

# NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

**FY-2017 – 1<sup>st</sup> Quarter  
EXECUTIVE BOARD MEETING  
December 6-8, 2016**

---

## LOCATION

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2016 1<sup>st</sup> Quarter Executive Board (EBoard) meeting at the Marriott Torrance/Redondo Beach, 3635 Fashion Way, Torrance, CA 90503.

## EXECUTIVE BOARD ATTENDEES

David Dominguez, President  
Misty Peña, Director of Administration  
Ida Marrero, Director of Education  
Edward Cardenas, NTC Chair

Barbara Lindsay, Vice-President  
Erik Salazar, Director of Resources  
Susie Diaz, Director of Public Affairs  
Dolores Leyva, WP RCD

## December 6, 2016

On December 6, 2016, the Executive Board held its FY 2017 – 1<sup>st</sup> Quarter Executive Board meeting. Meeting was called to order at 8:04 a.m. Roll call, administrative/logical matters and the presentation of the agenda were conducted by Misty. David provided welcoming remarks as the President.

## Executive Board Expectations

- David: Need to develop a plan for a secured database and a secured member area on our website; welcoming new vice president and new director of education;
- Barbara: work with Dolores to go over lessons learned; look at AV budget for 2017 conference and the cost; discuss how to change the packing instructions after the conference; discuss the conference app and the cost; follow-up with Ida and the duties of Vice-President and firm down more of what the tasks are for vice-president documented via an Excel spreadsheet;

*David needs help with some of the places he cannot attend and assist/attend with other employee association conferences. He would like help on member issues.*

- Ida: Get connected with everyone for 2017 conference and ideas for training; work with Ed for 2017 conference; connect with HR to find out what kind of training they have to offer at zero cost

*David asked about the automation for scholarship and tuition reimbursement. Andy could provide us with a resource to scan the information. How do we get an https: site? David would like to see movement on automated tuition reimbursement.*

- Ed: meet with Dolores regarding 2017 conference;
- Erik: make sure we have a budget for 2017 conference and conference committee approves; review FY 2016 budget; meeting with hotel

*David would like to see software issue and a budget for that item*



- Susie: pending item to the SOP for DOPA and get it updated; get conference information together

***ACTION: Update SOP for DOPA - Susie***

- Misty: work on the 2017 national training conference; develop a plan for membership database; look at the corporate sponsorship side of things; and finding a new DOA for next election period.

***ACTION: Get list of property that we identify on our tax return***

**PRESIDENT'S REPORT – David Dominguez**

- NHC Media Strategy
  - One strategy is the AVSED program – Jim Brough is point of contact.
- ATO LCD and NEF feedback
  - High level councils/partnerships with access to all lines of business.
- Discussion about Brendan's strategy talking with NATCA about discussing NHCFAE.
- New HRPM 12-6
  - Published November 1, 2016
  - Will request additional revisions to include time for Presidents and members to be able to work on diversity and inclusion efforts.
- Email Etiquette
- Secured Website access
- OPM, Intelligence Community, State Department
  - We are building relationships with other employee resources group
  - Presentation was well-received

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

- RCD Communication
  - Thinks its more effective to do phone calls and not emails
  - Build excel spreadsheet
    - Timeline: Make contact by December 31, 2016
    - Contact RCD's anyway we can contact them.
  - Discussion over Tech Center and the support from HR/CR
  - Contact Roberto to find out issues and then David will take that information up.

***ACTION: Contact Roberto and find out what the issues are at the Tech Center***

- Work closer with Raquel to get sponsorships
- Discussion about corporate sponsors and lack of communication

- Strategic Business Plan

*David indicated we have had challenges with the strategic plan. It is difficult for RCDs to stay engaged with the Strategic Business Plan, very few RCD's have seen the value in inputting the information and the issues with it. Ida indicated that RCD's were getting in but there was a broken connection to VP and Director of Resources.*

- The strategic plan is completed and up-to-date.
- She wants to take negative connotation off of using the strategic plan.

*David thinks we need to develop a strategic plan, e.g., host a monthly meeting, participate in Ecomm telecons, etc. We, as the national board, identify the minimum requirements.*



- What if we rename the business plan?

*Susie discussed an idea of putting a calendar on the website. David identified: Strategic Plan; vision/goals; tasks; share info; benefit (local/national).*

**ACTION: Develop generic flyers – Susie/Barbra**

- Discussion over RCD duties and responsibilities.

