

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

EXECUTIVE BOARD MONTHLY TELECON

Telecon Number:	712-775-7031		
Date:	September 6, 2016		
Scheduled – Start Stop	5:30 p.m. (Central)	6:30 p.m. (Central)	

TELECON INSTRUCTIONS

This TELECON is 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. Keep comments brief. Let's get started with the Roll Call.

<u>EXECUTIVE BOARD/COMMITTEE CHAIRS</u>	<u>IN ATTENDANCE</u>
President	David Dominguez X
Vice-President	Ida Marrero X
Director of Administration	Misty Peña X
Director of Resources	Erik Salazar X
Interim Director of Education	Don Espinosa X
Director of Public Affairs DOPA	Susie Diaz Unavailable
Special Assistant-East	Oscar Torres Unavailable
Legislative Chair	Bill Fernandez X
Elections Chair	David Gonzales Unavailable
C&B Chair	Bill Fernandez X
Corporate Relations Chair	Raquel Ysasi-Huerta X
Membership Chair	Mindy Moreno Unavailable
Conference Chair	Edward Cardenas X

CALLED TO ORDER

Called to Order: 5:32 p.m. Roll call conducted by Ida Marrero.

EXECUTIVE BOARD UPDATES

PRESIDENT'S REPORT – David Dominguez

- EBoard did not have an August 2016 telecon because the conference had just completed.
- We need to make a decision for 2017 conference dates. In Ecomm telecon in August, there was a decision made about a conference date; however, the date does not work that was selected because it conflicts with another conference.
- Proceed with June 2017 for conference.
- He has contacted Jody for hotel. He has provided dates and location.
- Now living in DC.
- He will start making contacts for conference.



VICE-PRESIDENT’S REPORT – Ida Marrero

- Thanked everyone for the support to represent as Vice-President.
- Will begin as Director of Education in October.
- She will discuss with Don an online application scholarship process.
- She has not heard from Barbara, but she will need to clean-out email before email is switched.

David thanked Ida. David has been notifying executives, who were pleased with our conference; however, the executives would like some feedback on the surveys. Our surveys go to AHR not to the individual lines of business. When we do the app, for a particular session, we can do a quick survey on the app to answer during the class so there is specific feedback on a session. The executives were pleased with this recommendation.

DIRECTOR OF ADMINISTRATION REPORT – Misty Pena

- Minutes have been sent to David for review.
- Bylaws have been finalized and should be posted on website soon.

David asked about board members who did not attend today’s meeting and whether updates were provided.

DIRECTOR OF RESOURCES REPORT – Erik Salazar

- Account balance provided.
- Recently paid conference bills.
- Don is working on scholarship letters now – we will pay out soon.
- Tuition reimbursement will be paid out soon.
- Should have conference expenses soon.
- Working on accounts receivable from the conference - 1 unpaid registration and 1 unpaid corporate sponsor.

DIRECTOR OF PUBLIC AFFAIRS REPORT – Susie Diaz

Unavailable.

Interim DIRECTOR OF EDUCATION REPORT – Don Espinosa

- Working on scholarship letters.
- Sent a sample of the member tuition reimbursement letters to Erik.
- Starting to send Ida copies of the letter and correspondence.
- He will complete everything for FY-2016, and then transition to Ida.
- Looking at scholarship databases to reduce information received via mail and we can automate the scholarship process.

ACTION: Don has asked Ida to have some automated options available by 1st Quarter meeting.

- We provide AHD with critiques/surveys. With the app, we were able to capture all the information. He is currently doing screen shots, and adding these at the letter that goes to the FAA.



- Survey monkey may be able to do what the executives are requesting. This year, we used survey monkey at zero cost.
- He will send letter to Misty for AHD for David's signature.

David thanked Don again for his hard work and helping the Coalition.

NATIONAL TRAINING CONFERENCE – Ed Cardenas

- Website updated for 2017 conference.
- 2016 videos are being edited.
- Mobile App – telecon trying to figure out the best way to use the app until next conference.
- Survey Monkey has a cost, and he will discuss with Don off-line.
- He talked to Susie about Dropbox account and we have a Dropbox account.
- Susie created a conference coordinator box.
- They were thinking of creating a folder for all of the EBoard positions. The only people who can see these folder is the Eboard position and DOPA.
- There is plenty of space available. It is underutilized.

Misty asked about the Dropbox account and how it will be connected to our EBoard email. DOPA would be the parent of these folders. Ed not sure about the security of Dropbox. Ed suggested that we try it out with non-PII. Ed did a google search and it indicated that data stored in Drop Box is encrypted and kept to A256 standards.

C&B/LEGISLATIVE – Bill Fernandez

- C&B – Misty sent Bill the changes that were voted on and approved. Those will be posted again.
- He has not started working on new ones for next year. He would like to get the word out to the membership.
- Congress just coming back from recess and supposed to be trying to get by end of September new funding bills.
- As far as scholarships, he has worked on a form that he sent to Ida and Don. The form has capability to attach files to it. He tried it out and data captured in Google spreadsheet so that all applications received will be on spreadsheet. One of the cells will hold a URL that the attached file will be stored. The company that builds the forms that allows the use of “captcha” phrases. He let Don and Ida knows that what he built using a free version, basically a trial form. The full software is \$7.00 per month, for 150 responses per month, or \$10.00 a month, can get 400 responses a month. This is reasonable. We need to verify the security on this but capability to have this online is great. This option allows us to not worry about losing files.

David indicated that we need to prioritize things, e.g., the business plan, automated scholarship, and firewall for membership only so what do we want to address first or all of the above. Bill thinks this program for scholarships that this service can serve scholarship and tuition reimbursement programs. He thinks the membership application would be behind the firewall. He thinks scholarship application has to be on the other side of the firewall. He thinks this will increase the amount of applications we received, and he thinks these two things can be done simultaneously. As for the business plan, he thinks that the old account needs to be built in a new



account under the VP's email address, and then the VP will have better access to it and receive all the alert emails. As for the firewall for the website, that is a discussion with the webmaster.

David indicated there are 3 things that come up: the fallacy to business plan, the automation process for DOE for scholarships/tuition reimbursement and the firewall to create on our website. Comments from the board:

Ida: This is a lot of work. The thing with the scholarship is important that there are so many apps, and a lot of people are not eligible.

Don: Agreed with Ida. When we started the business plan, VP would receive the notifications. He thinks the business plan piece is already built. The newest part is automating the scholarship program; maybe we start off small and then proceed. Business plan is free because it is part of google documents. As for automated scholarship, he recommends \$10.00 fee per month and this would cover scholarship/member tuition reimbursement.

ACTION: Get automated scholarship

ACTION: Effort behind firewall – Susie/David

ACTION: Raquel to contact Dina about corporate sponsor of automated scholarship.

CORPORATE SPONSOR – Raquel Ysasi-Huerta

- Will provide corporate sponsors with the conference date so they can plan for it.
- Has a perspective corporate sponsor – should have update very soon. Lumark – they sponsored the appetizers for the Presidential reception.

David would like for us to do better for corporate sponsorship in the future. Raquel would like to have opportunity to spend a couple of days to get local sponsorship vs. going to an Executive Board meeting.

TELECON ADJOURNED

Telecon ended at: 6:37 p.m.

Minutes prepared by:



Misty Peña, National Director of Administration, NHCFAE

