



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

<b>Telecon Number</b>	(862) 902-0250		
<b>Topic</b>	Executive Board Monthly Telecon		
<b>Date</b>	February 4, 2014	<b>Scheduled - Start   Stop</b>	5:03 PM (Central)   6:37 PM (Central)

<b>Telecon Instructions</b>	<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><b>EBOARD MINUTES ARE ONLY DISTRIBUTED TO THE EXECUTIVE COMMITTEE</b></p>
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Roll Call	National Officers	Committee Chair
Attendees	X President – David Dominguez	Corporate Sponsor – Ida Marrero
	Special Asst. to Pres. – Yadira Lacot	Membership Chair – Mindy Moreno
	X Vice President - Don Espinosa	Constitution & Bylaws – Bill Fernandez
	X Director of Administration – Misty Pena	X Elections – Celsa Rodriguez
	X Director of Resources - Erik Salazar	X Legislative – Sadie Alvarado
	X Director of Education - Raquel Ysasi-Huerta	
	X Director of Public Affairs – Susie Diaz	
	SA/East – Oscar Torres	
	SA/West – Faviola Garcia	

Agenda	Topic/Discussion
<b>Call to Order</b>	Telecon called to order at 5:03 PM Central
	<p><b>President – David DOMINGUEZ</b></p> <ul style="list-style-type: none"> <li>During the Seattle Event last month, he met with Kevin STUART, Deputy Director Tech Ops. Tech Ops is hiring about 200 to 400 new employees through a public hire offering. David asked about outreach efforts and he did not know if that was being conducted. David told him we would look into it. David talked to Steven SHERWOOD, who is creating a committee on how to do this hiring. Steven did not know what HR was doing with regards to the Air Traffic hiring. David reached out to Lawrence to get this added to the Employee Forum agenda. Steven said he would partner with us and include us on their committee discussions. There are 100 applicants in the system and David told him about the Barrier Analysis. There will be another hiring opportunity between now and 2015. The goal is to hire as many tech ops as they can get through school.</li> </ul> <p><i>Don indicated the information is correct in regards to training for new hires from what he has been told. It is possible they will hire up to 450 new hires by end of fiscal year.</i></p> <ul style="list-style-type: none"> <li>Traveling to San Diego on February 6, 2014, for a local event to reach out to members.</li> <li>Then traveling back to Los Angeles, and he will meet with managers on February 7, 2014, and host a membership lunch.</li> <li>Things are busy and keeping Eboard in front of members.</li> <li>As for his schedule, traveling to Orlando for PWC/TWO conference the week of March 4; traveling to DC the week of March 11, for National Employee Forum and ATO LCD, which may be funded by the agency; and traveling to Las Vegas, NV the week of March 24, for NATCA Communication for Safety (CFS) Conference.</li> <li>David contacted Trish GILBERT, who is the VP for NATCA. She wants to partner with us to get message out about diversity and inclusion. He asked for a booth at this event so we can recruit and outreach. She reached out to David about distributing some information.</li> </ul>

- Misty reminded him that her membership was due. He asked her to renew and she promptly responded yes. Mindy sent information out to her. She wants to partner with us.
- He reached out to Ed FRANCO. Oscar working on getting an event going in New York City. There is a member interested in starting a chapter. He will have Oscar reach out to Tim FLORES. He also asked Oscar to reach out to Linda BRODY. Tim had talked to Linda and she is thinking about rejoining.
- We can now start using the word “conference”. He is working with Capital Chapter on logistics.
- New HRPM coming out that will discuss number of hours. PWC/TWO conference got all of their time approved for their conference. He doesn’t know what will happen when we ask for the same.
- Still trying to hammer out language we want to present to Administrator, Sasha, and Carrolyn. Roosevelt gave EA President’s until February 4, 2014, with proposed language. NHC will ask for an extension to provide comments. Roosevelt has to submit EA proposal by February 20, 2014.

#### **Vice-President – Don ESPINOSA**

- Called Civil Rights on Friday and spoke with Courtney WILKERSON. Confirmed they can do the Barrier Analysis Briefing on 1230/130 time slot.
- As far as agenda, David taking care of everyone else.

