

# NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

## EXECUTIVE COMMITTEE MONTHLY TELECON

Telecon Number:	(712) 775-7031	
Date:	August 16, 2016	
Scheduled – Start Stop	5:30 p.m. (Central)	7:00 p.m. (Central)

### TELECON INSTRUCTIONS

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 and keep comments/discussion brief so we ensure everyone has an opportunity to speak within the hour. Let's get started with the Roll Call. If I do not call your name, please identify yourself at the end of Roll Call.

### IN ATTENDANCE

President	David Dominguez	Unavailable	AWA	Carlos Rivera/Karen Perez	X
Vice-President	Ida Marrero	X	ACT	Roberto Villa	X
Director of Administration	Misty Peña	X	AAL	Sylvia Villa/Maria Smith	X
Director of Resources	Erik Salazar	Unavailable	AWP	Dolores Leyva (Ofilia Medina)	X
Director of Education	Don Espinosa for Cynthia Garcia Torres	X	ANM	Lora Singh/Karla Hernandez	X
Director of Public Affairs	Susie Diaz	X	ASW	Lydia Gomez-Martinez	X
Special Assistant-East	Oscar Torres	Unavailable	MMAC	John Espinosa	Unavailable
Special Assistant-West			ASO	Ed Cardenas	X
Special Assistant-Central	David Gonzales	X	AGL	Brendan Villegas	Unavailable
Legislative Chair C&B Chair	Bill Fernandez	X	AEA/ANE	Maritza Moreno	X
Elections Chair	David Gonzales	X	ACE	Laurie Ortiz	Unavailable
Corporate Partner Sponsor Chair	Raquel Ysasi-Huerta	X	Corporate Co-Chair		
Conference Chair	Ed Cardenas	X	Membership Chair	Mindy Moreno	X



**CALLED TO ORDER**

Called to Order: 5:34 p.m. Roll call conducted by Ida Marrero.

**EXECUTIVE BOARD UPDATES**

**PRESIDENT’S REPORT – David Dominguez**

*Unavailable*

\*\*\*\*\*

**VICE-PRESIDENT’S REPORT – Ida Marrero**

- Discussion 2017 National Training Conference dates.
  - Vote taken and decision made for August 1-3, 2017 – National Training Conference will be in Los Angeles, CA area.
  - Ensured no conflicts with other Employee Association conferences.

\*\*\*\*\*

**DIRECTOR OF ADMINISTRATION REPORT – Misty Peña**

- All minutes have been sent to David for review.
- In process of finalizing bylaws from 2016 Membership meeting
- Thank you letters are to David for review

\*\*\*\*\*

**DIRECTOR OF RESOURCES REPORT – Erik Salazar**

*Unavailable*

\*\*\*\*\*

**DIRECTOR OF PUBLIC AFFAIRS REPORT – Susie Diaz**

- Received La Palabra articles – articles due September 30, 2016.
  - Send articles via word.doc, and not in the body of an email message.
- Working with Abdul to get website items corrected.
- Will update the website for 2017 National Training Conference.
- Will be putting presentations on the website behind a password protected site.
  - Missing some of the presentations but she will notify Don what those are so he can try and get them to her.

\*\*\*\*\*

**DIRECTOR OF EDUCATION REPORT – Don Espinosa for Cynthia Garcia Torres**

- Training certificates are being email out to participants.
- Reviewing the survey monkey and everything looks well. He will talk to Ed and Erik about possibility of obtaining reports. Survey responses have to be sent to AHD. He will get the information to David for review.

\*\*\*\*\*

**CHAPTER/REGION UPDATES:**

**AWA – Carlos Rivera/Karen Perez**

- Nothing to report



\*\*\*\*\*

**ACT – Roberto Villa**

- Working on the LP article about the National Training Conference, and he will send out soon.
- Hopes to reach out to Bernice about HHM events.

\*\*\*\*\*

**AWP –Dolores Leyva**

- Getting ready for HHM events for Los Angeles, San Diego, and Arizona.
- Waiting on conference SOP and getting ready for 2017
- Thought it was a great conference, and not scheduling something every night.
- Conference selection: Agreed with whoever submitted the lesson learned.

\*\*\*\*\*

**ACE – Laurie Ortiz**

Unavailable

\*\*\*\*\*

**ANM –Karla Hernandez**

- Been busy due to end of year.
- Plans on HHM events
- Enjoyed the conference, it was a great experience.
- Hopes to in the future to help out with future conferences.

