

# NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

PO Box 23276 / WASHINGTON, D.C. 20026-3276

## EXECUTIVE BOARD MONTHLY TELECON

Telecon Number:	712-775-7031		
Date:	January 9, 2017		
Scheduled – Start Stop	5:30 p.m. (Central)	6:30 p.m. (Central)	

### TELECON INSTRUCTIONS

This TELECON is recorded. To ensure all telecon participants can hear clearly, please identify yourself before you speak and do not forget to mute your phone (\*6) while others are speaking to cut down on background noise. Be mindful of your surroundings, call from a quiet location. Also, please one speaker at a time. Keep comments brief. Let's get started with the Roll Call.

<u>EXECUTIVE BOARD/COMMITTEE CHAIRS</u>		<u>IN ATTENDANCE</u>
President	David Dominguez	X
Vice-President	Barbara Lindsay	X
Director of Administration	Misty Peña	X
Director of Resources	Erik Salazar	X
Director of Education	Ida Marrero	X
Director of Public Affairs DOPA	Susie Diaz	X
Special Assistant-East	Oscar Torres	Unavailable
Legislative Chair	Bill Fernandez	X
Elections Chair	David Gonzales	X
C&B Chair	Bill Fernandez	X
Corporate Relations Chair	Raquel Ysasi-Huerta	Unavailable
Membership Chair	Mindy Moreno	X
Conference Chair	Edward Cardenas	X
Conference Co-Chair	Dolores Leyva	X

### CALLED TO ORDER

Called to Order: 5:32 p.m. Roll call conducted by Misty Pena.

### EXECUTIVE BOARD UPDATES

#### **PRESIDENT'S REPORT – David Dominguez**

- Been on the detail in Headquarters
- ATO reached out for conference dates so they schedule it
- Hoping to get training agenda completed by 1/31/2017
- Working with HR on another project and they will be looking at surveys to make sure there is consistency amongst employee associations

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#### **VICE-PRESIDENT'S REPORT – Barbara Lindsay**

- Building database and has reached out to several Regional Chapter Directors
  - Doing Excel spreadsheet to track and determine support needed
- Getting event information so that EBoard can provided assistance



- Working with EA/NE and First Command point of contact
- Been attending conference telecons and WP has reached a decision about theme
  - Asked about how many of us voted for theme
- Trying to keep in touch with RCDs.

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**DIRECTOR OF ADMINISTRATION REPORT – Misty Pena**

- Need agenda items for FY-2017 2nd quarter meeting by February 6, 2017.
- Manager letters will go out soon
- FY-2017, 1<sup>st</sup> quarter draft minutes have been sent to David for review
- Briefed Membership Database presentation
  - Erik will check with app sponsorship if they have capabilities to do this membership database
- FY-2017, 2<sup>nd</sup> quarter meeting is in Fort Worth
  - 2/18/2017: Eboard travel
  - 2/19/2017: Ecomm travel/EBoard meet
  - 2/20/2017-2/22/2017: Ecomm meet
  - 2/23/2017: Return travel for all

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**DIRECTOR OF RESOURCES REPORT – Erik Salazar**

- Account balance is good
- FY-17, 1<sup>st</sup> quarter has ended. Chapter budget reports are due and reminders have been sent out.
- Working with CPA for 2017 taxes and will be filing with IRS this week.
  - Everything looked good and QuickBooks bookkeeping looked great
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**DIRECTOR OF PUBLIC AFFAIRS REPORT – Susie Diaz**

- Busy during holidays
- LP went out and sent notices
- Ecomm should receive copy of LP
- Received good comments about LP
- Planning a telecon meeting with Abdul/Ed regarding things for website and conference website.
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**DIRECTOR OF EDUCATION REPORT – Ida Marrero**

- Got course number for speed mentoring and she will reach out to Sadie Perez
- Speed mentoring will take a good part of one of the conference days, preferably before the Mock Interview

***ACTION: Contact Sadie to discuss speed mentoring***

- Wants to meet with David to determine courses for training

*David indicated that Chad Timm will come to LAX. Mamie will attend. Active Shooter training may still be necessary. Contact Airport employees at LAX to determine if there is any training.*



- Sent email to Bill, who developed a form for Member Tuition Reimbursement, through Forms Plus. Cost is \$87 annually to use this program. Sky One has offered to sponsor this site.
  - Will talk to Bill this week to finalize.
- Attended the conference telecon and mentioned if she had any local training contacts.
- Ida got an email from FEEA for a fee of 25% processing fee for scholarships. This is a new change. Ida will send to Erik/David.

**ACTION: Erik will call FEEA to find out details.**

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### **ELECTIONS - David Gonzales**

- Will not be in town during 2<sup>nd</sup> quarter meeting
- Election cut-off date – May 25, 2017 – letters of candidacy will be due
  - Positions: President, Director of Administration, Director of Public Affairs
- Emails will be sent out next month to membership for February, March, and April so we are not sending out too many messages
- Make sure membership email up-to-date correctly

*David indicated there could be several candidates so we need to follow the rules.*

### **MEMBERSHIP CHAIR – Mindy Moreno**

- 539 active members + 4 pending members + 2 retirees + 3 associates = 548 total members
- Emailed Ecomm with updated membership forms in fillable pdf form.
  - Sent emails to Susie to upload on website

*David asked about a member, Chris Kerrigan, if he was the DOI report. Mindy will double check*

