



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

Telecon Number	(862) 902-0250		
Topic	Executive Board Monthly Telecon		
Date	May 6, 2014	Scheduled - Start Stop	5:00 PM (Central) 6:29 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	X Corporate Sponsor – Ida Marrero
	Special Asst. to Pres. – Yadira Lacot	X Membership Chair – Mindy Moreno
	X Vice President - Don Espinosa	X Constitution & Bylaws – Bill Fernandez
	Director of Administration – Misty Pena	X 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	
	X SA/Central – Celsa Rodriguez	
	SA/West – Faviola Garcia	

Agenda	Topic/Discussion
Call to Order	Telecon called to order at 5:00 PM Central
	<p>President – David DOMINGUEZ</p> <ul style="list-style-type: none"> • PP09 – we lost several members. Eboard members contact those canceled members. • Favi Garcia has a new detail position with the FAA. Congratulate Favi on her detail. • Misty sent out the reservation information for the 3rd quarter EBoard meeting. She made reservations for everyone on the board. Oscar may not be able to attend. <p>ACTION: Don verify with Misty if everyone has a reservation.</p> <p>Vice-President – Don ESPINOSA</p> <ul style="list-style-type: none"> • Working with Raquel on the National Training Conference agenda. • Will contact Misty to finalize EBoard meeting agenda and begin working on 4th Quarter ECommittee agenda. <p>Director of Education – Raquel YSASI-HUERTA</p> <ul style="list-style-type: none"> • Sent all draft agenda before telecon. Tabs at the bottom with agenda version 4. Had quite a few changes – all positive. • To answer Ida's question - Day 1 there is 30 minutes allotted for introduction to corporate sponsors. First Command does have one of the concurrent training sessions. She recalled that Favi had told her in the past that First Command wanted a training session. • Discussion over the training times and confirmation of who is attending. • Katherine Archuleta and Huerta will do conference welcome. • Will send hard copy invitation to Attorney General Eric Holder's office. • For booklet, we need names of what outside Employee Association President's will be attending. Their names will not be on the agenda but in the booklet. • Need David to confirm names for LULAC.

- 3 break-outs during concurrent training session.
- David and Raquel to work on closing the gap and thinks we are there for certification. *Don asked if Rachel coordinated this with AHD. Raquel said we do not have to have all of the bios for the trainers. At the approval stage, they are looking for objectives and outcomes.*
- Raquel not focused on evening events. Jacqueline and her team are working on that. *Don talked to the person who does Insights Training. The offer was made to do this training for the ECommittee so will need about 2 hours at the 4th Quarter ECommittee meeting. There is zero cost to NHCFAE and no cost for travel. Don will work with Misty to get this on agenda.*

Director of Resources – Erik SALAZAR

- Current balance at SkyOne - \$28,500.
- Paid out 6 or 7 chapter rebates.
- Will have more information at 3rd quarter meeting.

David asked if there was any follow-up to the canceled members. Erik indicated he identified the members and sent names to Mindy. He has not done follow-up. He talked to DOI about the reports not being sent to him automatically, and they do not know what the issue is. They have his email so every other Monday, he will send a request.

Director of Administration – Misty PEÑA

Updates sent via email

- EBoard – send in topics of discussion for 3rd quarter EBoard meeting by Friday.
- National Award nominations are due 5/16.

ACTION: Don will work with Misty on sending a reminder out.

- Need to determine what awards will be done during the lunch at the National Training Conference.

David will determine what awards will be done when during the conference. Don said that Erik had the awards from last year. David indicated it is a priority for him to get majority awards done during the conference. At the banquet, it will be only the main awards.

Director of Public Affairs – Susie DIAZ

- LP articles due on May 9, 2014; however, she does not have a lot at this point. She needs to know how to proceed.
- Celsa has Elections, candidate's pictures, and stuff to take into account for LP.
- Ida has an article from Operation Safee; Mike sent in an article; Lillian FATA, United States Marshall Service (USMS) sent an article; and Jacqueline sent an article.

David talked to Chris about the timeframes and the cost for extending. Susie checked with Chris last week about the articles. She has been looking at Graphic Designers in California so it is easier for her to work with someone. David indicated we can give an article extension, but no more than two weeks. Discussion about publishing this edition. Susie said we published Fall/Winter. This is the only LP prior to the conference. We need Jacqueline to give advertising and Roberto has write-up for coin. Susie will reach out to Jacqueline and Roberto. David asked if this LP would be out about the conference and elections. Susie said yes. Susie will notify the EBoard by Friday/Saturday with number of articles. The more we extend the more late we are and we need this magazine by conference. David reminded Ida to keep in mind in regards to the corporate sponsor about dedicating a sponsor page and this could be advertising revenue. He is not sure who we owe advertising space to and Susie said she has a list. Susie reaches out to corporate sponsor. Ida – right now, we can reach out to the main ones.

Special Assistant-President Representative West – Faviola GARCIA

Unavailable.

- As for Favi, she is on a detail and will have limited interaction with NHCFAE. Due to her position, she will step down as primary contact for legacy partners. She will help out where she can. We will start leaning on Ida for corporate partners.
- As for SA for West, we have been active in this area. We have garnered 10-15 new members, and we will concentrate on Central depending on budget. He may reach out to Connie Bunnell to get some assistance from her.

Special Assistant-President Representative East – Oscar TORRES

Unviable due to work schedule. Sent updates via email.

