



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

Telecon Number	(862) 902-0250		
Topic	Executive Board Telecon		
Date	December 3, 2013	Scheduled - Start Stop	5:03 PM (Central) 6:06 PM (Central)

Telecon Instructions	<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>EBOARD MINUTES ARE ONLY DISTRIBUTED TO THE EXECUTIVE COMMITTEE</p>
-----------------------------	--

Roll Call	National Officers	Committee Chair
Attendees	X President – David Dominguez	X Corporate Sponsor – Favi Garcia
	X Special Asst. to Pres. – Yadira Lacot	X 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	Legislative – Sadie Alvarado
	X Director of Education - Raquel Ysasi-Huerta	
	X Director of Public Affairs – Susie Diaz	
	X SA/East – Oscar Torres	
	X SA/West – Faviola Garcia	

Agenda	Topic/Discussion
Call to Order	Telecon called to order at 5:03PM Central
	<p>President's Report – David Dominguez</p> <ul style="list-style-type: none"> David welcomed everyone to the telecon and he is in DC this week. Involved in ATO Leadership Career Development. He is attending meetings and Yadira, as well as, local members have attended. He will get his notes from these meetings out to the EBoard. Meeting with LULAC. They proposed to us the opportunity to co-host our conference with their conference in July 2014. Some benefits to doing this include: advertising, agenda, rooms at the hotel all comped for Sunday, Monday, Tuesday; awards banquet – we would have to get the information as soon as possible. Will schedule another telecon to discuss with EBoard because we will need to present information to the RCD's. LULAC needs response by end of month. <i>Erik received DOI reports for PP23 and PP24. David received Bank of America reports and Erik has been downloading from website.</i> Continuing meetings with the Department tomorrow. Meeting with Department yesterday. Carolyn Bosstick, Mamie Mallory, Courtney, and others. Discussed about request for administrative time for conference. Yadira recruited Mamie. <i>Yadira will write a summary to provide to EBoard prior to the telecon. Erik is traveling to DC next Tuesday. Tentatively schedule telecon for next Tuesday, December 10, 2013.</i> <p>ACTION: Misty to send out meeting notification to discuss Presidential visit to DC and LULAC meeting.</p> <p>Vice-President – Don Espinosa</p> <ul style="list-style-type: none"> Contacted Jorge Garcia – AEA. He is an Air Traffic Controller. He is trying to transfer to ASO. Don will send information to Ida. Communicating with Oscar. Don has sent banner and table runner to Oscar. Yadira has not sent banner to Favi. <i>Favi indicated to send the banner sooner.</i>

- Don spoke with Karen King. She has since decided to continue to be dues paying member through March/April, and if things do not get better for her, she would submit the SF-1188. She did thank us for our consideration for her situation.
- Don reached out to Angel. Update that Angel's mother passed away this past weekend. Don spoke to him Monday, and Angel will be back in the office on December 9, 2013.
- Don will get in contact with ASW to find out about sending flowers but the EBoard can send a card.

ACTION: Yadira to send banner to Favi.

ACTION: Don send sympathy card from EBoard.

Director of Administration – Misty Pena

- Currently 45 open action item.
- Need to make individual hotel reservations for Executive Committee meeting in February 2014.
- RCD's still need to submit an estimate count for 4th Quarter ECommittee meeting.
- Transitioned with Mindy as National Membership Chair.

Director of Education – Raquel Ysasi-Huerta

- Finished two day recruitment training that OPM offered via web. Interesting stuff and good ideas. She sent email to the person running the training and asked him what it would take to get some of the training they offered. He said they have a workshop with mock interviews, how to get on usajob website, etc.
- Waiting to speak with Michael Valdez tomorrow. Raul reached out to Michael to host an event at Cleveland. NBCFAE having an event in the future to meet the management team in Cleveland because there is a lack of support for the various employee associations.
- Waiting to hear back from Brandon. Looking to do an event in Indianapolis.
- Raul had conversation with Roberto Torres, and he seemed a little confused about the process with the coalitions.

Director of Resources – Erik Salazar

- One voucher left to pay from 1st Quarter EBoard meeting. Next credit card payment will be paid Thursday.
- Erik's address will now be used for credit card purchases.
- Two scholarship checks not cashed. Each is \$1,000. One from Sept. 2013 and one from Oct. 2012, which the one over a year may need to be voided. He will check with Rachel on those two items. *David indicated this happens every year, and Rachel has to reach out. In the past, David has notified the CPA to update the ledger.*
- A couple of recruitment incentive checks still need to be cashed.
- Contacted CPA today to start the FY 13 tax documents.
- Erik researched online version of QuickBooks. At the present time, not all the regions/chapters use the download version of QuickBooks. He is currently using a one month free online version for MMAC, and he likes it. He will make a proposal for all chapters/regions move to an online version because: Accessible from any computer (MAC or PC); no program to download; DOR can be granted access through special user; easier to transition with new chapter DOR; links to Skyone account; and it standardizes everything.

Discussion over the cost of the online version. Erik would like to do a proposal at the February 2014 meeting, along with a presentation and training of the online version.

