffee, Rob Riddell, Addie Crisp, Matt Hettich, John DiPippa, Stacey Vavakas, Valerie Boy, Chris Sullivan, Jimmy West and Donna Keith were present.

Karen Amos was excused for personal reasons.

Donna Keith presented the **Survey Committee Report**. There was no written report submitted.

Chris Sullivan submitted the **Denver Base Report**:

> *Chris Sullivan reports that he attended the Executive Board Meeting in Dallas November 10-15, 2013. Chris distributed the Unity Magazine in all Members' mailboxes. The "Movember" mustache contest in Denver received some interesting entries. After thoughtful consideration the following Members were awarded prizes.*
>
> > *First Place – Bobby Maurer*
> > *Second Place – Vince Freeman*
> > *Third Place – Addy Aviles*
>
> *Currently the TWU Local 556 "Movember" team has raised $1305.00. Chris would like to thank all who participated in, and donated to, the "Movember" campaign. On November 23 Chris volunteered at the Mustache Dache 5k in Denver. The Union Glass Case and Red Rack were updated throughout the month. Chris also represented Members and conducted lounge visits. Chris placed a collection box for Toys for Tots in the lounge. On December 7-9 Chris attended "Operation Free PX" in San Antonio. The event was a huge success. Chris would like to thank all Members who donated items and money in support of this great cause.*

John Parrott presented the **Information Technology Committee Report**. There was no written report submitted.

The Board discussed the professional services utilized by TWU Local 556.

Cuyler Thompson submitted the **Scheduling Committee Report** for Chairperson Lisa Trafton.

> *Lisa Trafton reported line writing for January lines was a little easier than December line writing. January continued to have several schedule changes, which has become the norm over the last couple of years. The Committee on average wrote 70.9% pure lines (lines starting on the same day each week containing pairings of the same length), maintained 36.4% of the lines with all weekends off, and the lines containing three-on/three-off or 48-hour breaks did not exceed 17.77%. In total, the Committee wrote 6,945 individual lines (an increase of 266 individual lines from this month last year and an increase of eight lines from last month) averaging 93.59 TFP. We continue to have Flight Attendants asking to come in an observe line writing. So far, Leann Sheffield from Dallas has come in to watch and is coming to watch secondary line writing for this month. Please let Flight Attendants know they are always more than welcome to watch Primary or Secondary Line Writing. The Line Writers for the January Primary Lines were: Doreen Argyropoulos-Ricker, Kim Foster, Richard Locher, Rebekah Knox, Shelley Taylor, Janet Lamy, Sheri Tyler, Kay McCurley, Cobia Gould and Lisa Trafton.The Line Writers for the January Secondary Lines were: Doreen Argyropoulos-Ricker, Richard Locher, Rebekah Knox, Shelley Taylor, Janet Lamy, Kim Foster, Sheri Tyler, Kay McCurley, and Lisa Trafton.*

Todd Gage submitted updated copies of the Local 556 Strategic Plan. The Executive Board reviewed and updated the Strategic Plan.

Karen Amos entered the Meeting at 1257.

The Executive Board continued to review the Strategic Plan.

The Executive Board went to lunch at 1313 and reconvened at 1438.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Tina Coffee, Rob Riddell, Addie Crisp, Matt Hettich, John DiPippa, Stacey Vavakas, Valerie Boy, Karen Amos, Chris Sullivan, Jimmy West and Donna Keith were present.

Cuyler Thompson submitted the **November 2013 Executive Board Meeting Minutes** for review. The Executive Board made corrections and changes to the Minutes.

Valerie Boy made a **motion (2)** to excuse John DiPippa from the morning session of the November 14 Executive Board Meeting for personal reasons. Karen Amos **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

Stacey Vavakas made a **motion (3)** to excuse Valerie Boy from the morning November 13 Executive Board Meeting for personal reasons. Karen Amos **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Nay
Brett Nevarez	Yea
Rob Riddell	Yea

Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

Negotiating Team Member Paul Sweetin entered the Meeting at 1548 to update the Executive Board, with Brett Nevarez and Audrey Stone, on the status of the ongoing Contract Negotiations.

The Executive Board **agreed** that it was not necessary to speak with a Member during the Executive Board Meeting as requested due to the fact that the issue had already been addressed.

The Negotiating Team reported to the Executive Board regarding the interviews for the vacant position on the Local 556 Negotiating Team and, as previously agreed, submitted their four top candidates for Executive Board consideration. The Executive Board discussed these candidates.