**ACTION: Verify if Chris Kerrigan is on DOI report.**

### **Membership Database PowerPoint**

- Contracting with private vendor that provides secured, encrypted service - \$2000 per year
- Drop Box – it would house the membership database and the data could be manipulated from there. Then access could be provided to appropriate RCDS
- Abdul – and see what his capabilities are using our current website
- See if our app developer can develop something. Erik will check with the developer

*Mindy has contacted a few people about Access Database but has located anyone. She favors online database because of the user-friendly abilities. People who need access have a quick way of doing so, instead of waiting for her. Erik thinks similar to Mindy and an online database is the way to go, user friendly. As far as cost, \$2000 is quite a bit and we have not budget for it. One way to pay for this is reducing the incentive checks that are paid for new members/recruiters. Current incentive is \$50/50 to member/recruiter. This incentive was raised when David became President. David asked if the incentive helped recruit that number and does it help to recruit at all? Is there any impact on recruitment if we reduced? Erik indicated there is no way to measure that. Susie indicated that we could talk to Abdul to discuss. Misty indicated the Access program would still require a USB or a computer, and the goal is to do away with those devices.*





**ACTION ITEM LOG REVIEW:**

Develop a mentor support system - once determine where ATCS will go after training <b>Ida - Pending</b>
Obtain from Andy a briefing paper to summarize legislative efforts. <b>David will see Andy in a couple of weeks</b>
Discuss with CPA about setting up a scholarship Fund <b>Erik working with CPA and she is going to provide information to Erik</b>
Determine issues with business plan. <b>Barbara indicated that she has not done anything with this and has not talked to Bill. This is why she developed an excel spreadsheet. She is not sure, but thinks there will be more info after the 2<sup>nd</sup> quarter meeting. David indicated that he talked to Bill and he agreed with changing the name and making it friendly and relevant.</b>
Send Save the Dates to Executive for 2017 NTC <b>Misty will send out the reminders.</b>
Need to check if the media information is in the toolkit. - check into what this means
FY-2017 4 <sup>th</sup> quarter manager letters include the synopsis of the training classes <b>Misty - pending</b>
Erik will research the other airlines to find out if they offer business travel accounts. <b>Erik is working on that</b>
David ask Andy for a white paper on our successes <b>David will discuss with Andy when he sees him next.</b>
State in LP - a message about requesting a hardcopy <b>Susie - completed</b>
Review what Rene Matos is about, why it was set-up this way and review if we can change anything. <b>This was Don and DOE. Ida will get with Don about what this is about.</b>
After September 1, Don will notify the recipients, and Susie will add them to the website. <b>Ida to send names to Susie and she will put on the website.</b>
Develop plan for membership database (National will fund) <b>In-process</b>
Research automated scholarship application process <b>Ida will update on the progress</b>
Update SOP for DOPA
Contact Roberto to find out issues at Tech Center and report back to David <b>Barbara has not had contact with him. She has not contacted him yet.</b>
Develop generic flyers for events for Chapters to use <b>In progress</b>
Check with Abdul about cost for developing new business plan <b>Ed has not reached out to Abdul but has drafted an email – trying to get this done this week.</b>
Develop a snapshot of duties and responsibilities for RCD <b>Ida and Barbara discussed, and she has not found anything tangible. She is trying to keep notes of the other stuff – things that are just not written down. She will track the info.</b>
Coordinate with Bill on business plan issues <b>Previously discussed</b>
Schedule a meeting with Erin/Janette/and David <b>Ed is coordinating</b>
Add footnote to scholarship application - only awarded applicants will receive response <b>In-progress</b>
Update application that awardees will be asked to write an article for La Palabra



<b><i>In-progress</i></b>
Do a video for conference website <b><i>In-progress</i></b>
Solicit chapters to attend CFS in March 2017 <b><i>David will ask at next Ecomm telecon</i></b>
Request Raquel to verify with corporate sponsors if they want corporate dinner on Monday <b><i>In-progress</i></b>
Send Raquel list of items that need sponsorship <b><i>Ed has not provided items to Raquel, but the only things that come to mind, is anything that the conference committee comes up with - In-progress</i></b>
Contact corporate sponsors to confirm participation in Monday night corporate dinner <b><i>In-progress</i></b>
Have list of potential sponsors for Los Angeles area by January Ecomm <b><i>In-progress</i></b>
Have member access website up and running <b><i>Susie and Ed meeting with Abdul this week. In-progress</i></b>
Email post card to Ida to send out to members <b><i>This is for the conference. Susie/Ida working on this – in progress. Susie was supposed to send to EBoard that Chris developed. Susie will send this out.</i></b>
Add cancellation information to the membership application <b><i>Completed</i></b>

### **CONFERENCE COMMITTEE UPDATES**

- Theme: Honoring our Past, Defining our Future
- Logo: Will connect with Ed for last vendor and the specifics. Their plan is to send email to WP member, soliciting ideas and provide an incentive. Hoping to send email out this week.

David will work with Ed/Ida for agenda. Dolores' supervisor gave lots of good ideas to outside attendees. He wants to capture that as much as we can. David may ask Dolores to solicit ideas from her supervisor that we could offer to outside participants. Dolores indicated this was discussed in telecon, and one of the action items was for the training agenda in general.

### **TELECON ADJOURNED**

Telecon ended at: 6:30 p.m.

#### **Minutes prepared by:**



Misty Peña, National Director of Administration

#### **Minutes approved by:**



David Dominguez, President

