



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

Telecon Number	(862) 902-0250		
Topic	Executive Board Special Telecon		
Date	April 28, 2014	Scheduled - Start Stop	7:06 PM (Central) 8:08 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>
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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	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	
	SA/East – Oscar Torres	
	SA/West – Faviola Garcia	

Agenda	Topic/Discussion
Call to Order	Telecon called to order at 7:06 PM Central
To discuss Conference and LULAC request	<p><u>LULAC Request:</u></p> <ul style="list-style-type: none"> Myrna RIVERA, Deputy Director for Federal Relations at LULAC on detail from FAA, requested monetary assistance with their Federal Training Institute (FTI), which provides training classes to federal employees. The FTI is well-organized, well-run, and the training is fantastic. Because of our relationship with LULAC, we received training from Jeff VARGAS at our 2nd quarter Executive Committee meeting. LULAC is looking for assistance with funding for their FTI program in September. David felt we could consider providing assistance because LULAC has provided members with training at the FTI (Misty and David attended last year), and they provided training at our 2nd quarter meeting, all at no cost. At our 2014 conference, LULAC is providing trainers so any monetary assistance can be classified as conference costs. He also asked Myrna that if we do not have enough trainers at our conference, could LULAC provide us with some training, of which she agreed. He thinks this is a good idea because of what our members can get back and solidifies our partnerships. <p><i>Discussion: Don thinks it is a great idea if the budget will allow it. He has no issue with \$1000 but \$1500 would be stretching it. Susie asked what the donation is. David explained that LULAC requested \$2000 but we do not have to assist with that amount. Susie agreed with Don and she has no problem if the budget allows it. David indicated this would not be a donation but a conference speaker cost. Susie is in favor of it. Misty thinks it is a good idea, as long as the budget would allow it. The FTI training is good and beneficial for the members. David indicated it is certified training and can be put in a members eLMS training file. Raquel indicated her budget is limited and would hesitate more than \$1,000. She asked if it would come out of conference or DOE training/mentoring budget because the funds could be withdrawn from both but thinks it is a good idea. David explained that the line item would fall within both categories. Erik indicated that in the budget, we have a training/mentor item, which is separate from training conference. He does not have a problem with us giving \$1000 up to</i></p>

\$2000 to LULAC. Erik felt this is a good investment, and he thinks we would get a lot more in return.

DECISION: The Executive Board is in favor of a monetary payment to LULAC. For classification, David will get with Erik so he can get in contact with Myrna and then we will classify it through conference or training mentor line item. Real beneficial to us but throughout the year for like CTEC – may be able to use them.

CONFERENCE AGENDA - Review of the agenda:

Conference agenda should be ready to be sent out after tonight's telecon.

Day 1:

- **Don't know Master of Ceremonies. Capital working this. – IOU**
- Confirmation from ARCHULETA and HUERTA
- Corporate Speakers - Ida/Favi will introduce to keep them on track
- **Keynote Speaker – IOU DAVID.... HOLDER, FOXX, or MENDEZ**
- Keep Presidents of other EA's after Keynote Speaker
- **Scholarship & Tuition Reimbursement Awards – IOU determine what awards what day**
- **PMP – DON IOU to give POC**
- ATO concurrent session will be recorded so this will be good for CTEC\
- **CHANGE: CTEC presentation will have to be 30 minutes. Closing Remarks: 1515 – 1530; Membership Meeting: 1530-1730.** Membership Meeting will cover: Elections, C&B, Legislative, Budget, and/or whatever else is needed.

Day 2:

- Confirmation from guest speaker, Bruce STEWART.
- Confirmation from Toastmaster and LULAC person
- **First Command Training – pending. IOU - Raquel will reach out to Favi.**
- VIP Panel should be kept to 1.5 hours.
- **Added HR from 12-1230. This will be done by Ricky CANNON, Deputy. IOU – Misty/Raquel invite letter?**
- Confirmed Jeff VARGAS – he asked for 1.5 hour to do generational training.
- Bruce STEWART – good with whatever we need for him to do. He was instructed to be available to us at whatever time – he was told this by Veronica VILLALOBOS.
- **Delete Bruce – and move to Thursday and everything moves up and the Membership can start at 1515 – 1730.**

Day 3:

- Do we want to go till 4 pm for conference registration or do we want registration to end at 2 to give them time to take care of things and put away stuff?
- Confirmation from Mamie MALLORY about resume writing – 4 hour training session.

Discussion about this session being 4 hours. Mamie confirmed that it is 4 hour long. Raquel does not know who is doing the training. The class covers resume writing, applications, etc... Don asked if we could get a synopsis of 4 hours and Raquel read the synopsis. Don agrees with David to cut down the time to at least 3 hours but thinks for planning purpose, we should leave it as is. Membership meeting looks to be 3.5 hours now. Misty thinks the class is good but lengthy. If we can find out if they can delete out the practical exercise to reduce the amount of time since we have the mock interview on the same day. The entire training on Day 3 is employment stuff. Erik agrees with what Misty said. We should reduce the amount because 4 hours is a lot of time. Susie agreed that the information is good, but 4 hours is too long. Raquel asked what we will do with the hour we save. Raquel will check with Bruce about moving his 2nd segment to Thursday. She will contact Bruce and put him on Thursday. David is in DC and he will talk to Mamie about VIP Panel and 3 hour resume training.

- **Put Bruce right before lunch time – 1130 – 1230 and then lunch.**
- Total Membership Meeting Time: 4.15 hours.
- VIP letters.

	<p><i>Discussion - need to fix Raquel's number on the letter. Raquel send an email that she has a new number. Need to do right away. Misty asked who sent HOLDER's letter. Raquel knew that Misty wrote the letter, but did know it was sent. David thought Raquel sent it to Parker. As for Teri, Peggy, Carrolyn, and Mamie, the changes are good.</i></p> <ul style="list-style-type: none"> • <i>Misty will update the letter with new phone number. On VIP Panel letter – need to change the date of the event.</i> • Raquel will clean up the agenda.
	Telecon adjourned at 8:08 PM CDT
	Minutes recorded by Misty Pena, National Director of Administration