Rob Riddell made a **motion (4)** to appoint Brandon Hillhouse to the Local 556 Negotiating Team. Donna Keith **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

The Executive Board **agreed** that the decision regarding the appointment of Brandon Hillhouse would not be shared until all applicants for the position had been notified. The Executive Board **agreed** upon the verbiage of the notification to the Membership.

The Executive Board **agreed** to remove the post regarding Val Lorien's resignation from the Negotiating Team from the Local 556 Negotiating Team Website.

Karen Amos made a **motion (5)** to recess. Chris Sullivan **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Nay
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Nay
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Away
Addie Crisp	Nay
Chris Sullivan	Yea

The motion **carried**.

Audrey Stone recessed the Meeting at 1712.

Wednesday

December 11, 2013

Audrey Stone called the Meeting to order at 0827.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Rob Riddell, Matt Hettich, Stacey Vavakas, Donna Keith, John DiPippa, Karen Amos, Valerie Boy, Jimmy West and Chris Sullivan were present.

Tina Coffee and Addie Crisp were excused for personal reasons.

Cuyler Thompson submitted the **Critical Incident Stress Management (CISM) Committee Report** for Chairperson Eileen Rodriguez:

> *The CISM Team has been increasingly busy and the amount and type of calls we are handing are escalated. We currently have 64 active CISM Team Members, this includes three that are still at AirTran. As the holidays are upon us we are getting more and more personal calls related to depression and grief. Each Incident that is called into out hotline usually requires between two and four return phone calls. Each call is handled with 100% confidentiality. The CISM Team provides peer support and immediate crisis intervention. We are not authorized to do any trip pulls, these are handled*

through the base level. I am working on some information to be sent out to the Membership that gives a quick overview of what the CISM Team does and the types of incidents we handle. We handle any work related incident and anything that may happen in a Flight Attendants personal life that would affect their work life.

Below you will see the type of Incidents we handled in November:

Medical Emergency	*15*
A/C Mechanical	*11*
Personal Issue-F/A	*10*
Death of F/A Family Member	*2*
Death on Board	*2*
Substance Referral-FAAP Team	*2*
Confidential Issue	*2*
F/A Hospitalization	*2*
A/C Mechanical w/ Divert	*2*
Turbulence	*2*
A/C Mechanical w/ Divert - Air Tran	*1*
Non Work Related	*1*
Birdstrike	*1*
Calls Related to F/A Family Member Death	*1*
Medical Emergency - Air Tran	*1*
Passenger Misconduct	*1*
Suspicious Substance on Board	*1*
Team Member Debriefing	*1*
Confidential Issue - Air Tran	*1*
F/A Illness on RON	*1*
A/C Mechanical - Air Tran	*1*
F/A Injury	*1*
Volunteer Project	*1*
	Total 63

Cuyler Thompson submitted the **Flight Attendant Drug and Alcohol Program Committee (FADAP) Report** for Chairpersons Natalie Salser and Amy Peters:

The FADAP team held a mandatory training on November 19 at Southwest Airlines Headquarters. We were able to train twenty team members. We were able to have Members from the Union, Management, and other branches of Southwest Airlines in attendance as well. After the training, Amy, Natalie, and Brett, met with Management to discuss how FADAP and Management could work alongside one another. Amy and Natalie had a meeting with the Co-Chairs of the Local 556 Grievance Team to come up with a protocol that our committees could use when working with Flight Attendants. We met with Brett to discuss and plan our budget for next year. We did a total of five on-site visits at treatment facilities.

John Parrott made a **motion (6)** to excuse Addie Crisp from the morning's Executive Board Meeting for personal reasons. Todd Gage **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Excused
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Excused
Chris Sullivan	Yea

The motion **carried**.

Jimmy West made a **motion (7)** to excuse Tina Coffee from the morning's Executive Board Meeting for personal reasons. Karen Amos **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Excused
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Excused
Chris Sullivan	Yea

The motion **carried**.

Rob Riddell submitted the **Language of Destination/Origin (LODO) Committee Report**:

LODO Subcommittee members Bill Holcomb, Mary Smith and Rob Riddell met December 2 through 4, along with TWU Local 556 Attorney Jeff Bott. The LODO Subcommittee has addressed many issues with Southwest Airlines Management over the last year and we had only two major items left to work out. One was resolved at this meeting; however, the second major sticking point was not. Bill Holcomb *and Rob Riddell briefed the Negotiating Team and President Audrey Stone on our progress year to date. It was determined that if this one issue was not able to be resolved before January Executive Board Meetings that it would have to be dealt with in Section Six Negotiations.*

To date the LODO Subcommittee has: attended AirTran's LODO training in Atlanta, discussed with AirTran Flight Attendants on their perceived issues with their LODO Program, observed LODO flights on AirTran, visited language testings companies/schools, had an independent outside company perform an analysis of what the language level and skill requirements should be, reviewed other airlines' Contract language and work rules, had several Flight Attendants take language assessment tests, test and evaluated several online computer training programs.