- Established contact with the NATCA Facility Rep in Puerto Rico CERAP. Met him Las Vegas at CFS and he expressed his enthusiasm to welcome us at the CERAP to visit the facility while at the same time hold a networking event shortly after the visit.
- Working with Ida – scheduled dates to visit Puerto Rico on June 16, 17, and 18, 2014. Will email contacts in Puerto Rico and create a flyer so our visit is well advertised for maximum attendance.
- Will try and meet with Jose Marrero.
- For the Eastern Region, Barbara is working on her EA Event at Potomac. Barbara working on coordinating with the other EA's to get the event going. Tentative date is June 11th and Oscar will follow up with her to reach out to our membership in the area to provide as much support as possible for her.
- ASO attending Operation SAFEE Flight which is an annual event held in Opa Locka airport that includes a fly in and promotes aviation education for the youth in the area. Ida and her team make it a point to be sponsors for this event every year which is great exposure for our organization within the local aviation community and specially the youngsters who inspire for a career in aviation. Here is the link so everyone can check it out: <http://www.sflairexpo.com>.

David indicated that Oscar briefed out about Puerto Rico – and he knows that has not been discussed. David knows we need to get that chapter going.

Special Assistant-President Representative Central – Celsa RODRIGUEZ

- Will follow-up with Mindy for items for San Antonio.
- Ron is helping her pick a location nearby Airport. He has selected a location. She will check with him tonight. Flyer is ready and will post at the tower. Event will be on Wednesday, May 21, 2014. She was thinking at 7 p.m. Celsa knows some of the managers and she can assist in setting up the meetings. David will email the names to Celsa to schedule.

ELECTIONS – Celsa RODRIGUEZ

- Sent emails out for nominations for VP, DOR, and DOE, with deadline date of May 8, 2014. She will send a reminder tonight to all members about due date. So far, she has received 1 candidate for DOR; 1 for VP; and none for DOE. She has nothing else for elections.
- After the deadline date, she will send the names to President, VP, and verify what Shirley did last year.

David asked what the notifications requirements. Celsa indicated the bylaws require that a candidate provide a letter of intent, a bio, and a photo by deadline date. In the past – email was acceptable for letter of intent and need bio and photo by deadline. David asked if we had been flexible with bio and photo, not the notification. David didn't remember if bio had to be submitted at the same time of the letter of intent. She did not know if Shirley was flexible in the past. Don explained that Section 8 requires the candidate to submit a letter announcing candidacy and bio, no later than 90 days. Don asked if Celsa needed help. Celsa has everything and is good. Don reminder Celsa to review the Lessons Learned from last year about educating RCD's on the voting and how to handle proxies. Don indicated during next Ecommittee meeting, good time to start rolling it out.

Membership Chair – Mindy MORENO

- As of PP09, DOI report indicated 512 dues paying members. This is the pay period when SF-1188's are processed.
- Erik helped her out with the names that canceled from PP08 to PP09 and there was about 26 employees dropped from PP08 to PP09. She will follow-up with those employees about canceling.
- About 10 members still pending through payroll. She checked with payroll offices but will resend the forms to payroll.

David asked Mindy send the names to who dropped and EBoard to contact members that dropped. If Mindy could break down by regions and send names to the RCD to follow-up as

well. Misty provided information but she will follow-up. For 3rd quarter meeting, Don asked Mindy be prepared for recruiter of the year. Mindy owes an article for LP. David asked about giveaways. Mindy has enough stuff for new members. As for conference, she will work with Miriam. Capital has an idea of what they want. The RCD's have been reaching out to her for items and it has been working out well.

- 1 Associates; 4 Retirees; and 1 paid in full – total 525 members.

Constitution & Bylaws – Bill FERNANDEZ

- Proposals are for the same articles – Article 10A.
- Have not received anything new.
- We can review the proposed changes at 3rd quarter meeting

David indicated we need enough time at membership meeting to cover this topic. Bill indicated amount of time up to 2 hours – it will just depend on the debate. The proposed changes will simplify the voting process. David asked Don take the lead on the membership meeting for the two days. Don asked if Bill would use same the format to make the presentation. Bill indicated that Erik did this in the past and captured everything so Misty will do it this year. Outside of that, the format should be same. Bill been working with Misty to schedule time for 3rd quarter meeting. Don reminder that we have a soft copy of what comes out of EBoard meeting that will go out to membership along with election notices. Bill will use the same format for membership meeting.

Corporate Chair - Ida MARRERO

- Last conversation with Favi was we need to send out actual invitations and hotel reservations information to corporate sponsors and determine what kind of sponsorship.
- Asked if we have a corporate dinner? She needs an idea of what to offer the sponsors.

David indicated there will be a corporate sponsor dinner. She wants to get an idea of what to offer the corporate sponsors.

- She can't send out letters until she knows about the conference, and what we are offering in sponsorship for dollars.
- She has a meeting with an aviation school for a booth at the conference.
- Contact made with GEHA and waiting on a response from them.
- Favi made a contact with another company, but Ida did not know what kind of dollars.

David requested Ida obtain from Favi what was offered for the last conference for corporate sponsors prior to meeting with Raquel and David. To avoid attrition fees, when we contracted with the Ritz, we only had space for 12 booths. If we get more than that, we may not take them or have them sponsor a lunch or after hour function. He didn't want people think we were skimping on the venue but at the time we signed the contract, we did not know about the agency support.

Legislative Chair – Sadie ALVARADO

Unavailable.

- Wait mode until tentative offer letters are sent. The agency asked us not FOIA data until the tentative offer letters are sent. David agreed to hold-off on the FOIA. In DC last week, he had meeting with Carolyn BOSTICK. She brought in a contractor and she will have him contact all the EA's on the process on what was done well and what was done badly. If that is the case, he wants the EBoard on that interview.

Telecon adjourned at 6:29 PM CDT

Minutes recorded by Misty Pena, National Director of Administration