

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:	January 11, 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
Director of Education	Cynthia Garcia Torres X
Director of Public Affairs DOPA	Susie Diaz Unavailable
Special Assistant-East	Oscar Torres
Legislative Chair	Bill Fernandez
Elections Chair	David Gonzales
C&B Chair	Bill Fernandez
Corporate Relations Chair	Raquel Ysasi-Huerta X
Corporate Relations Co-Chair	Yami Gonzales
Membership Chair	Mindy Moreno
Conference Chair	Don Espinosa
Conference Committee Co-Chair	Edward Cardenas
EA/NE RCD	Barbara Lindsay

CALLED TO ORDER

Called to Order: 5:33 p.m. Roll call conducted by Misty Pena.

EXECUTIVE BOARD UPDATES

PRESIDENT'S REPORT – David Dominguez

- Need to discuss 2nd Quarter and National Training Conference

VICE-PRESIDENT'S REPORT – Ida Marrero

- Working on calling the RCD's.
- Will distribute information on national awards.
- Discussing with RCD's on advertising conference.
- Attempted contact with Michael and Vanessa for Membership Event in Chicago.



- Will get together with Ed on the AVS project.
- Tech Ops is doing direct hiring and collecting resumes. Hiring will be in specific locations. As resumes are received are turned into Human Resources.
- DOT is sponsoring Ida to attend an event in Puerto Rico.

David talked with Raquel and Brendan. Oscar will send information to Brendan. Brendan will get template from Barbara to promote this event.

Ed indicated that a save the date flyer has been sent out to all members for the conference.

David suggested that Ida/Ed and the team get together to work on the AVS project.

DIRECTOR OF ADMINISTRATION REPORT – Misty Pena

- Everyone should be promoting the conference.
- Working on the 2nd quarter agenda.
- Need to discuss CFS.
- Received an email from LULAC and their conference.
- All minutes to date have been distributed.

David asked about equipment and asked about our inventory. Misty has not received any property receipts for recent purchases.

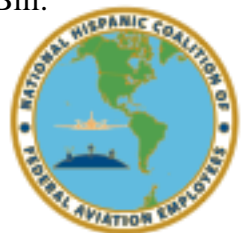
DIRECTOR OF RESOURCES REPORT – Erik Salazar

- Couple of big expenses recently including deposit to The Garden City Hotel for National Training Conference and 4th Quarter Rebates
- First quarter just ended so all the chapter rebates will be paid out as budget reports are submitted.
- Other recent expenses were the 1st quarter meeting, which was not expensive due to lower airfare and hotel.
- Taxes have been completed – been working with CPA and they have been filed electronically.
- Will submit Form 1099 for two contractors for Calendar Year 2015.
- Hotel in Chicago has been confirmed and Misty sent out the reservation link. Reservations deadline is February 5, 2016
- Cost for CPA is about \$1000. She is steadily increasing her prices
- Tax identification number issue cleared up from last year.

David co-hosted event in Northwest Mountain. Shirley Hingada moved back to Seattle and she signed back up. Erik is not aware that Shirley signed back up. He told her about what we were doing and she wants to get reengaged. Another employee was looking to join.

Erik got an email request from Northwest Mountain for Michael Valencia – cost is \$1000 for this voucher.

Raquel and David G. will attend the 2nd Quarter meeting. At this time, he is not bringing Bill.



David indicated that Myrna Rivera retired, and an event is on Friday. Sadie indicated a plaque has been ordered. Erik ordered the plaque.

Oscar will attend the 2nd quarter meeting; however, he is funding his own trip. In regards to transportation, Erik will find out about transportation from airport/hotel. Jill will be at the meeting for Tuesday and Wednesday.

DIRECTOR OF PUBLIC AFFAIRS REPORT – Susie Diaz

- La Palabra distributed soon.

DIRECTOR OF EDUCATION REPORT – Cynthia Garcia

- Arriving at 2nd Quarter meeting on Sunday.
- Been sending out CTEC messages. Strategy is sending bi-weekly messages regarding CTEC.
- Notified Susie to update scholarship information on website.
- National Awards – Open Call is through May.
- Put template together for conference agenda. One person confirmed – Project Management session.
- She has a list of people to contact. OPM is on the list, but not sure who from OPM.
- Nextgen excited about being a part of conference.

Ida will distribute information out regarding awards.

David asked about Civil Rights point of contact. Cynthia did not have name, so David suggested that Cynthia contact Sadie. Cynthia will contact Civil Rights regarding what kind of training they will provide. Nextgen wants 1 to 2 hours on conference agenda. David indicated that the other item was ASH training, Active Shooter Training. Misty will send email to ASH to connect Cynthia with them. Cynthia asked if we were bringing Jeff Vargas. David is good with him returning but would like a different topic. Cynthia will determine how to contact Jeff. David will take care of Bruce Stewart. David will contact Rene Anderson. She has 1 hour concurrent training session for First Command.

David IOU: Reach out to AHR-1, Annie Andrews, regarding a presentation about HR, promotions, etc. He will also check on Accountability Board Training.

CORPORATE CHAIR PARTNER – Raquel Ysasi-Huerta

- Discuss membership event in Chicago. Once she gets a firm date, she will coordinate.
- She needs date for the 2nd quarter meeting so she can coordinate sponsors.
- Looking for event on Tuesday night.
- We can do an event with each of the different sponsors including one at the hotel.

NATIONAL CONFERENCE CHAIR – Ed Cardenas

- Working with Susie about advertising.
- 6 months out –we have no agenda to date.



- Wants to send out email every two weeks. We want to increase attendance.
- Discussion on sharing costs for double occupancy.
- Need to revise the website. No more pictures of 2015 just all about 2016.
- Encourage RCD's to send members to conference.

David indicated that we could send draft agenda in bi-weekly messages and Ed could describe hotel information and events. Ed indicated it speaks a lot to have HUERTA and FOXX at our event.

TELECON ADJOURNED

Telecon ended at: 6:30 p.m.

Minutes prepared by:



Misty Peña, National Director of Administration, NHCFAE