Addie Crisp and Tina Coffee entered the Meeting at 0838.

Cuyler Thompson submitted the **737-800 Subcommittee Report** for Denny Sebesta:

Management provided the Union the 737-800 pairing solution statistical data for the January 2014 bid period, 737-800 aircraft delivery schedule and the "D" position line data for all of 2013.

January 2014 Pairings and Bid Lines –
The 737-800 Only pairing solution proved to be less efficient and cost prohibitive. The 737-800 Only solution for January would have increased RIG costs by $295,614. The RIG cost remained over the 0.1 percentage points as outlined in the 737-800 Subcommittee Agreement: 4.37 versus 3.38. In addition, it would have required an increase of 121 additional Flight Attendants and added an estimated 4,230 Deadheads for the month.

Reschedules "D" Position –
The Subcommittee will update the Union's Executive Board and Negotiating Team on all historical data and/or information that pertain to the original 737-800 Agreement, should revisions to the 737-800 Subcommittee Agreement be considered.

Connection Times (Aircraft Crew Changes) –
As previously reported, the change in "scheduled" connection times began with the August 11 schedule (see below). The Union requested data from Management via email on September 24, in order to analyze the positive/negative effects on Flight Attendants; however, further clarification was needed on the 737-800 Subcommittee's request. Our Union President offered to follow up with Management during a separate meeting she had scheduled on November 5. The President will update the Subcommittee and Executive Board when she receives further information from Management.

All 737-800 Aircraft Connections
Working Flights – 55 minutes (increased by 10 min)
Deadhead Flights – 45 minutes

Chicago In-Base Connections
Working Flights – 50 to 55 minutes (increased by 5 to 10 min)
Deadhead Flights – 50 minutes (increased by 10 min)

All Other Aircraft Types and Connection Cities
Working Flights – 45 minutes
Deadhead Flights – 40 minutes

There was no change from last Subcommittee Report regarding 737-800 aircraft fleet deliveries and deployment.

John Parrott made a **motion (8)** to approve a net holiday bonus in the amount of $2,000 for TWU Local 556 Executive Administrative Assistant Madeleine Howard. Donna Keith **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

The Executive Board discussed potential topics of conversation for the Southwest Airlines Inflight Management Representatives, scheduled to be guests later in the Meeting.

Rob Riddell updated the Executive Board regarding his research of ways to recoup the expenses associated with the Turning Point Reponses Card System that was purchased by the previous Executive Board Administration.

Grievance Team Chairpersons Lyn Montgomery and Becky Parker entered the Meeting at 0907.

Lyn Montgomery discussed a recent Arbitration.

Stacey Vavakas left the Meeting at 0955 for personal reasons.

Inflight Management Representatives Mike Hafner and Mike Sims entered the Meeting at 0959.