*David asked if the briefing will include their organizational goals to brief 10% employees and 60% managers or will they need another hour? Don did not know if that includes that information. Don was looking for Barrier Analysis update. When Courtney calls Don, he will ask about that and maybe work it in their hour time frame. Sadie thought it was separate item, and suggested that Don let them know they have an hour, and if they can incorporate that into the hour so they can meet their goals.*

#### **Director of Education – Raquel YSASI-HUERTA**

- Made contact with Michael PECK, Program manager for FAA, Curriculum University. Raquel wants to set-up a telecon with Don to discuss. PECK indicated they can assist with our training needs and they have fee for service training agenda.
- Had two telecons with CTEC group. The group was ready to give input to Kristina this past Friday, but Kristina got busy (congratulations to Kristina!). There are some ideas and items that Kristina had not put into the CTEC plan, e.g., how to deliver training, best way to deliver, what members are looking for, etc...
- Steve and Jose hope to present at meeting. One of the goals was to get input from RCD’s on how training should be provided and type of training members would want. She pulled data from previous years surveys. .
- Waiting to hear from Michael – still trying to plan event in Cleveland and Indianapolis. Thinking Indianapolis in March.

*Susie indicated that Elsa was upset with no response to her email. During the last Executive Committee meeting, Elsa was requested to send email to Don and she did, but has not heard back. Raquel saw her email and indicated that she is behind in her email. She will send the information to Elsa but she did not want to send it out yet because she was still making changes. Raquel will contact Elsa. David asked Susie if Elsa told her that he talked to her and Susie said yes. He showed her how to go to website and get information. Elsa said she understood. Susie said that Elsa just wants a status email. Misty offered help to Raquel to help move it along. Raquel will review the document one more time and then forward on to Misty.*

#### **Director of Resources – Erik SALAZAR**

- \$45,000 in our bank account.
- First two hotel deposits paid to Ritz - \$10,000 so far.
- Tax forms and 990 been mailed to IRS.
- Notified by BANK OF AMERICA (BOA) that three of our credit cards were compromised, and those cards belonged to Yadira, Raquel, and Erik. BOA issued new cards. Don’t know what merchant. No fraudulent charges yet.

- Received first quarter reports from: ANM; AWP; AGL; ASO; and MMAC. He will send reminder out to send report. Deadline is 60 days after the end of the quarter.
- As for hotel reservations at Sofitel, we have 18 reservations. ASW and ACE are the only two chapters that did not have someone staying at the hotel and/or attending.
- Attending a Recruitment/Membership Drive in Denver on March 26-28, 2014. ANM RCD Sara WIBMER and Lora SINGH will also be attending. There are 3 members in Denver are, and there will be an event at Denver ARTCC and Denver TRACON. Erik has reached out to Favi and Ida for Corporate Sponsor assistance.

*David may attend NATCA Communication for Safety event in Las Vegas, NV, March 24-27, 2014. He is waiting on management approval. John TURKE checked on offer from Trisha GILBERT and we will get a table. They expect 1000 members to attend this week. David will request assistance from Don or Raquel to attend Denver event. Raquel said she is available, and there is a former Albuquerque ARTCC member that is now at Denver ARTCC, Kathy FLORES. Erik said Kathy wasn't on the roster but Raquel will send her a text.*

#### **Director of Administration – Misty PENA**

- Action item log sent out – update as necessary.
- Working with Mindy on developing a flyer to advertise the Capital Chapter Member Event.

*Sadie contacted Jacqueline when she was finalizing events about putting together the member event. Sadie has not reached out to Favi/Ida about Corporate Sponsor and she had same question. She was going to ask about reaching out and inviting Veronica and other guests about attending the member event. David asked the group if we should keep it to just members, and Don/Erik/David agreed. He was thinking about keeping it very informal but invite the dignitaries for a cup of coffee after the meeting. He thinks we should focus on our members. Sadie will mention it to Favi to work with Jacqueline about Corporate Sponsors attending. David indicated that First Command is well established at Capital Chapter. David – will discuss with Favi. David will ask Jacqueline to bring as many members as possible to this event so we can share about what is going on and about the conference.*

#### **Director of Public Affairs – Susie DIAZ**

- First LA PALABRA (LP) draft completed and 2<sup>nd</sup> draft now with Chris, the designer. She text him this morning and he will have 2<sup>nd</sup> draft. She wants to mail it out before DC meeting. She gave him a deadline.
- Looking at her action items – she will provide updates.
- Seattle event great.
- Event in San Diego on Thursday. New member who is very willing to help out. David will be there and then David will be at regional office.
- As for CommComm, she is drafting a message to those who had volunteered before to solicit interest.
- Received 2 logos.
- Started website for conference with Yadira. Put some information on the website and Yadira told her she had to do another site for conference.

