



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

<b>Telecon Number</b>	(862) 902-0250		
<b>Topic</b>	Executive Board Telecon		
<b>Date</b>	January 7, 2014	<b>Scheduled - Start   Stop</b>	5:04 PM (Central)   6:00 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	Corporate Sponsor – Favi Garcia
	X Special Asst. to Pres. – Yadira Lacot	X Membership Chair – Mindy Moreno
	Vice President - Don Espinosa	Constitution & Bylaws – Bill Fernandez
	Director of Administration – Misty Pena	Elections – Celsa Rodriguez
	X Director of Resources - Erik Salazar	Legislative – Sadie Alvarado
	X Director of Education - Raquel Ysasi-Huerta	
	X Director of Public Affairs – Susie Diaz	
	X SA/East – Oscar Torres	
	SA/West – Faviola Garcia	

Agenda	Topic/Discussion
<b>Call to Order</b>	Telecon called to order at 5:04PM Central
	<p><b>President's Report – David Dominguez</b></p> <ul style="list-style-type: none"> <li>• David welcomed everyone to the telecon.</li> <li>• Celsa asked if the Chairs could be added to Eboard Telecon to prepare for the EComm meetings in Feb and August. David agreed.</li> <li>• Working on February 2014 meeting agenda.</li> <li>• Meeting with Yvette RIVERA, DOT Civil Rights on January 23, 2014.</li> <li>• Public offering for ATC will start on Feb 10. HR is having a virtual career fair on January 24, 2014, online. This is a good way to get information. We are advertising with Hispanic Caucus members, OPM and FAA as well.</li> <li>• David was informed that any previous AT/SAT tests that have been taken will be invalid. Each applicant will have to retake it. The previous AT/SAT was found to be a barrier. The FAA is trying to improve the diversity of the pool.</li> <li>• One recruitment/membership event confirmed for Seattle on Jan 15. Susie, David and Favi to attend with Sara. David is also meeting with management while there. First Command and BCBS will host events.</li> <li>• Reminder: EBoard members to confirm dates for their events.</li> <li>• David will have another EBoard telecon this month to discuss with the full board the outreach events.</li> </ul> <p><b>ACTION: Misty to add chairs to EBoard telecon invites.</b></p> <p><b>ACTION: Susie/Yadira put The Ritz Hotel in Pentagon City information on the website for the membership meeting in August.</b></p> <p><b>ACTION: Erik send hotel contact info to Yadira and Susie. Confirmed government rate.</b></p> <p><b>ACTION: Because Ida is taking over Corporate Relations issues, she needs to be added to the EBoard distribution list, as well as, Celsa as Elections Chair - Misty.</b></p>

**Vice-President – Don Espinosa**

- Unavailable.

**Director of Administration – Misty Pena**

*Updates sent via email due to travel status.*

- All management letters sent to managers for February meeting.
- Draft agenda sent to David for February meeting for review and comment
- Question on any updates on time off based on letter to Teri Bristol
- Action log sent out again. Few responses with updates.
- In contact with Cynthia Garcia, MMAC, for recruitment/membership event in Oklahoma City next week while in town.
- Coordinating with Don on an event in SW region.
- Still collecting officer term information from chapters. About half responded to an email to verify information.

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

- Completed her C&BL proposal for requirements for members running for Pres/VP.
- Received FEEA scholarship info and sent it to Susie.
- Waiting on a call back for support from agency regarding the training.

***ACTION: Raquel to work on training agenda for February and August meetings. The deadline for the August training agenda is January 31, 2014. David will probably need to have another telecon to go over the agendas. Rachel will also reach out to Kristina.***