\*\*\*\*\*

**AAL – Sylvia Villa**

Unavailable

\*\*\*\*\*

**ASW – Lydia Gomez-Martinez**

- Will begin planning for HHM
- She will request articles from those who attended the conference.
- Thought conference was great.
- She missed corporate sponsor dinner because this was the only time to see the city. She thinks we should do better planning that allows everyone to see the local area.
- Good idea to do auctions everyday

\*\*\*\*\*

**MMAC – John Espinosa**

Unavailable

\*\*\*\*\*

**AGL – Brendan Villegas**

Unavailable

\*\*\*\*\*

**AEA/ANE –Barbara Lindsay /Maritza Moreno**

- Started transition process for Maritza to take over EA/NE RCD.
- Barbara will contact Susie to change password
- 2016 National Training Conference was a success.
  - Got five new members at the conference.
- She hopes to work with Lydia in SW.

\*\*\*\*\*



## **ASO – Ed Cardenas**

- Working on HHM events.
- Working with Office of Civil Rights to visit Puerto Rico.
- Still involved in the AVS outreach and recruitment project.
  - Sent out the first 50 mailings.
  - There will be a telecon soon.

\*\*\*\*\*

## **COMMITTEE CHAIR UPDATES**

### **CORPORATE PARTNER SPONSOR CHAIR – Raquel Ysasi-Huerta**

- She will notify sponsors of the 2017 conference.
- Sponsors loved the area and liked checking in day before.
- Majority of them would like to be with the members instead of corporate dinner; however, one sponsor had concerns over funding certain events.
- Local sponsorship should increase.
- For FY-2017, 1<sup>st</sup> quarter meeting – she thinks it is better to be in the local area if we going to be at the hotel selected, instead of attending 2<sup>nd</sup> quarter meeting.

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

- Looking at locating someone to do a Microsoft Access database.
- Researching online membership systems
- Conference was great.
- There were seven overall new members from the national training conference.
- She suggested that we identify members and non-members at the next conference.
- In process of updating membership database based on the latest pay period.

### **LEGISLATIVE/CONSTITUTION & BYLAWS – Bill Fernandez**

- As far as Legislative, discussed ideas with David about what we may need to do in case the ATO is ever privatized. We may want to consider how contractors can become a part of our organization in case a corporation is formed that absorbs ATO, these employees who are now contractors can be eligible to be members. This is also a way of bringing in new members today because we have contractors that currently work for FAA.
- Working with Misty about the C&B's that were made at the conference.
- Anyone can propose amendments to C&B. These are our documents and if someone sees something that is not right or needs to be changed, please submit.
- The Parliamentarian recommended several amendments that will be sent to the Executive Committee for review. We do not have to propose the recommendations; however, it is something to consider.

### **ELECTIONS – David Gonzales sent via email**

- Electronic voting was a success.
- He will submit an article about electronic voting to LP.
- Positions open in 2017 are: President, Director of Administration; and Director of Public Affairs. If you are interested, contact the current Executive Board.



- Actual cost for electronic election was \$99. The cost savings is significant to our organization.
- We will look at ways to ensure we members personal email addresses.
- Reminders were sent out to members who had not voted. The program only sends reminders to those who have not voted. He does not know who voted and who didn't vote.
- Postcards that were sent out and returned were approximately 15.
  - We may want to send annual postcard out to members to remind them to change address and email or we can call members. Ida suggested that we may want to set-up a committee.
  -

#### **NATIONAL TRAINING CONFERENCE CHAIR – Ed Cardenas**

- Overall conference was great.
- Lessons Learned email was solicited – see below for comments.
- Been reviewing critiques and comments, and he will send it to the EBoard.
- We will look at color coding members vs. nonmembers.
- Videos are being edited and then they will be vetted. Once vetted, they will be uploaded to the website behind a password protected area that will be disseminated eventually.

*Bill suggested that everyone get in contact with members who attended the conference.*

#### **2016 Conference Lessons Learned**

Compiled a 'lessons learned' list. I ask you all, is there anything we can improve on moving forward? I'd like you to consider everything from thoughts on choosing a venue, hotel accommodations, conference and corporate sponsor areas. Also, your thoughts on the training sessions, registration process, giveaways etc. This was the first year we had a mobile app, your thoughts on its interface, simplicity in usage, information found on the app etc.