*David indicated that the SOP should be used to create a format of tasks that the RCD are to be accomplished. We need a strategic plan to identify the process, results, and goals.*

- Strategic plan events means nothing – just changing the form to NHCFAE Business Plan, RCD Strategies and Responsibilities

**ACTION: Develop a RCD Snapshot of duties in one location and disseminate – Barbara**

**ACTION: Coordinate with Bill on continual issues on Business Plan- Barbara**

**ACTION: Ed will check with Abdul about developing a new business plan module.**

### **AIRMAN DATABASE PROJECT – Ed Cardenas/Team**

- TO date, costs have been minimal.

**ACTION: David would like a meeting with Erin, Janette to discuss the results of the surveys that were sent out. - Ed**

- Ida suggested David put together a list of results on the website.

*David wants to see this presented at the conference and show what we are doing.*

### **DIRECTOR OF EDUCATION REPORT – Ida Marrero**

- Scholarships/Tuition Reimbursement Application
  - Rene Matos – 187 applied, 13 received
  - Danny Gutierrez – 19 applied, 1 received
  - Member Tuition Reimbursement – 11 applied, 11 received
  - FEEA – 15 applied, 4 received
  - Application to be updated that awardees will be asked to write an article.
  - After NTC, we will publish winners in LP.

**ACTION: Add a footnote to Scholarship application – only applicants awarded will receive an official response.**

**ACTION: Update application that awardees will be asked to write an article**

**ACTION: Automation Process – will reach out to Abdul to get the information. Ida will give application to Susie.**

- National Conference Lessons Learned
  - Survey Monkey would cost \$26.00 per month during conference period. – We will proceed with this cost for 2017 conference.
- Conference Critiques
  - Add a N/A column to surveys
  - May need to purchase higher level of surveymonkey.com
  - Recommendation for us to forward surveys to HR.

**ACTION: Ida will forward the results with a cover letter to HR.**

**ACTION: FAA organization – David – survey comments**

**ACTION: Icebreaker on Day 1 for NTC**



*Don destroys data after it is no longer needed. David indicated that there is an effort to standardize all EA surveys.*

- 2017 National Training Conference Agenda
- Lines of Business Training Requirements
  - If we provide training that is LOB specific, the LOB could possibly fund those sessions.

#### **DIRECTOR OF RESOURCES REPORT – Erik Salazar**

- FY-16 Budget Review
- FY-16 Conference Budget Review
- FY-17 Budget Update
- FY-17 Proposed Conference Budget
- Discussion over chapter rebates
- Contacted the CPA and working on annual tax filing forms
- Discussion over the Communicating for Safety annual conference
  - Dolores suggested rotating CFS duties with other chapters.
- National Training Conference
  - Contract has been signed
  - The cutoff for hotel reservations is 7/28/17

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

- Website (where are we?/ changes require, if any)
  - Changes have been made for 2017 National Training Conference
  - If there are any changes to the website, please let Susie know.
- Drop Box
  - She will create a folder in Drop Box for each Executive Board officer
- La Palabra- status
  - Next edition should be out before end of year
  - Next due date for articles is March 10, 2017
- Working on creating a google calendar to add in website for E-Comm to see and to add their event
  - Susie will work with Barbara on developing Google calendar
- Google Email Updates
  - *Do not make it your personal email (adding photos, or Gmail networks sites).*
  - *Do not use NHCFAE email as a personal email.*
  - *Our GMAIL is considered a business account.*
  - *Gmail contact is Abdul*
- Conference Website: What is needed?
  - David would like to get a one minute video to talk about the conference and put on the website.
  - Dolores asked about adding last year's conference agenda on the website and suggested adding pictures to give people an idea of what we present at the conference.



- Susie asked that Ida get presentations from speakers before departing next year's conference.
- Save the Date with hotel needs to go out soon.

***ACTION: Do a video for conference website - David***

- Eboard Holiday photo and/or professional pics
  - Thursday 12:30
- Secured Website access
- Items needed to promote conference

**INFORMATION FOR THE GOOD OF THE ORGANIZATION**

**Motion made to adjourn, second, and all in favor at 5:15 p.m.**

\*\*\*\*\*

**December 7, 2016**

**LOCATION**

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2016 1<sup>st</sup> Quarter Executive Board (EBoard) meeting at the Marriott Torrance/Redondo Beach, 3635 Fashion Way, Torrance, CA 90503.

