

# **HORIZON AIR MASTER EXECUTIVE COUNCIL MEETING**

**March 24<sup>th</sup>, 2025**



**PDX Training Center  
Portland, OR**

**Sent by Email**

**Official Notice**  
**of the**  
**Master Executive Council Meeting**

Dear Master Executive Council:

This letter constitutes official notice of the forthcoming Horizon Air Master Executive Council Meeting. The meeting will convene at 12:00 pm on Monday, March 24<sup>th</sup>, 2025, at the Portland Training Center. No lunch will be provided at this meeting.

Included in this document is:

- an Agenda Item form, please feel free to copy the form as needed
- a Memo pertaining to written reports for the local councils and Advance Agenda Items.
- our Mutual Respect Policy
- a copy of our Meeting Norms

We also encourage all Officers and members to review the Mutual Respect Policy and Horizon Air Meeting Norms prior to the meeting.

We look forward to seeing you at this Master Executive Council Meeting.

Sincerely,

Lisa Davis-Warren  
Master Executive Council President

Enclosures

**Horizon Air Master Executive Council Meeting**

**March 24<sup>th</sup>, 2025**

**Portland, OR**

**Agenda Item No.    XX-2025**

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**SUBJECT:**

**STATEMENT OF QUESTION:**

**SOURCE AND DATE SUBMITTED:**

**BACKGROUND INFORMATION:**

**PROPOSED RESOLUTION:**

**ACTION TAKEN BY THE MEC**

**ADOPTED**

**ADOPTED AS AMENDED**

**NOT ADOPTED**

**TABLED**

**WITHDRAWN**

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**SECRETARY-TREASURER SIGNATURE: \_\_\_\_\_**

## **MEMORANDUM**

**TO:** Master Executive Council Officers and Members

**FROM:** Lisa Davis Warren, Master Executive Council President

**SUBJECT:** Advanced Agenda Items and Written MEC Officer/LECP Updates – Due March 15th, 2025

**DATE:** February 11<sup>th</sup>, 2025

Please submit any Advance Agenda Items no later than March 15th, 2025, to Aimee Baird ([aimeebarid@afahorizon.org](mailto:aimeebarid@afahorizon.org)) so that we may distribute them prior to the meeting.

Conducting business using advanced agenda items is a key feature of democratic representation. Remember, all Advanced Agenda Items are circulated amongst members at your Local Council Meetings before the MEC Meeting. When we accept Late Agenda Items, we prevent member input, so this practice should be minimized.

Written Reports are requested as they provide a better idea of what is happening throughout your local council.

In your written report, please include topics that you think will be of interest, especially if the topic crosses over to other councils. Some suggested items to cover include the following:

- Trends in Disciplinary Grievances
- Top Issues for Members
- Relationships with Management
- Any Other Topics

A report of up to two pages should suffice.

Please submit an advance copy of your report by March 15<sup>th</sup>, 2025 to Aimee Baird ([aimeebarid@afahorizon.org](mailto:aimeebarid@afahorizon.org)) so that we may distribute it to the other Officers/Members prior to the meeting.

We look forward to your written update on what is happening in the areas of grievance matters, and any other areas that are affecting your local members.

**Horizon Air Master Executive Council Meeting**  
**March 24<sup>th</sup>, 2025**  
**Portland, OR**

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**As Stated in Appendix D of the AFA –CWA Constitution & Bylaws**

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 workplaces, 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.

**Horizon Air Master Executive Council Meeting**  
**February 19<sup>th</sup>, 2024**  
**Portland, OR**  
**MEC Meeting Norms**

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- Start and end on time
- Arrive prepared
- Turn off cell phones
- No 'outside' business during sessions
- Review the Mutual Respect Policy in advance of each MEC meeting
- Productively and respectfully address conflict during meetings
- Keep individual comments made in the meeting confidential, what happens in the MEC meeting, stays in the MEC meeting
- Address questions through the chair of the meeting, each person will have opportunity to be heard
- Listen to, not just hear, one another's viewpoints, it is okay to have a difference of opinion, all ideas are valid, remain open to other views/opinions, do not make assumptions, be non-judgmental
- Address issues not personalities, speak to or critique the issue, not the person, do not cast blame
- Do not interrupt, no yelling, no profanity
- Debate decisions without defensiveness
- Address individual conflicts one on one
- Limit 'air' time
- Make decisions by consensus, the primary goal is to achieve consensus, if consensus isn't possible, the group will follow the procedures of the Constitution and Bylaws and the MEC Policy Manual
- Everyone will publicly support the group decision making process and the group's decisions
- Members of the MEC will help and assist each other
  - Celebrate accomplishments
  - Share promising practices

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