Thanks,

1. For being the first year with the mobile app, I think it went great! sure a few hiccups but we managed! Great job Edward!
2. I was sitting next to Glenn Livingston in our corporate dinner and Dina was at the same table and they mentioned about the train that went to the city. They mentioned that they could of love to go. They could have put the money for the dinner in the presidential appetizers and more tickets for the beverages. Maybe we join corporate presentations awards together with presidential event??
3. I had mentioned to Edward, that maybe we can somehow identify those members and non-members, so we can get to know the non-members and get them to be a member.
4. Venue- should defiantly be nearby attraction for those that will be bringing family.
5. I was a little hesitant about using the APP at first, but in the end I loved it!!! It was so easy to check out the events for the day. I even helped a couple people download it on their phone.
6. I think this year's conference provided the best access to the corporate sponsors in a few years. I loved it & they loved it too. I think it's important to make sure next year we try to find something similar.



7. There was some confusion about the corporate dinner at one time there was talk about going to the city, then we were back to hosting a dinner. I know the majority of the sponsors would rather have more time to mingle with the members. Most were on board with extending the presidential gathering by providing funds for food. All except for First Command, they weren't comfortable with providing funds for beverages.
8. The sponsors loved being able to set up on Monday during registration, maybe we could hold their event on Monday evening.
9. Erik and I were talking, and we thought it would be a good idea to break up the auction. Place some of the items each day and close the bidding for those items each day. This year we had great items & many items so it was a bit overwhelming to keep track of them all.
10. I agree the venue should be close to attractions for those bring their family, but not too close that people won't attend the conference.
11. Great event!! Loved the app. I think we should use it as a sign in method.
12. I agree with Misty, Livingston and SkyOne would have preferred to attend the party train. I also agree that money towards appetizer on Presidential reception would be great. Members will really appreciate it.
13. Lunch should be served during all three days; perhaps a bag lunch will save lots of money.
14. Band versus DJ. I preferred Band. But we need to play music for everyone not just one group. The DJ I will only give him maybe 2 stars.
15. Suggest lunch served all 3 days due to returning issues. Because of cost, we should consider locating a local sponsor to aid in funding it.
16. App was great!! Sign in for membership meeting should be as the member enters the room. Sign-in for concurrent sessions should be done through the app as well. In locating hotels for next year's conference, we should verify adequate Wi-Fi service.
17. Notify photographer of all sessions, lunches, events that the photographer should be at. Pre-determine how we are distributing pictures prior to the conference.
18. Distribution of awards - need to know where the awards are going after the conference, e.g., member carrying, need mailing address, corporate sponsor awards.
19. Suggest purchasing a conference chair computer. Multiple uses - all data is on one computer, printer drives are on one computer so others can print, etc.
20. App - I still like a booklet so I'm glad there were some printed. We need more outlets or chargers to plug phones in to be able to use app.
21. Video - I've noticed we are shooting a video but the members haven't seen it and we have no access to it. We should decide if this expense is still needed.
22. Corporate Sponsor dinner should be on Monday evening. Those that need to be there are there. Also, include all spouses or RCD + One. Because if you bring a spouse or child on your trip they will have to be on their own 1 evening.
23. Lunches all 3 days - with local businesses sponsoring them.
24. Break up the auction - yes! Also, can we avoid saying what the value of the items was? if item is valued at \$50 then hard for someone to want to pay more than its value. Just state "Starting bid at \$\_\_\_\_\_" and let people guess themselves.
25. Awards at banquet - to start a little earlier, before main entree is served and will also allow more time for dancing.



