



# National Hispanic Coalition of Federal Aviation Employees (NHCFAE) Executive Board Telecon Minutes

<b>Telecon Number</b>	(862) 902-0250		
<b>Topic</b>	Executive Board Special Telecon		
<b>Date</b>	January 13, 2014	<b>Scheduled - Start   Stop</b>	5:03 PM (Central)   6:58 PM (Central)

<b>Telecon Instructions</b>	<p>This TELECON is being 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. Let's get started with the Roll Call.</p> <p><b>EBOARD MINUTES ARE ONLY DISTRIBUTED TO THE EXECUTIVE COMMITTEE</b></p>
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Roll Call	National Officers	Committee Chair
Attendees	X President – David Dominguez	X Corporate Sponsor – Ida Marrero
	Special Asst. to Pres. – Yadira Lacot	Membership Chair – Mindy Moreno
	X Vice President - Don Espinosa	Constitution & Bylaws – Bill Fernandez
	X Director of Administration – Misty Pena	Elections – Celsa Rodriguez
	X Director of Resources - Erik Salazar	X Legislative – Sadie Alvarado
	X Director of Education - Raquel Ysasi-Huerta	
	X Director of Public Affairs – Susie Diaz	
	SA/East – Oscar Torres	
	X SA/West – Faviola Garcia	

Agenda	Topic/Discussion
<b>Call to Order</b>	Telecon called to order at 5:03 PM Central
<b>To discuss Outreach/ Recruitment Events</b>	<p><b>President's Updates – David Dominguez</b></p> <ul style="list-style-type: none"> <li>Working an issue regarding releasing AFN employees for 2<sup>nd</sup> Quarter meeting. For Mindy, he sent an email to AHR-1 that included our strategy and questions regarding excused time for Mindy. David had telecon today, and he explained Mindy's situation. David was told it would be taken care of today or tomorrow. David explained that there are issues with the language in the HRPM. HR will inform managers they have authority to give authorization for excused time. As an EBoard member, we need to tell executives about the support we have from HR and Civil rights. We want to get to a point that our managers do not have concerns with approving excused time. Teri BRISTOL signed letter authorizing ATO personnel. David forwarded that document to Michael O'HARA, Mindy's manager, so that O'HARA can share with his management team.</li> <li>David will find out if the letter is required for each quarterly meeting.</li> </ul> <p><i>Erik asked if these issues with time off will apply to recruitment events as well. Or just quarterly meetings? David indicated that we only send a letter to managers for quarterly meetings. David's goal is to get managers to feel they are on solid ground to approve time for recruitment events as long as it is within the mission of the FAA and there are no hardships.</i></p> <ul style="list-style-type: none"> <li>We need to review the agenda for February. We also need to get the August agenda completed by end of January 2014. He will get with Rachel and Don for August agenda.</li> <li>He sent a message to Bryna HESSLER, DOT, who had previously told David that she would provide a conference room available to employee association so we do not have to spend resources on facilities. She has not responded yet, but he will follow-up. He will reach out to Yvette RIVERA.</li> </ul> <p><i>David solicited feedback from the EBoard about using conference room at DOT: Erik, Raquel, Misty, Susie, and Don thought it was good idea. Don suggested to have DOT come to Andy's.</i></p>

- Kristina is lead on CTEC efforts. David will contact Kristina to get information. *Raquel has not seen any information about a trainer from LULAC. Raquel will reach out to Jose Joga and Steve.*

*For the August meeting, Don felt it would be good to get a briefing from Civil Rights. Raquel thought that a briefing from ATO would also be good.*

- Veronica VILLALOBOS, OPM, discussed with David that she wanted NHCFAE on the Hispanic Initiative Council. Veronica asked the FAA Administrator to be on the Hispanic Initiative Council, and she asked if David would be on it as well. Veronica is a great advocate for us.
- Kristina coordinating the guest speakers for February. Raquel, Jose, and Steve are part of CTEC team. David coordinating Yvette, Bryna, Veronica, and Victor.
- Discussion about the Legislative Effort and whether or not we send 2 teams of 3 members and the rest of us continue to work. We may have to solicit volunteers.

*David asked for comments from the EBoard: Misty stated it would be hard to decide because everyone thought it was good last year, and everyone enjoyed it; Susie asked how would we pick who would go?; Erik is not opposed to having half day of Legislative Effort; however, it is difficult to schedule for the agenda, and it looks like a full agenda so far – he is in favor of doing 2 teams; Raquel said we decided to do the meeting in February in DC so we could do Legislative Effort, and RCD's last year, who were first timers didn't know how to interact, Raquel reiterated what Erik said about him going several times, but she had never been before until February 2013 – she felt that last year was an introduction and this year, the RCD's can sharpen their skills – motivates RCD's; Don concurs with everyone's opinions/thoughts; and David thinks the Legislative Effort is great exposure to shows our communication skills.*

- The agenda we usually use for our meetings is a template and we follow each time except for changes when we have speakers. Don thinks a briefing by Civil Rights especially because they are going through reorganization, and we also need an update to barrier analysis. David indicated that Yvette, Bryna, and Victor will need half hour, and Veronica will need an hour.
- Don will contact HR and Civil Rights for briefings. David will contact Mamie.