Mike Sims said that Mike Mankin and Brendan Conlon had asked him to come to the Executive Board's meeting because last month there had been lots of questions about Attendance Meetings. Audrey Stone asked that Mike Sims update the Executive Board on the status of Attendance Meetings. Mike Sims explained that Phase One and Phase Two Attendance Meetings came about after Mike Hafner had made a video that was shown to all Flight Attendants during 737-800 Training, which addressed absenteeism. He said that the reaction of the Flight Attendants had been mixed, but that many had communicated to Inflight Management that they would rather have the Flight Attendants who were abusing sick leave to be dealt with individually rather than addressing the Flight Attendant group altogether. Mike Sims *stated that he was part of the team that came up with a way to address individual Flight Attendants regarding absenteeism. He explained that the team first had to find a way to do it while still adhering to the Flight Attendants' Contract and not accuse anyone outside of the language of the Contract. Mike Sims referred to Article 32 of the Contract. He said that Management agreed to call Flight Attendants in to talk about Article 32, not about sick leave abuse. He said they did not want to accuse people of sick leave abuse. Mike Sims said that,"According to Article Three of the Contract, the Management Clause, we can call Flight Attendants in for a mandatory meeting but we must pay them. This is the idea of Attendance Meetings." Mike admitted that it is not popular but still feels that has to be done in some form or fashion. He said that Phase One was intended to bring Flight Attendants in and let them know that their attendance was unacceptable; the idea was to bring awareness and provide resources to help if a Flight Attendant was truly sick. Mike explained that at the end of the Attendance Meeting, the Flight Attendant was asked, "Can I count on you to correct this behavior?" Mike Sims said that the Flight Attendants' standard answer is, "I will come to work when able and will call in sick when I am sick." Mike Sims stated that, "The answer is not as important as us asking the question." Mike went on to say that from these meetings, I think we will have improvement – we have had improvement. We have had some folks not aware that they were missing so much work and some that needed help. Mike Sims discussed Phase Two Attendance Meetings. He said that there are two people who are full time at Southwest Airlines Headquarters analyzing attendance. He admitted that absenteeism was a Company-wide problem, and said that included people at Headquarters as well – they fall under Guidelines for Employees. Sixty days following Phase One Attendance Meetings, there are very few Flight Attendants who have no improvement or have gotten worse. If so, we brought them in again. We did not want to accuse anyone of sick leave abuse. If there was no improvement, we offered the explanation that they could be sick enough to look at another position in the Company perhaps due to a disability or severe illness. Mike Sims said, "How many Flight Attendants did this? Zero. How many did we expect to do this? Zero. But we give them the Americans with Disabilities Act (ADA) form." Mike Sims reported that there is currently no Phase Three Attendance Meeting, but said that, "we are working on one." Mike Sims said that these Flight Attendants, "are either not fit to fly or it is a sick leave abuse issue." Mike Sims referred back to the Flight Attendant Contract. He said that proving sick leave abuse is difficult. Karen Amos asked about the time frame that a Flight Attendant was allowed to correct their attendance issues. Mike Sims stated that it was not an exact science. He said that Inflight Base Managers had been given full discretion. Mike went on to say that Inflight Management tried to give them sixty days-sometimes ninety to improve their attendance. Addie Crisp said about Phase Two Meetings, "I don't think your idea has trickled down to the Base Managers. One Flight Attendant had miscarriage – and kept base in loop. They called her in right after she got off her leave to come in for a mandatory meeting – so I don't know if your veto power has been made clear to the bases." Addie Crisp asked that before working on Phase Three Meetings that Inflight Management tighten up Phase Two Meetings. Mike Sims noted that, "All the Officers in this room have good rapport with their Base Manager. If a Union Representative goes in before one of these meetings and explains – perhaps there would be a different outcome." Matt Hettich discussed the "attendance percentages" that were being provided at the meetings and noted that some Flight Attendants were being brought in for Phase Two Meetings that had actually improved their "attendance percentages." Matt suggested that if Inflight Management just wanted to give the Flight Attendants this ADA form, why not just put it in their mail box? Tina Coffee said that it has been a bad year for health and suggested calling these Flight Attendants. Mike Sims said that the ADA process has to be initiated by the Flight Attendant. Mike Sims said that Management doesn't want to invade Flight Attendant's privacy or have knowledge of things they shouldn't. Mike Sims said that, "Managers and Supervisors are calling us and telling us we don't want to do this anymore." Audrey Stone asked if Mike Sims could address concerns about the lack of consistency between the bases for Phase Two Attendance Meetings. Audrey said that a printed copy of a Flight Attendant's attendance statistics had been provided during Phase One Meetings but not during all Phase Two*

Meetings. Mike Sims said, "I can fix that. We don't want Flight Attendants to argue about whether or not their attendance has improved or not. If giving statistics will help, we will do that." Audrey Stone replied, "If you are using statistics in the Meeting, the Flight Attendant has right to see that." Mike Sims said that, "If a Flight Attendant has not improved enough, it gets to point where what's improvement or not. It is just that the Flight Attendant's attendance is not acceptable." Mike Sims said he would communicate with Inflight Base Managers to make sure the meetings are conducted in a consistent manner from base to base. Mike Sims said that some of the Base Managers deviate from the script of the meeting and feel that providing the statistics will help the Flight Attendant to understand. The whole purpose is not to discuss statistics." Valerie Boy discussed the fact that when Flight Attendants make submissions under the "Ideas and Inquiries" tab on SWALife, they are getting "catty" remarks but no real answer. Mike Hafner said that the number of "communicators" had been reduced from five to two and admitted that Management was not giving "Ideas and Inquiries" the attentions it needs nor the answers that should be given. He said that they were going to regroup find a way to communicate with Flight Attendants. Audrey Stone asked for follow-up on the issue of Flight Attendants not getting responses to Irregularity Reports when requested. Mike Hafner said they will look into that. Karen Amos asked about Flight Attendants getting called in for receiving three Customer complaint letters in a quarter. Mike Hafner said, "Theresa Laraba and I are talking about that." He said that as far as he knows, we are starting to have these conversations but admitted that there was a problem with the "flow" of information. Mike Hafner said that enabling Passengers to email complaint letters created a flood of letters. He was unaware that Flight Attendants did not know that complaints were being logged against them. Audrey asked for follow-up on the issue of a Customer Service Agent providing the personal information of a Flight Attendant to a Customer at an outstation. Mike Hafner said that on Monday he would mention that it is not acceptable. "Regarding the issue of Flight Attendants becoming ill when working on specific Evolve aircraft, where are you in the process?" Audrey asked. Mike Hafner stated that he was not aware that specific aircraft had been identified. Audrey explained that there was a handful that had been identified as having a problem – a situation where they came on line in a specific timeline. Audrey asked that Mike Hafner speak with Michael Massoni. Mike Sims said that the Unaccompanied Minor (UM) paperwork is being reworked to accommodate the request of Flight Attendants to keep a portion of the paperwork as verification that they have turned the child over to correct station personnel when the parent was not present. Chris Sullivan and Valerie Boy asked again that the print on Peanut Allergy Notification paperwork be made larger. Mike Sims said he would look into it.