26. Lanyards/Name tags - consider to have the QR code on the name tags of those who ARE members to scan at membership meeting or even at registration for keeping count.
27. Corporate dinner - I agree about considering a different day like Monday if it was possible.
28. I have mixed feeling about including spouses or a "+1" for RCDs to corporate dinner and have NHCFAE pay for them. The option is already there by us paying for it, which I have done. I know many of us bring spouses and/or children, and I know we are all volunteers (RCDs) to NHCFAE, but let's not forget the majority (if not all) are there on duty time so we fulfill the responsibilities we agreed to take on as RCDs and that means I tell my family know ahead of time about what is expected of me if they are coming with me. How can I expect my membership to step up as members to support NHCFAE and encourage them to be more involved when I, as RCD, don't set an example with what is expected of me as an Executive member? So I was disappointed to notice some RCDs skip the presidential reception, the corporate dinner and even the banquet! Let's not forget that National already sends us approx. \$500 to alleviate some of the RCD expenses for our attendance, so let's ATTEND! ;-)
29. I agree with all that the sponsor dinner should be rescheduled to a better time (not at the same time as the member outing). As a conference newbie, it would have been nice to spend time with the members and get to know everyone.
30. The Wi-Fi issues with the mobile app were spotty, but it was so nice to have when we had lunch on our own and needed to know what time to be back and where to be.
31. Not being in Air Traffic or Flight Standards, I thought it was a little heavy on their specific issues, but I understand that the majority of the members may be from those LOBs.
32. I overheard someone mention a career fair as part of the break room or one of the breaks that would be a great idea! Maybe a good way to recruit :)
33. A more formal process to the selection of the next conference host. It seems like there should be more research and time done prior to the conference vote. Maybe suggest that those interested in hosting the conference to be prepared to present at the next conference and make it clear that presentations are encouraged. I also heard the idea of having a set cycle for the conferences.
34. If all the sponsors support having the dinner on Monday I am fine with it.
35. We were lucky to get a sponsor for the appetizers for the President's Reception, we just have to budget in advance for it if the venue is not too expensive
36. Maybe we could save some money if we buy some basic A/V equipment. Good wireless mics and a soundboard would not be as expensive as what we paid at the Garden city. We have a volunteer to be the permanent custodian for future conferences.
37. Maybe we could try and run a Job Fair on the Friday after the Conference?
38. I prefer a DJ because of the variety of music that is offered. I agree that the music should not be just for one group. I liked the DJ, we had more people staying to the end of the Banquet and dancing than I have seen in past years. I apologize for letting Mario sing a little too long, but he was a good kid and a good singer.
39. I like the idea of getting dinner and the awards out of the way on Banquet night so we can celebrate our time together! But next time we stay till 12:00!!!
40. I agree with what Roberto/Bob said about attendance at the evening functions. The Conference supplements our travel to be there, we should support the activities.



41. The APP saved us a lot of printing costs and PASS was very happy with how their logo was displayed on it.
42. Identifying members with the badges is a great idea, for recruitment of non-members attending the conference and for aiding in gathering a quorum for the membership meetings.
43. For the next election we should send out a preliminary email notifying members that candidates will be sending out the monthly emails, texts and phone calls. And that there will be a short candidate speech at the conference. This way they can decide to vote immediately or wait to hear/see what candidates have to say.
44. I agree with Mindy on the conference selection committee, I would prefer to see the selection of conference sites be based on specific reasons for the good of the organization as opposed to a popularity contest. What is best for the organization is not necessarily what is most popular and vice a versa. I know that conferences in Atlanta, New York and Puerto Rico were chosen in order to try and bring in more members for those areas.
45. I think one way to get sponsor buy in to a Monday Sponsor dinner would be to try and sell them on the opportunity for them to mingle with our members on those member nights. Part of what they are doing is trying to establish relationships with our members that could be easier in an informal trip with members, than trying to talk to them behind a table for the 10 or 15 minutes when our members are stretching their legs and trying to go to the restroom.
46. An idea I would like to see added to the app is to have the registration people snap a quick picture of our members at registration that could be uploaded to the app to help our members be able to put a face to a name.
47. I thought the app worked well, but that means we have to ensure good Wi-Fi at future conference locations.
48. I am a bit confused by the Job Fair idea to be truthful. What would be our goal here? It could be misleading and frustrate people who attend when we really do not have jobs to offer, it is not like we could hire a great candidate if they walked in. Maybe I am misunderstanding the concept.
49. I agree with Roberto on the corporate dinner, that is a responsibility we take on as members of the Ecomm, if someone chooses to pay for their spouse to attend that is fine, but I don't think the NHCFAE should pay for it.
50. As far as Laurie's comment on the video, I think we should either make it available to our members somehow (maybe even stream it live) or she is right, maybe we should eliminate the expense.
51. I like the sponsored lunch idea. Again I recommend that chapter's get involved with their local Hispanic Chamber of Commerce to start making relationships that could lead to getting lunches like this set up.
52. Last year I brought a bunch of NHCFAE apparel, and I would like to see our members wearing our logo. I think it helps get the word out and I think it would be nice to see our members wearing the gear at conference. Maybe we can set something up in advance where members can go to a website and place orders for clothes that they can pick up at registration. Not sure about the logistics of that, but it is something I can look into for next year if anyone thinks there might be interest.





**TELECON ADJOURNED**

Telecon adjourned at: 7:00 p.m.

**Minutes prepared by:**



---

Misty Peña, National Director of Administration, NHCFAE