The NHCFAE had a meeting with Nick Reyes, Western Pacific Flight Standards Division Manager and Karen Peccia, Human Resources Director at the Regional Office. Notes from these meetings include:

- For 2017 training sessions, we can work with Karen
- Suggested OPM 80 day Module for managers
- How can we outreach more for Aviation Safety Inspector positions?
- Question to Karen: If the ASI continuous bid is open, and an applicant does not make the list the first time applied, can the applicant go back and reapply as long as the bid id still open? Or is there a limit to the number of times you can apply during a continuous open bid?
- Discussion over a point of contact at Oklahoma City for the ASI positions for those applicants who have questions. This POC would be dedicated to these positions and answer the phone and provide feedback.
- How can NHC help for leadership development?
  - AFS has the Leadership & Development Team
  - Mentoring and Coaching
  - Training needed for interviewing
- Flight Standards is undergoing a reorganization. There will be several SES and L band positions open

**CONFERENCE CHAIR REPORT**

- Reviewed deadlines and events
- Discussed various conference themes



### **HiGov – David Dominguez**

- A Hispanics in Government plans to launch Cinco de Mayo
- The launch is planned for Houston, Fort Worth, Los Angeles, Chicago, and Washington, DC.
- HiGov is planning an event on December 15, 2016 in Washington, DC.
- The website should be up soon, as well as, social media sites.

### **STEM/AVSED Discussion – David Dominguez**

- Aviation Safety Education
  - David asked Favi Garcia to work with Jim Brough to coordinate events with Mr. Brough and the Chapters.
  - Favi will work with Barbara and the RCD's.

### **LEGISLATIVE REPORT – Andy Quinn**

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

#### **Proposed Bylaw Amendments for 2017 National Conference General Membership Meeting**

##### **Proposal #1: - ARTICLE 6A, MEETINGS, Section 9:**

**Currently reads:** “Meetings shall be conducted in accordance with these Bylaws and Roberts Rules of Order.”

***SUBSTITUTE:*** “*The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern NHCFAE in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order NHCFAE may adopt.*”

**Rationale:** The designation *Robert’s Rules of Order* technically refers to the early manuals written by General Henry M. Robert from 1876 to 1893 (First, Second and Third Editions). Since that time, there have been many other editions. The current edition is referred to as **Robert’s Rules of Order Newly Revised**, Eleventh Edition. To avoid continually updating bylaws to designate a particular edition, it is recommended that bylaws simply state “the current edition of *Roberts Rules of Order Newly Revised*” as the organization’s Parliamentary Authority. The above language is recommended in RONR (11<sup>th</sup> ed.), p. 588, ll. 1-8,

***DISCUSSION:*** *Proposal will be submitted at membership meeting with revised wording, especially related to the part of the paragraph that starts... and in which they are not inconsistent with these bylaws and any special rules of order NHCFAE may adopt.*

##### **Proposal #2:**

**NEW ARTICLE IN BYLAWS (or included in ARTICLE 6A, MEETINGS) to authorize electronic meetings**

**INSERT** (you have to decide who will be authorized to hold electronic meetings. As a start I suggest):

*“Executive Board and Committee Meetings of this organization may be conducted by telephone or other electronic means that permit simultaneous aural communication when so directed by the National President or, in the case of Committee meetings, by the Committee Chairman. Az*



*electronic meetings, any ballot votes required under the rules or ordered by the association shall be conducted electronically, using an internet service that supports anonymous voting. Electronic meetings of the association shall be subject to rules adopted by the organization (? or the Executive Board) to govern such meetings, which may include any reasonable limitations on, and requirements for, members' participation."*

**Rationale:** Except as authorized in the bylaws, the business of an organization or board can be validly transacted only at a regular or properly called *meeting* – defined as a single official gathering in one room or area – at which a quorum is present. If NHCFAE's board and committees are to be able to meet electronically (e.g. by telephone conference call), the organization must include authorization for such meetings in the bylaws. Rules for the conduct of these meetings may be placed in a separate document.

**DISCUSSION:** *Proposal will be submitted at membership meeting with revised wording.*

**Proposal #3:**

**ARTICLE 10A, ELECTIONS AND VOTING, Section 6:**

**Currently reads:** "Elections and special elections for national officers shall be held by secret ballot. The ballot will have the official seal to verify an authentic ballot. The ballot shall contain the names of the candidates running for office."