Susie asked if chapter treasurers would have to come to the meeting in February, and Erik said no because he would train the RCD's and they can train their DOR. Erik would do step-by-step directions, and he could set-up a telecon.

David said the download version was for the benefit of the RCD and their Chapter. National has to comply with C&B. As DOR, he proposed using QuickBooks to alleviate the issues the chapters had, and as a result, they were losing their chapter rebates.

Erik indicated only half the chapters are using QuickBooks now. He has not received anything from some chapters, and from others, he gets reports from chapters still using Excel. The three chapters that he has not received a report from include AAL; AEA/ANE; and ANM; however, Erik is working with them. He discussed with these 3 chapters the online version, and they liked the idea because it was online and not as cumbersome as the versions they use know.

David thinks we should present the idea to the RCD's and let them respond.

ACTION: Erik's proposal will be on the agenda for next ECommittee meeting.

Membership Committee – Mindy Moreno

- Very thorough handover on Wednesday afternoon
- 531 members with 520 DOI dues paying member as of PP23 and PP24 and remaining are pending members; retiree members; and paid in full.
- She can attend the February 2014 meeting.
- Misty will take care of Mindy's travel costs with her credit card for Feb. 2014 meeting.
- David thinking about taking Mindy to Seattle January 16, 2014. Mindy will check schedule and let David know her availability.

ACTION: Mindy let David know availability.

Director of Public Affairs – Susie Diaz

- Have about 8 or 9 articles. Yadira helped with proofreading.
- Yadira sent email to members who got tuition reimbursement to write an article. Susie reached out to Cynthia for an article.
- Received only one for Our Stories.
- Question about the EBoard picture – do we want to send a member postcard? In the past, the Executive Board has done it. We can do an electronic version. Yadira and Susie will work on this. Susie will send a few pictures and let the Executive Board vote.
- Working with Yadira on doing a poster.
- Logo – Yadira will send specifications for the logo so we can open it up to the members.

David stated don't hold up La Palabra because the member tuition reimbursement will be a continuous thing. David received messages that the website is not working, but Susie said she has only received one email.

ACTION: Yadira to send logo.

ACTION: Susie will check on website.

ACTION: Susie will send the EBoard picture out.

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

- Sent email to EBoard with Google Logs that summarizes what Oscar has sent out. We need to populate with events. This should prioritize. This spreadsheet will help Favi and Ida follow-up with corporate partners.
- Event scheduled for Seattle on January 16, 2014. Kelly would like to discuss with David before the Employee Association event. David received emails and he left Kelly a voicemail and explained that we would proceed with the scheduled date.
- Favi been talking with Susie about event in Vegas.
- Favi communicating with Erik for Denver for late January or early February.
- Susie is looking for San Diego. Susie talked to Abel Lemus – who is ready to do something and he will talk to Connie and Susie sent data that Oscar sent. Abel wanted more info about corporate sponsors.
- Once we come up with events, she would like corporate sponsors to go out. First Command is everywhere and gives them opportunity to meet our members. She learned that BCBS can attend and they can do like a Zumba kick-off lesson.
- Once we set dates for an event, need to notify Favi/Ida so they can begin dialogue with corporate sponsors.

- Could use some help with populating the google log and it will help build case to the ECommittee so all information add it and if you want to email the information to Favi. Because of the cost of this initiative, we need to make sure we have all the information.
- Favi and Ida have not been able to connect and transition.

Special Assistant-President Representative East – Oscar Torres

- Apologize for the amount of information he has been sending out but it is all the information that he owed everyone.
- Working on gathering Houston now.
- Been in contact with Barbara, and he has provided the data to her. He is waiting to hear from her. Big potential in that area.
- Mike in Orlando is very motivated. He recruited a new member. Oscar has recruited a new member.
- Ordered a lot of applications and he can send everyone a sample.
- Trying to set-up event in Central Florida. Ida looking at something in Puerto Rico. He is trying to set-up something in Atlanta before the holidays.

Telecon adjourned at 6:06 PM CDT

Minutes recorded by Misty Pena, National Director of Administration

	<ul style="list-style-type: none"> • Could use some help with populating the google log and it will help build case to the ECommittee so all information add it and if you want to email the information to Favi. Because of the cost of this initiative, we need to make sure we have all the information. • Favi and Ida have not been able to connect and transition. 			
	<p>Special Assistant-President Representative East – Oscar Torres</p> <ul style="list-style-type: none"> • Apologize for the amount of information he has been sending out but it is all the information that he owed everyone. • Working on gathering Houston now. • Been in contact with Barbara, and he has provided the data to her. He is waiting to hear from her. Big potential in that area. • Mike in Orlando is very motivated. He recruited a new member. Oscar has recruited a new member. • Ordered a lot of applications and he can send everyone a sample. • Trying to set-up event in Central Florida. Ida looking at something in Puerto Rico. He is trying to set-up something in Atlanta before the holidays. 			
	Telecon adjourned at 6:06 PM CDT			
	Minutes recorded by Misty Pena, National Director of Administration			