

# NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

## FY-2017 –2<sup>nd</sup> Quarter EXECUTIVE BOARD MEETING February 19, 2017

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### LOCATION AND DATE

On February 19, 2017, the National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2017 2<sup>nd</sup> Quarter Executive Board (EBoard) meeting at the Sheraton Hotel, 1701 Commerce St., Fort Worth, TX. On Meeting was called to order at 8:30 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 ATTENDEES

David Dominguez, President  
Misty Peña, Director of Administration  
Ida Marrero, Director of Education

Barbara Lindsay, Vice-President  
Erik Salazar, Director of Resources  
Susie Diaz, Director of Public Affairs

### Executive Board Expectations

- Susie: Ensure conference stuff is on time
- Erik: Talk with RCD's that are having issues with submitting budget reports timely; 3<sup>rd</sup> quarter EBoard location; conference budget to make sure everyone has what they need.
- Ida: Complete a draft agenda.
- Misty: Solicit for nominations for DOA; determine dates for 3<sup>rd</sup> quarter meeting; discuss with Dolores on manager's info for conference; update on membership database.
- Barbara: Develop ways to put a calendar on the website.
- David: Secure member area on website; membership database project; strategic plan initiative; ensure succession planning

### PRESIDENT'S REPORT – David Dominguez

- ATO LCD and NEF feedback
  - ATO LCD – Barbara is participating in these meetings.
    - Barbara indicated that participation in the ATO LCD is extremely valuable.
  - National Employee Forum (NEF) meets with HR and CR. There is an in-person meeting in March. NEF instrumental in working on getting the language back in the HRPM 12-6 that supports diversity and inclusion. NEF will be doing an onboarding video that represents all employee associations.
- Onboarding new employee's about NHCFAE (Brendan – Oct 2016)
  - NEF video should address.
- New HRPM 12-6
  - Updated in November 2015. Working on getting the manager's authority back in there about diversity and inclusion events support
- Federal Partnerships
  - Office of the Director of National Intelligence
    - 150 employees from Intelligence community.



- National Security Agencies/Central Security Service
- OPM Memo for Executive Heads and Agencies
  - A tool has been created to answer questions that pertain to completing the barrier analysis
  - Great relationship with OPM and Veronica Villalobos; EEOC; and State Department and Carmen Cantor
  - We need these relationships to improve Hispanic representation.
- Communicating For Safety (CFS)
  - David will attend this year.

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

- Demo RCD Standard Operating Procedure (SOP)
  - Discussion over the RCD Standard Operating Procedures (SOP)

***ACTION: Barbara will update RCD SOP with more effective ACD communication, invite ACD's to quarterly meeting when in the area, activities.***

- Discuss RCD Event Calendar-items for calendar- Ideas for membership activities, e.g., visiting schools for career days, fund raising, mixers, ACE camps.  
Chapter calendar with all Chapters activities for the year

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

- Conference 2017
  - Survey Monkey will still pursue
  - Mobile app will use again for 2017 conference
  - Lunch on Your Own – we will have 3 lunches and eliminate a breakfast
  - Consider purchase another projector – purchase an additional projector

***ACTION: Erik purchase projector and ship to Susie***

- Use Drop Box for training agenda
  - Susie will provide access to EBoard for training agenda
- Coordinate with DOA items

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

- Travel Vouchers
- QuickBooks Online Renewals for 2017
- Inventory of BOA credit cards and points
- American Airlines Business Extra Account
- Chapter Budget Reviews
- FY16 and FY17 Budget Review
- Conference Budget

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

- La Palabra
  - May 25, 2017 is the deadline for submitting nominations for national officers
  - LP deadline is April 10, 2017
  - No pdf files
  - Articles in word documents
  - All photos separate



- Members submitted stories for Office of Communications

***ACTION: David check with FAA Comm about getting a thank you for the articles***

- 2<sup>nd</sup> Quarter Meeting – will solicit a volunteer to write an article
- Website Demonstration
  - Working w/Abdul and Edward to have "membership access" and general info on website.
  - Suggestion for Member Login Tabs
  - Any corrections to the websites, send to Susie

***ACTION: Susie gets the Member Login live to show demo at 3<sup>rd</sup> quarter meeting***

- Ecomm password will be changed during our 2nd qtr. mtg.
- One-on-One time with Ecomm (if needed) -For any NHCFAE google email issues or help.
- Conference website update w/ Edward
  - Participants can begin registering for the conference now.

### **DIRECTOR OF ADMINISTRATION – Misty Peña**

- Action Item Log Update
- RCD Officer Term/Elections Update
- Email lists
- Next DOA
- 3<sup>RD</sup> Quarter meeting

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

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