*Option 1:*

**ADD:** *"If there are more than two candidates for a national office, a plurality vote shall determine the result."*

**To read:** *"Elections and special elections for national officers shall be held by secret ballot. The ballot will have the official seal to verify an authentic ballot. The ballot shall contain the names of the candidates running for office. If there are more than two candidates for a national office, a plurality vote shall determine the result."*

Or Option 2:

**ADD:**

*"If there are more than two candidates for a national office, the Borda count method of preferential voting shall be used for election to that office. For the Borda Count method, a preference ballot by which an individual voter lists each candidate for a particular office in order of preference from first to last will be prepared by the Elections Committee. The ballot shall contain specific instructions for the marking of the ballot. Each candidate will get one (1) point for each last-place vote received, two (2) points for every next-to-last-place vote, etc., all the way up to N points for each first-place vote (where N is the number of candidates). The candidate with the largest point total wins the election."*

**To read:** *"Elections and special elections for national officers shall be held by secret ballot. The ballot will have the official seal to verify an authentic ballot. The ballot shall contain the names of the candidates running for office."*

*If there are more than two candidates for a national office, the Borda count method of preferential voting shall be used for election to that office. For the Borda Count method, a preference ballot by which an individual voter lists each candidate for a particular office in*



*order of preference from first to last will be prepared by the Elections Committee. The ballot shall contain specific instructions for the marking of the ballot. Each candidate will get one (1) point for each last-place vote received, two (2) points for every next-to-last-place vote, etc., all the way up to N points for each first-place vote (where N is the number of candidates). The candidate with the largest point total wins the election.”*

**Rationale:** In a national society where an election is conducted by mail ballot, a plurality vote is sometimes allowed to elect officers, with a view to avoiding the delay and extra expense that would result from additional balloting under these conditions. If a plurality vote that is not a majority is to be used for the election of officers, the organization’s bylaws should authorize it. A better method in such cases is for the bylaws to prescribe some form of preferential voting. The Borda Count Method is a popular form of preferential voting. Members must be thoroughly instructed as to how to mark the preferential ballot and tellers must perform their work with particular care, but it is preferable to an election by plurality. (The reason for this is because in an election by plurality, the person with the most votes may have a large majority not in favor of the winning candidate).

**DISCUSSION:** *Option 1 proposal makes more sense for the organization and wording will be revised to define plurality.*

**Proposal #4:**

**CONSTITUTION ARTICLE X, AMENDMENTS, Section 3:**

**Currently reads:** “When entertaining proposed amendments to this Constitution a 2/3 vote of the members present shall carry any such proposal.”

**INSERT:** “and voting” following word “present”

**To read:** “When entertaining proposed amendments to this Constitution, a 2/3 vote of the members present and voting shall carry any such proposal.”

**Rationale:** If the basis of the vote is on members who are present ONLY, an abstention has the same effect as a negative vote. This denies a member the right to maintain a neutral position by abstaining. By adding words “and voting”, the basis of the vote will then be votes cast and an abstention will reflect a neutral position.

**CONSTITUTION ARTICLE XI, BYLAWS, Section 2:**

**Currently reads:** “When entertaining proposed amendments to the Bylaws a 2/3 vote of the members present shall carry any such proposal.”

**INSERT:** “and voting” following word “present”

**To read:** “When entertaining proposed amendments to the Bylaws a 2/3 vote of the members present and voting shall carry any such proposal.”

**Rationale:** Same as for CONSTITUTION ARTICLE X above.

**DISCUSSION:** *Proposal will be prepared for the membership meeting.*

---

**The following was submitted by Misty Peña:**





**Article 6A SECTION 10:** All meetings shall have an agenda, and business ~~shall~~ **may** be conducted in the following sequence:

1. Call to Order
2. Credentials Report
3. Approval of the Minutes
4. Review of Agenda
5. Reports of Officers
  - a. Report of the President
  - b. Report of National Director of Resources
  - c. Other Officers' Reports
6. New Business
7. Information for the Good of the Organization
8. Adjournment

Rationale: Because of budget, we frequently have the legislative effort prior to officer reports. In addition, we have the C&B and Officer Reports on the same day so we can reduce Parliamentary costs. Using shall requires us to follow this sequence.

We regularly do not follow the "shall be conducted in the following sequence". I understand that this may be under Robert's Rules of Order; however, I suggest the following (or something to this effect):

**"All meetings shall have an agenda, and business may be conducted in the following sequence:"**

***DISCUSSION: Proposal will be reworded and prepared for membership meeting.***

**Hispanic Council on Federal Hiring Discussion – David Dominguez**

- Discussed Barrier Analysis letter
- Send letter to RCD's

**Parking Lot Items**

- Communicating For Safety (CFS): we will solicit for volunteer regions to attend this event.