The Inflight Management Representatives left the Meeting at 1106.

Stacey Vavakas returned to the Meeting at 1110.

Todd Gage made a **motion (9)** not to proceed on four Grievances per the recommendations of the Grievance Review Committee. John DiPippa **seconded** the motion. The motion **carried**.

Todd Gage made a **motion (10)** to proceed on a Grievance per the recommendation of the Grievance Review Committee. John DiPippa **seconded** the motion. The motion **carried**.

Matt Hettich made a **motion (11)** not to proceed on a Grievance. John DiPippa **seconded** the motion. The motion **carried**.

Todd Gage made a **motion (12)** not to proceed on a Grievance. Brett Nevarez **seconded** the motion. The motion **carried**.

The Executive Board took a break at 1123 and reconvened at 1140.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Rob Riddell, Tina Coffee, Matt Hettich, Stacey Vavakas, Donna Keith, John DiPippa, Karen Amos, Valerie Boy, Jimmy West, Addie Crisp and Chris Sullivan were present.

Safety Committee Chairperson Michael Massoni, Health Committee Chairperson Michele Moore and CISM Committee Chairperson Eileen Rodriguez were guests at the Meeting to train the Executive Board on the **TWU Local 556 Emergency Response Plan** and to present the **Local 556 Emergency Response Manual**.

The Executive Board went to lunch at 1304.

During a working lunch, Michael Massoni and Michele Moore trained the Local 556 Grievance Team and Executive Board on new Aviation Safety Action Program (ASAP) procedures.

The Executive Board reconvened at 1452.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Rob Riddell, Tina Coffee, Matt Hettich, Stacey Vavakas, Donna Keith, John DiPippa, Karen Amos, Valerie Boy, Jimmy West, Addie Crisp and Chris Sullivan were present.

Grievance Committee Chairperson Lyn Montgomery and Grievance Team Member Brandon Hillhouse were guests at the meeting to discuss the merits of a Grievance.

A Grievant entered the Meeting at 1508 to discuss the merits of the Grievance.

Brandon Hillhouse and the Grievant were excused at 1531.

Stacey Vavakas made a **motion (13)** to proceed on a Grievance. Donna Keith **seconded** the motion. The motion **carried**.

Grievance Team Member Michelle Nickleberry entered the Meeting at 1540 to discuss the merits of a Grievance.

The Executive Board spoke with a Grievant via conference call at 1600 regarding the merits of the Grievance.

The call ended at 1622.

Michelle Nickleberry was excused at 1625.

Addie Crisp made a **motion (14)** not to proceed on a Grievance. Rob Riddell **seconded** the motion. The motion **carried**.

Lyn Montgomery was excused at 1640.

The Executive Board took a break at 1641 and reconvened at 1655.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Rob Riddell, Tina Coffee, Matt Hettich, Stacey Vavakas, Donna Keith, John DiPippa, Karen Amos, Valerie Boy, Jimmy West, Addie Crisp and Chris Sullivan were present.

John Parrott submitted the **October 2013 Local 556 Financial Report**.

The Executive Board reviewed the Financial Report.

John DiPippa made a **motion (15)** to approve the October 2013 Financial Report. Matt Hettich **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

John Parrott submitted information necessary for the Executive Board to continue discussions regarding the **2013-2014 TWU Local 556 Operating Budget**.

The Executive Board discussed the Local 556 Operating Budget.

Audrey Stone was excused at 1733.

Todd Gage chaired the Meeting.