***ACTION: Raquel/Yadira contact Myrna at LULAC for speakers at the Feb and August meetings.***

**Director of Resources – Erik Salazar**

- Current account balance is about \$53,000.
- Erik signed the hotel contract with the Ritz Carlton in late December for meeting in August. Paid first of 2 deposits of \$5K. The next deposit of \$5K is due Jan 31.
- CPA is working on the 2013 tax documents. Erik sent in all the information she needs to complete the paperwork. He should be hearing back from her soon.
- Office Depot had an end of the year sale on QuickBooks Online for \$49.99 for a 1-year subscription. The normal price is about \$155 per year, so this was a savings of over \$100 per account. Erik purchased 11 copies for all the chapters using National funds, which totaled about \$600. This was a cheaper option than National paying for half of all chapters at regular price, or National paying in full at regular price for the 4 small chapters. The sale ended December 28, so David and Erik spoke and decided this would be the best option. This special price was located by the DOR in the Tech Center Chapter, Bernice Merly, so Erik appreciated her diligence in finding this deal. He is in the process of setting up each of the chapter accounts now, and will be turning them all over to the chapters during our EComm meetings in February, along with conducting some training.
- First Quarter of FY14 ended on December 31, so Erik will be looking for budget and business plan reports from all the chapters in the coming weeks. This will be the last quarter that they'll use their old QuickBooks before transitioning to the new online version.
- Last DOI report Erik received is from PP24, which ended on Nov 16, so he sent in a request to the HR group here in OKC to send him PP's 25, 26 and 01. He'll send them to Mindy as soon as he gets them.
- Misty will be in OKC next week for work, so she and Erik talked about hosting a recruitment event while she is here. They're working the details with Cynthia.
- Erik is still planning to go to Denver at the end of January/beginning of February for a recruitment event. He has a call in to Paul Garcia, the XO at Denver Center to firm up the details. They spoke the other month, but still need to pin down the exact date and what type of event they plan to host. More details to come on that.

#### **Membership Committee – Mindy Moreno**

- As of PP24: 531 members.
- Quarterly reports have been sent to the RCDs. There are about 6 pending applications. There was talk on the last telecon regarding new applications coming in...those have not been received yet.
- Regarding outreach efforts, David mentioned Mindy traveling to some of the recruitment events and he will work with her management for approval.

**ACTION: Yadira to check with Jacqueline about Mamie's application.**

**ACTION: Mindy asked about the status of continuing to use the umbrellas and flash drives - check with Misty for status.**

#### **Director of Public Affairs – Susie Diaz**

- Chris, the LP designer, will send some samples of the cover this week. The website should be working by now. Susie will add the past minutes to the website this week.
- A few articles are still needed for LP. About 80% complete.
- John Turke in Las Vegas is working on a plan to get 10 members recruited in Vegas.
- There have not been any responses on the logo yet. Cynthia is working on submitting one.
- Yadira said the website was compromised on godaddy.com. Coding was added to the website making it act like a virus and Google flagged it. The issue has been resolved and we have a ticket in with Google so that they can remove the flag. It should be fixed within 24-48 hrs.

*David mentioned the hacks to the website and said it has happened several times in the past and asked if there are some issues that keep causing it? Do we need to add a service to monitor it? Yadira mentioned that the godaddy service may offer additional protection.*

**ACTION: Yadira will check on the costs of website protection and see if we need it. It appears that it depends on which browser you use to access the website as well.**

**ACTION: Yadira asked Susie to send out a reminder about the logo. They will also ask Chris if he wants to participate in the logo redesign. Yadira asked David if he wants to extend the deadline.**

**ACTION: Yadira also mentioned David going back to Jeff to see if he would like to resubmit some new logo edits.**

#### **Special Assistant-President Representative West/Corporate Partner Committee – Favi Garcia –**

*EBoard updates sent via email to do another meeting.*

- Ida is taking the lead on most Corporate Relation Actions from the log.
- Favi requested Ida be included on EBoard distributions.
- Received banner from Yadira – Thanks Yadira.
- Working with Sara in NW Mountain, First Command, BCBS and David to finalize Jan. 15-17, 2014 events in Seattle.
- Remember to populate spreadsheet that Favi sent out. We need to get a handle on who is participating at outreach events.
- Ida or Favi will be getting in touch with the event RCD to offer ideas for partner participation.

#### **Special Assistant-President Representative East – Oscar Torres**

- Taking the lead and working with Ed Franco on a NYC recruitment event. Looking at late Jan/early Feb for this event. He has family in NY, so he will be able to save money by staying with them.
- Oscar is working on getting DC data for David
- Oscar is planning an event for the Orlando / N. Florida area.
- He is getting the flyer info for Susie.
- He will touch base with Ida regarding Puerto Rico. There are about 20 members there that have not been active.

	Telecon adjourned at 6:00 PM CDT			
	Minutes recorded by Erik Salazar, National Director of Resource, and prepared by Misty Pena, National Director of Administration			