***ACTION: Solicit chapters to attend CFS on next Ecomm – David***

- Conference Promo Video: David wants a video for the conference team. Ed will coordinate with Dolores and team.
- Discussion on the conference logo/theme
- Corporate Dinner Monday: For Monday, if Raquel talks to the legacy corporate sponsors and we get the corporate sponsors to agree.

***ACTION: Request Raquel to verify with corporate sponsors will attend on Monday.***

- Susie is working on local activities for conference.
- Business Cards
  - Susie will order cards for Ida.
- Local community outreach
  - Aviation career day for local students
  - Reach out to local FSDO to arrange a simulator

***ACTION: EBoard to discuss with Dolores to find out if having a local community outreach during the NTC will work, and if so, we will develop a plan.***



- FY-2017, 2<sup>nd</sup> Quarter Executive Board/Committee meeting dates:
  - EBoard: Travel February 18, meet on February 19
  - ECommittee: Travel February 19; meet on February 20, 21, and 22.
  - Return travel for all February 23, 2017
  - February 20, 2017 is a Federal holiday

## **INFORMATION FOR THE GOOD OF THE ORGANIZATION**

Motion made, second, and adjourned at 4:48 p.m.

**December 8, 2016**

### **LOCATION**

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2016 1<sup>st</sup> Quarter Executive Board (EBoard) meeting at the Marriott Torrance/Redondo Beach, 3635 Fashion Way, Torrance, CA 90503.

The NHCFAE had a meeting with Michael Freilich, Civil Rights Director, Western Pacific Region at the Regional Office; Laura Murillo, Santa Anna SSC Manager; and Brad Gee. Notes from the meeting include:

- Brad indicated that Vaughn Turner is in town, and wanted him to extend his thank you and support to the NHC
- Michael offered several suggestions for the 2017 conference:
  - Jesse Ramos local airport director at Long Beach airport
  - Society for Hispanic Engineers
  - There is the ACI/AAA 2017 Long Beach Aviation Conference
  - Airport Council
  - Market to outside civilian employees
  - Local airport contacts
  - Federal Executive Board who can provide training on leadership and contact with other agencies

The Executive Board then participated in the National Employee Forum briefings.

### **WLB 12-6 and National Employee Forum**

- ATO is part of business council
- If someone who is not looking to get promoted, and conference has resume writing, why would a manager support that individual going?
- Brining in HR and discuss why delete paragraph – manager support diversity and inclusion
- If it was a mistake, put it back in....
- The other part from NEF is to have that paragraph returned to WLB by April 2017.

### **CTEC UPDATE– with Kristina Harris**

- CTEC is an effort to provide members with access to training and personal development and professional development and not relying always on national conference
- 5 members to begin with and support of DOE



- 2014 launched CTEC
- 2015 gave RCDS briefing and ways to get RCDs to promote new benefit
- Most of 2015, there was steady communication with RCD's and membership
  - We had partnership opportunities with training vendors
  - Presented CTEC to membership
- 2016 – the initial committee slowly dwindled
  - With the support of Cynthia, she was still able to do CTEC
  - Soon, CTEC became a one person show.
- Responses have been minimal – 6 responses total.
- Another survey garnered 5 responses
- These numbers are low, but hard to determine how many people used CTEC
- Today:
  - CTEC is now a one person show.
  - She no longer sees herself leading CTEC
  - The engagement and presentation that CTEC may need a new way of thinking.
  - She happy to help someone transition CTEC
  - Needs two motivated, committed folks
  - This has real value and is needed, but where we at today.

*David indicated that as of now, CTEC is on hold.*

- There is no way of knowing how many members are using CTEC.
- The way it was set-up was to gather resources that were free of charge, so we relied on third party businesses
- If stayed as an info page, it would need a manager
- Password protected portal – this is great. She was afraid to put stuff behind password protected. If we wanted to put courses that we paid for, makes sense to put behind password protected.
- CTEC has to be something that is not standalone.
- Barbara thinks it is part of a plan and to provide a benefit to the members who do not attend the conference. Maybe reorganize it and come back.

*David indicated that once we create member access, he will solicit volunteers to chair and work on CTEC. He will reach out to Kristina for guidance once we get volunteers in place.*

- Once moved, we need to come up with a plan on how to motivate members to go to CTEC.
- There will be no further updates to the website and no changes will be made.