Addie Crisp made a **motion (16)** to excuse Stacey Vavakas from the Executive Board Meeting for personal reasons. John DiPippa **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Excused
Todd Gage	Chair
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea

Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Away
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

Jimmy West made a **motion (17)** to excuse Audrey Stone from the remainder of the Executive Board Meeting for Union business. John Parrott **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Excused
Todd Gage	Chair
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Away
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

The Executive Board discussed the Local 556 Operating Budget.

Chris Sullivan made a **motion (18)** to recess. Stacey Vavakas **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Excused
Todd Gage	Chair
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Nay
Tina Coffee	Nay
Matt Hettich	Yea

Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Nay
Jimmy West	Yea
Karen Amos	Away
John DiPippa	Yea
Addie Crisp	Nay
Chris Sullivan	Yea

The motion **carried**.

Todd Gage recessed the Meeting at 1847.

Thursday

December 12, 2013

Audrey Stone called the Meeting to order at 0830.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Rob Riddell, Tina Coffee, Matt Hettich, Stacey Vavakas, Donna Keith, John DiPippa, Karen Amos, Valerie Boy, Jimmy West, Addie Crisp and Chris Sullivan were present.

John Parrott submitted the **November 2013 TWU Local 556 Financial Report**.

The Executive Board reviewed the Financial Report.

Todd Gage made a **motion (19)** to approve the November 2013 Financial Report. Donna Keith **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Away
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

The Executive Board continued to discuss the Local 556 Operating Budget.

The Executive Board took a break at 0959 and reconvened at 1006.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Rob Riddell, Tina Coffee, Matt Hettich, Stacey Vavakas, Donna Keith, John DiPippa, Karen Amos, Valerie Boy, Jimmy West, Addie Crisp and Chris Sullivan were present.

Grievance Chairperson Lyn Montgomery was a guest at the Meeting to discuss Grievances.

The Executive Board discussed a settlement to a Grievance.

Todd Gage made a **motion (20)** to accept the proposed settlement to a Grievance. Brett Nevarez **seconded** the motion. The motion **carried**.

The Executive Board discussed a settlement to a Grievance.

Jimmy West made a **motion (21)** to accept the proposed settlement to a Grievance. Todd Gage **seconded** the motion. The motion **carried**.

Todd Gage made a **motion (22)** to accept the Letter of Agreement regarding Flight Attendant Position Discrepancy. John DiPippa **seconded** the motion. The motion carried.

Brett Nevarez made a **motion (23)** to revisit a Grievance. Todd Gage **seconded** the motion. The motion **carried**.

Todd Gage made a **motion (24)** to withdraw a Grievance. John DiPippa **seconded** the motion. The motion **carried**.

Todd Gage made a **motion (25)** to revisit a Grievance. Stacey Vavakas **seconded** the motion. The motion **carried**.

Todd Gage made a **motion (26)** not to proceed on a Grievance. Donna Keith **seconded** the motion. The motion **did not carry**.

Todd Gage made a **motion (27)** to revisit a Grievance. Cuyler Thompson **seconded** the motion. The motion **carried**.

Todd Gage made a **motion (28)** to withdraw a Grievance. Brett Nevarez **seconded** the motion. The motion **carried**.

Todd Gage made a **motion (29)** to revisit a Grievance. John Parrott **seconded** the motion. The motion **carried**.

Chris Sullivan made a **motion (30)** to withdraw a Grievance. Stacey Vavakas **seconded** the motion. The motion **did not carry**.

Lyn Montgomery was excused at 1157.

Chris Sullivan submitted the **Veterans Committee Report**:

> *The Veterans Committee Chairman, Chris Sullivan, reports that Members of the TWU Air Transport Division Veterans Committee (ATDVC) travelled to Brooke Army Medical Center in San Antonio, TX on December 7 to participate in Operation Free Post Exchange (PX). The event was held December 8-9. Chris attended on behalf of TWU Local 556. The TWU Local 556 Executive Board voted to donate $250 to support the event. Together the Locals of the Air Transport Division (ATD) collected over $8000 for the charity Our American Duty. This money will be allocated in similar fashion to our Employee Catastrophic Fund. Items for donation collected in the Domiciles were distributed to Military Members, Wounded Warriors, Veterans and their families during the visit. Items that were distributed included toys, toiletries, new shoes and clothing. Chris would like to express his sincere gratitude to those Members who donated to help this worthy cause. Many of the families who participated are in dire need of help and were extremely grateful for the assistance. Currently, the Committee plans on attending Operation Free PX in 2014. The next scheduled meeting of the ATDVC is set for March 2014.*

The Executive Board continued to discuss the Local 556 Operating Budget.