*David asked about timeline for LP. She told Chris she wanted it out before DC meeting. It will be printed with the place Yadira used. We provide membership mailing address and they ship it. She thinks it will be out by Feb. 13 or Feb. 14, or even before that. David mentioned that with Yadira being on leave, Susie will tell Chris to have it ready by Thursday/Friday and Yadira can help her out Monday for local printing place. He will talk to Yadira as well. He would like it mailed out no later than Monday. Susie is working with Yadira on the conference website. The Ritz sent her the link to reserve the room for the group rate so she has placed that on the website. David asked if Susie can get the conference website running and Susie explained that she knows how to do some of the items, e.g., add links, pictures, graphics, etc. Yadira told her to ask David/Erik about the pay pal so she can tell Abdul to add it for us. Abdul is also setting up the graphics. She writes down all the steps.*

**Special Assistant-President Representative West – Faviola GARCIA**

- Unable to attend

**Special Assistant-President Representative East – Oscar TORRES**

- Unable to attend – attending event in Atlanta, GA

**Corporate Partner Committee – Ida MARRERO**

- Unable to attend – attending event in Atlanta, GA

**Membership Chair – Mindy MORENO**

- Unable to attend

**Elections – Celsa RODRIGUEZ**

- Reminded everyone that we have 3 positions up for elections this year, which are Vice-President; Director of Education; and Director of Resources.
- She is drafting a letter for all members that she hopes to send out to all members the week we are in DC about open positions.
- She will be calling in to our Executive Committee and she will discuss this then. This notification gives potential candidates approximate 2.5 months to submit letter.
- Trying to recruit another member to help with this year’s election so maybe she will take over next year.

*David explained that we need to be clearer about instructions in C&BL, and we need to do a better job with information to RCD’s and candidates. Celsa agreed. Celsa said if anyone has an opinion or disagreement on how elections are conducted, this is a perfect time to review Article 10(a) because we can submit proposals to change the bylaws. She has reviewed and she has no issues with the C&BL. Don suggested to Celsa to review proposed changes to C&BL. Don indicated we need to find time to emphasis to everyone about the proxy process and mail in ballots. David indicated that for this election process, we have to adhere to present C&BL, so suggested to Celsa that with her message, that maybe she can include a question and answer list with different scenarios explaining what a person would have to do to create a proxy. Celsa indicated that her message is just to inform members about the open positions, but agrees with David, and that is something that can be done once the elections are open.*

**Legislative – Sadie ALVARADO**

- All meetings confirmed for Executive Committee.
- Meeting at Andy’s, DOT, and maybe at the Hill Visitor Center (which is still being worked out).
- Will brief Executive Committee during the meeting with current strategy.
- David has meeting with Acting Secretary MENDEZ, Wednesday of that week at 11:00 a.m. Bryna will also participate.
- Victor CASTILLO confirmed he will meet with us, and he is securing room from 9-5.
- Courtney has list of Executive Committee so trying to line up with their own congressman/woman.
- Those participating in Legislative Effort need to put leave in prior to leaving to DC due to Hatch Act.

*David indicated we will proceed as advertised, and assume everyone will take leave. It will be discussed on the telecon next week. Erik will send list to Sadie as to who has hotel reservations. Legislative Effort will be from 10-4 aiming at 2 to 3 groups.*

**C&BL – Bill FERNANDEZ**

- Unable to attend telecon – in travel status.

Reviewed the draft agenda for FY 2014 2<sup>nd</sup> Quarter Executive Committee Meeting.

Telecon adjourned at 6:37 PM CDT

Minutes recorded by Misty Pena, National Director of Administration