#### **MEMBERSHIP REPORT – Mindy Moreno**

- We will not add the cancellation period to bylaws but will add to the membership application
- ACTION: Mindy add cancellation to membership application – 1/31/2017***

#### **CORPORATE PARTNERS COMMITTEE – Raquel Ysasi–Huerta**

- Sent out formal invitations to all of the corporate sponsors
  - She will follow-up formal invitations
  - She will be sending out Christmas cards to sponsorship
- Trying to get Dina to sponsor automated scholarship application
- Been looking on the internet for local sponsorships in Los Angeles.



***ACTION: Raquel have list of potential corporate sponsors in Los Angeles by January Ecomm.***

• Requested Erik send what the hotel is going to comp us. – Erik will email it to you  
*David asked what commitment from legacy sponsors? She thinks they will all return with the same amount. She is going to follow-up next week with phone calls and they will all return with the same amount.*

- Goal is to get corporate sponsor to cover the entire cost of the application
- She is going to call Emily with PASS. If she gets no response, she will request David to contact Mike. Emily oversees the funds and brings it up.

*David indicated that Raquel, Ed, and he will have a call to strategize and get everyone on the same page and hear about recommendations for legacy partners. We will have some challenges with AV costs. The phone call will be scheduled first week of January 2017.*

- Need to send Raquel a list of needs for hotel costs and she will reach out to Mark Guidon for corporate sponsorship.

***ACTION: Ed will send Raquel a list of items that needs sponsorship -***

- Raquel thinks that NATCA will want to still do the bag.

*David is going to try and negotiate an increase in sponsorship and obtain PASS and NATCA sponsor application. Raquel has requested that David keep her updated and whatever the intent was.*

- When working on agenda, Esau is allowed one hour training session.
- Still researching entities in Los Angeles area, once she finds some she will reach out to Dolores to do the legwork.
- She is on leave from December 15-27, 2016.
- Ida suggested Raquel get contact information for local Chamber of Commerce.
- She will be sending a letter out to FEEA to invite them to the conference.
- In preparation of meeting in January, a table of sponsors we have and there anticipated donation, and any potential ideas/contacts for local area, any ideas that she has for outreach that local committee and/or David needs to follow-up
- The corporate sponsors like to come in on Monday.
- David will support having corporate sponsor dinner on Monday but everyone needs to agree to participate.

***ACTION: Contact each sponsor to find out if the corporate sponsor can participate on Monday for corporate dinner. Raquel due January 31, 2017***

- David indicated that the Presidential reception will include all past presidents to participate so we will be looking.
- Is it a conflict of interest to reach out to the aviation company? The board informed her to provide a list of those entities and we will vet them.

**DIRECTOR OF ADMINISTRATION REPORT – Misty Pena**

- Reviewed Action Item Log Update
- Identified the upcoming Chapter Officers whose term ends
  - Most Chapters RCD positions will be up for elections in 2017
- Next Director of Administration
- FY-2017, 2<sup>nd</sup> Quarter meeting

***ACTION: Remove Civil Rights Officer of the Year from Member Guide***



### **ELECTIONS – David Gonzales**

- Elections will be held on the 2<sup>nd</sup> day of conference
- 90 days for solicitation of nominations will be no later than May 25, 2016
- He will have a telecon with dos and don'ts with candidates
- Ballots will be mailed out 45 days prior to elections, which will be July 9, 2016 – this is the date that we will submit ballots to members.
- We need to make sure we have membership list up to date
- He will write an article for La Palabra
- He has not been asked about any positions yet.

***ACTION: Send dates for La Palabra – he wants to put information with letters of candidacy and he can submit articles.... David/Susie***

### **PARKING LOT:**

- We do have a secured area on the website and we will get it set-up
- David will draft a message for members about new area
- Member Area
  - Enter password
  - After advertisement then track with how many people use it
- We will move CTEC to member area and add blog link
- David's message will be what to expect and then second message will include the password

***ACTION: Develop a plan for a Member access area will be functional by 1/15/2017 – Misty/Erik/Mindy***

- Proposal for a new Membership Database by 1/15/2017
- Fort Worth – 2<sup>nd</sup> quarter meeting

The Western Pacific Chapter hosted a meet and greet, of which the Executive Board attended.

### **INFORMATION FOR THE GOOD OF THE ORGANIZATION**

Motion made, second, and adjourned at 4:30 p.m.