The Executive Board went to lunch at 1232 and reconvened at 1355.

Executive Board Members Audrey Stone, Todd Gage, John Parrott, Cuyler Thompson, Brett Nevarez, Rob Riddell, Tina Coffee, Matt Hettich, Stacey Vavakas, Donna Keith, John DiPippa, Karen Amos, Valerie Boy, Jimmy West, Addie Crisp and Chris Sullivan were present.

Cuyler Thompson submitted the **November 2013 Executive Board Meeting Minutes and Synopsis** for review. The Executive Board made corrections and changes to the Minutes and Synopsis.

Todd Gage made a **motion (31)** to approve the November 2013 Executive Board Meeting Synopsis as amended. Addie Crisp **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Away
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

Cuyler Thompson submitted the **November 2013 Executive Board Meeting Attendance Report and Voting Record and Tally** for review. The Board made corrections and changes to the Attendance Report and Voting Record and Tally.

Addie Crisp made a **motion (32)** to approve the November 2013 Executive Board Meeting Voting Record and Tally. Matt Hettich **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Away
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Yea

The motion **carried**.

Addie Crisp made a **motion (33)** to approve the November 2013 Executive Board Meeting Attendance Report as amended. Matt Hettich **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Away

The motion **carried**.

Addie Crisp made a **motion (34)** to approve the November 2013 Executive Board Meeting Minutes as amended. John Parrott **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Away

The motion **carried**.

Addie Crisp made a **motion (35)** to excuse Jimmy West from the remainder of the Executive Board Meeting. John Parrott **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Yea
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Away

The motion **carried**.

Jimmy West was excused at 1454.

The Local 556 Grievance and Office Team entered the Meeting at 1456 to present Executive Administrative Assistant Madeleine Howard with a holiday bonus.

The Local 556 Grievance and Office Team left the Meeting at 1500.

Chris Sullivan left the Meeting at 1500.

The Executive Board discussed the Emergency Officer On-Call Calendar.

The Executive Board **agreed** to continue the past practice of holding the monthly Executive Board Meeting during the second week of each month.

The Executive Board discussed ways to make Executive Board Meetings more efficient.

The Executive Board discussed the inaccurate reflection of the Attendance Report of Executive Board Members' meeting attendance under the current practice of taking roll only at the beginning of each day of the Executive Board Meeting.

Audrey Stone submitted the **President's Report**:

> *Audrey Stone reports that she has led the Negotiating Team (NT) in negotiations with Southwest Airlines on November 21, 22, and December 5. Negotiations on December 6 were cancelled due to inclement winter weather. We will be back at the table on January 7. The NT participated in another Negotiations Summit on December 3; this one was hosted by TWU Local 555. They were also joined by the International Association of Machinists (IAM) and the Southwest Airlines Pilots Association (SWAPA). Frustrations remain high for the other groups due to the length of time of their negotiations with little to no progress. Our NT is optimistic due to our productive negotiations so far, but is prepared to face the same struggles. Our NT is excited by the Executive Board's appointment of Dallas based Flight Attendant and Grievance Team Member Brandon Hillhouse to the Negotiating Team. We look forward to with working with Brandon and believe he will be an asset to our future negotiations. On November 18, Audrey attended a communications seminar hosted by the Nevada AFL-CIO, along with Las Vegas Shop Stewards Rachel Brownfield and Bryan Orozco. Audrey welcomed the Flight Attendants participating in the FADAP Committee during their training on November 19, and thanked them for their work on this important committee. She also attended a dinner hosted by Manning-Napier, our Local 556 investment firm, the same day. Audrey met with Vice President Cabin Services Mike Hafner and Senior Director Base Operations Sonya Lacore on November 20 to discuss issues affecting our Flight Attendants. Audrey followed up on concerns expressed during the November Board Meeting related to Phase Two Attendance Meetings, and Sonya agreed to send someone from Base Operations to meet with the Board in December. Sonya reported that she met with Ground Ops Leaders to address our 4th jumpseat problems, with Customer Service Agents (CSA) trying to coerce or force Flight Attendants to sit on the jumpseat while deadheading. She said communication would be going out to this employee group again regarding our contractual language, with the hope we will see a decrease in the conflict occurring. Audrey met with TWU International President Harry Lombardo, Treasurer Alex Garcia, and Air Transport Director Garry Drummond on December 3 and provided an update on Local 556. We discussed the continued changes that have been made at International, especially regarding staffing. On December 9 Audrey participated in a third day of a Grievance Summit between TWU Local 556 and Southwest Airlines, along with Grievance Team Chairpersons and Members Lyn Montgomery, Becky Parker, Barbara Fitzhugh, Brandon Hillhouse, Legal Counsel Mark Richard, and 1st Vice President Todd Gage to continue working towards resolution on our grievances. It was another successful day that resulted in additional settlements received for both individual Members as well as*

group contractual issues. She participated in Live Broadcast on December 9 along with Todd Gage. Audrey remains available to all teams and Members.