#### **Vice-President – Don Espinosa**

- ECommittee telecon will be January 21 due to holiday.
- We need to update and tabulate outreach effort spreadsheet.
- He will contact Ida about an individual in NYC who wants to transfer to Southern Region.

#### **Director of Education – Raquel Ysasi-Huerta**

- Raquel and Don to talk about scholarship application.
- Raquel had the RCD guide completed but she left it at work, and her computer got turned off and she lost part of it. She will have it to the EBoard by end of week.
- Raquel is working on the proposed change to C&B regarding a member who wants to run for President/Vice-President.
- Raquel received an email from Myrna RIVERA, on detail to LULAC. Myrna wants to partner with us on national educational services. LULAC is interested in extending more into the STEM program. Raquel mentioned that maybe LULAC can give us a briefing on how RCD's can get out to local schools.

#### **Legislative – Sadie Alvarado**

- Things slow due to the holidays.
- David interacting with AHR-1. David and Sadie reached out to Andy to get Carlos, Hispanic Communication Network, back involved. We asked for a proposal to give to the agency to work in conjunction with the ATC hiring. David sent email to AHR-1, as a follow-up to the December meeting, mentioning that he met with OPM. OPM is interested in FAA's virtual career fair.
- OPM reached out to FAA Administrator to meet with FAA to work an agency strategy and get a briefing on the virtual career fair (VCF), which may be a future best practice.

- AHR-1 has been very responsive to David. They are working on facilitating a meeting with OPM and the FAA Administrator.
- Planning on doing a Legislative Effort during 2<sup>nd</sup> quarter EBoard meeting. Don't know yet if the entire executive committee will attend, or a committee of people. The reason being is there is a full agenda in place.
- Working with Andy to set-up a conference room for us to have a briefing and give the executive committee more insight on how the legislative process works.
- Myrna RIVERA reached out to Sadie and is interested in the virtual affair. Myrna would like to put it on the LULAC website.

*David indicated the legislative process is moving. He will forward link to Sadie for virtual career fair. He told Victor Castillo about link and that he would provide it to Victor to put on Hispanic Caucasus website.*

*Don questioned about agenda for next month, and whether Sadie has a better day for legislative. Sadie said in the past, we usually had the Legislative Effort on Thursday. Sadie will discuss with Andy tomorrow so to help our agenda to have it all on one day.*

**Special Assistant-President Representative West – Favi Garcia**

- Planned event this Thursday in Seattle. Working with Sara and David. Susie coming along. The plan is membership meet and greet. First Command is sponsoring a lunch. Skyone provided a gift card to Amazon. Informal gathering on 1/15/2014. An event on 1/16/2014 in the evening. Some loose ends being worked out by Sara. Have other meetings planned.
- Received banner.
- Susie is working on setting up date for San Diego and Vegas.

*David mentioned that everyone needs to populate the spreadsheet because this gives ideas to what partners we can reach out to.*

- Spreadsheet was sent to EBoard.

**Corporate Partner Committee – Ida Marrero**

- Ida taking lead on pending action items and action log.
- Action item for invoice. Ongoing action item.
- Action item - VIP/Corporate Sponsor Folder. Discussion about using a light blue folder to have documents that will be presented in it. Getting logo label and putting on a glossy folder so we can have documents/folder for David to present. Ongoing.
- Action item – Ida set an appointment with Don to work on business plan. PWC Conference first week in March. She is waiting on PWC representative to give us a list of sponsors. The intent of the action item was to develop a business plan for a budget and keep tabs on all of the information. For our events, we need to document when corporate sponsors attend. Favi thinks best source is Don to have RCD's update in their business plans.
- PWC conference is in Orlando, and EBoard needs to decide if someone is attending for NHC. Deadline is next couple of weeks for registering.
- Ida will track with RCD's events they have in regards to First Command and the Lessons Learned lunches. She would like to send spreadsheet to RCD's so they can populate it.

*David indicated that we need to use the SA's. Favi indicated we have the spreadsheet in place that she sent out to the EBoard. Oscar working event in NYC and needs Ida to be prepared so we can get corporate sponsors.*

Telecon adjourned at 6:58 PM CDT

Minutes recorded by Misty Pena, National Director of Administration