Karen Amos submitted the **Dallas Base Report**:

Karen reported the Dallas Base has continued with Phase Two Attendance Meetings. Dallas has had a few Fact-Finding Meetings on other issues as well. Base Management has been calling Flight Attendants that have received three or more bad letters from passengers in a quarter to "make them aware" of the letters. These Flight Attendants have contacted Karen and she has expressed to Management that many Flight Attendants were not aware of their letters nor had the opportunity to submit their side of the issue with Management. This issue will be addressed further. Karen attended November Executive Boards. Karen was in the Dallas Lounge on two occasions. Karen assisted with an Arbitration. The Toys for Tots and Veterans boxes are decorated in the lounge and Karen decorated the area closest to the Union Red Rack and Union Glass Case in holiday décor. Karen has updated the Union Glass Case, straightened the Union Red Rack and all Union publications have been distributed. Karen took numerous calls from Flight Attendants during the month of November.

Valerie Boy submitted the **Houston Base Report**:

Valerie reports that she met with Base Leadership to discuss upcoming passport deadlines, an issue with a specific Houston Supervisor, PreCheck Line issues at Hobby, "top comp'ers" being contacted and to address inconsistencies with between recent Read Before Fly (RBF) and Flight Attendant Binder (FAB) regarding the stowage of Portable Electronic Devices (PED). Fact-Finding Meetings in the base were in reference to delays of flights, Customer complaint letters and Phase Two Attendance Meetings are still occurring. Valerie is pleased to report the box for collecting toys for Toys for Tots is overflowing, and the collection box for Wounded Warriors will be sent to Brooks Medical Facility on December 13. Valerie attended the November Executive Board Meeting and attended the quarterly meeting for the TWU Texas State Conference with LaTonia Paul Benoit and reports that LaTonia was elected to the Chair position for the conference. Unity Magazine was distributed, the Union Red Rack was straightened and the Union Glass Case is up to date.

The Executive Board discussed Shanna M. Martin Scholarship. Matt Hettich **agreed** to contact Stacy Martin regarding continuing the Scholarship.

Matt Hettich discussed the upcoming Call to Action for the Members of Local 556 to show their support for TWU Local 556.

Audrey Stone reported that the TWU International Administrative Council would be reviewing the proposed amendments to the TWU Local 556 Bylaws that had been approved by the Membership.

Audrey Stone reported that the Southwest Airlines Training Department had agreed to reverse their decision not to offer PM Recurrent Training classes in 2014.

The Executive Board continued to discuss the Local 556 Operating Budget.

John DiPippa made a **motion (36)** to excuse Donna Keith from the remainder of the Executive Board Meeting. Rob Riddell **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair

Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Away
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Excused
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Excused

The motion **carried**.

John DiPippa made a **motion (37)** to excuse Chris Sullivan from the remainder of the Executive Board Meeting. Addie Crisp **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Yea
Cuyler Thompson	Yea
Brett Nevarez	Yea
Rob Riddell	Yea
Tina Coffee	Yea
Matt Hettich	Yea
Stacey Vavakas	Yea
Valerie Boy	Yea
Donna Keith	Yea
Jimmy West	Excused
Karen Amos	Yea
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Excused

The motion **carried**.

Donna Keith was excused at 1630.

Todd Gage made a **motion (38)** to adjourn. Cuyler Thompson **seconded** the motion. The Executive Board voted by roll call on the motion on the floor:

Audrey Stone	Chair
Todd Gage	Yea
John Parrott	Nay
Cuyler Thompson	Yea

Brett Nevarez	Yea
Rob Riddell	Nay
Tina Coffee	Nay
Matt Hettich	Yea
Stacey Vavakas	Nay
Valerie Boy	Nay
Donna Keith	Excused
Jimmy West	Excused
Karen Amos	Nay
John DiPippa	Yea
Addie Crisp	Yea
Chris Sullivan	Excused

Audrey Stone broke the tie and the motion **carried**.

Audrey Stone adjourned the Meeting at 1649.

To the best of my knowledge, these Minutes are an accurate account of these proceedings.

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Cuyler Thompson
TWU Local 556 Recording Secretary