



# 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>	June 3, 2014	<b>Scheduled - Start</b>	<b>Stop</b>	5:00 PM (Central)   5:59 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	X 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	
	X SA/East – Oscar Torres	
	SA/Central – Celsa Rodriguez	
	SA/West – Faviola Garcia	

Agenda	Topic/Discussion
<b>Call to Order</b>	Telecon called to order at 5:00 PM Central
	<p><b>President – David DOMINGUEZ</b></p> <ul style="list-style-type: none"> <li>• Iliia Quinones agreed to be a Special Assistant-Historian. She is excited and sent several ideas to David. She is currently Deputy Director for SW Chapter. She has been with the organization for numerous years. He will notify the Executive Committee and then send a message out to all members welcoming her to the team.</li> </ul> <p><i>Raquel indicated that Maria Franqui has old photos and Raquel will notify Iliia to reach out to her. David indicated that Iliia will report directly to the President. Misty asked about email address, which will be assigned as <a href="mailto:historian@nhcfae.org">historian@nhcfae.org</a>. Don will call Iliia because he has lots of photos in electronic format.</i></p> <ul style="list-style-type: none"> <li>• Barbara is having her event tomorrow. EBoard asked to reach out to Barbara with words of encouragement. EBoard was not able to provide in-person assistance. <i>Susie has provided assistance to Barbara with documents and Oscar sent a banner as well. Mindy sent stuff, too. Ida indicated that she could not set-up First Command. She notified Esau, but he was in travel.</i></li> <li>• David received a call about an issue at Houston TRACON concerning departure procedures. On one of the departure procedures fixtures – one of the fixes was the use of the word “DEPORT” and this was used for departures headed toward to Mexico. One of the employees, who is not a member, felt that was a racist intent and every time a person delivered it, the person would laugh. Another Hispanic thought it was offensive. The employee notified the manager and requested that the fix be removed from that departure procedure.</li> </ul> <p><i>Discussion about the normal phraseology.</i></p> <ul style="list-style-type: none"> <li>• Receiving emails about using travel cards for conference. Once we get letters out, we will get questions.</li> </ul> <p><i>Don indicated that he and Misty will discuss and be prepared to discuss at Ecomm telecon.</i></p>

**Vice-President – Don ESPINOSA**

- Don had questions about mail-outs, but Misty answered.

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

- Agenda sent to HR and is being reviewed. There should not be any issues.
- Contacted the Chief Learning Officer at DOT, and he has read the email. She will follow-up with him.
- OPM has received the agenda and are reviewing. We did not meet the April 30 deadline but OPM accepted our package.

*David asked what was Susan Camarena supposed to provide Raquel with and Raquel indicated the name of Chief Learning Officer and Susan indicated she would forward our package to DOT, but she had not. David asked Raquel to notify Susan about what actions Raquel has taken, and advise her that because of our timeframe, we had to take initiative to move our package, and thank her for her help. Also remind Susan about training block and confirm the information. Raquel will confirm if Susan is planning on doing the session herself. Raquel is sending an email to all the presenters to reconfirm, travel arrangements, etc. She will give her contact information to the speakers. David said to remind Susan that Jacqueline Pino is waiting for Susan to share the information as to how she is going set-up the area. Also, David asked Raquel to send an email out to the members about the conference once it is approved. Raquel has already drafted a memo to go to membership.*

**Director of Resources – Erik SALAZAR**

- Current balance \$25,000. Working with 3 chapters for 2<sup>nd</sup> quarter budget reports.

*David asked about cost of the EBoard meeting. Erik indicated credit card bill not in yet but next week and he should have a total cost next week. David asked about the total cost of outreach effort and Erik is working on the gathering the information. Once he reconciles, he will reclassify for outreach to give exact dollar amount. David indicated we have recruited about 42 new members so wants to see the money we have spent to recruit.*

**Director of Administration – Misty PEÑA**

- Action Log will be sent out to EBoard.

*David requested everyone to look at the list.*

- All May minutes have been distributed.
- Affinity group minutes have been distributed.
- Award nominations received – will set-up a special telecon for EBoard.
- Everything is ready for mail-out – so it should go out soon.

***ACTION: Misty will send out Action Log.***

**Director of Public Affairs – Susie DIAZ**

- She did not get feedback from anyone on new website. Working with Abdul with new website. Hoping to test live by end of week. Working together online since last week.
- Talked to Chris about deadline with printing before conference. His personal deadline is June 30, 2014.
- Susie sent the picture that David sent her.

*Oscar indicated that he ordered some posters and take them to Puerto Rico. Susie indicated that the poster is under the Ecomm section, and she will notify the RCD's it is there. Oscar ordered about 50 and will ship them to others if needed.*

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

- Wrapping up event at Potomac. Barbara has had some good support for her event.
- Puerto Rico: He and Ida have been working on it. Flyer printed and he will send to EBoard. Partnered with NATCA. NATCA representative suggested that we contact PASS. Ida set-up the restaurant. Event is Tuesday, June 17, 2014. He will invite Maria to this event and maybe recruit her as a retiree member.

**Membership Chair – Mindy MORENO**

- Finalizing gain/losses over the past 2 years.
- Have not received any feedback regarding cancellations.
- Eight pending members were added to payroll/DOI report, so 8 pending new members,
- Will follow-up with the appropriate payroll office for pending members that did not get added in PP11.

*David informed Oscar about the applications from Vegas. He has 2 confirmed out of 5. Oscar will make sure same issue doesn't happen in Puerto Rico. Ida asked about SF-1187 and whether it can be computer filled or does it have to be printed-out. Oscar indicated there is a fillable one. Misty indicated that the member has to sign it. Mindy has not received information from payroll about electronic signatures.*

**Corporate Chair - Ida MARRERO**

- Everything set-up for Puerto Rico. She talked to Dina at SkyOne and will work on donations. She talked to Esau but First Command no longer has an office. Esau will work on sending a representative to the event.
- As for legacy partners, she has communicated with First Command about conference and solicitation for sponsorship. Esau brought up not getting much support from RCD's. She needs to pull data from the spreadsheet. She prepared a sheet for him with RCD name, number, and work location. Esau was going to meet with district representatives about sponsorship levels and attending the conference.
- Blue Cross: She called Ms. Williams and sent email with renegotiating sponsorship levels. She will follow-up with her.
- SkyOne: Sent information to Dina. Dina has committed but not with an amount yet.

*David and Ida will further discuss regarding the donation amount and how to invoice them.*

- Livingston and Federal Long Term – in process.
- GEICO – she will send one out to him.
- GEHA – she had lead with them, and will send a letter for potential sponsorship.

*Don will get information to Ida to use in discussions with Esau. David asked if that was all of the legacy partners. David indicated that Erik will need to provide data from all of the partners. David asked if Ida had sent all the letters out, and Ida indicated yes.*

**ACTION: Erik provide names of legacy partners.**

**ACTION: Don provide Ida with information about events.**

**ACTION ITEMS:**

**ACTION: Erik: Provide names of legacy partners.**

**ACTION: Don: Provide Ida with information about events.**

**ACTION: Misty: Send out Action Log.**

**No Reporting for this Meeting**

**Constitution & Bylaws – Bill FERNANDEZ**

**ELECTIONS – Celsa RODRIGUEZ**

**Legislative Chair – Sadie ALVARADO**

Telecon adjourned at 5:59 PM CDT

Minutes recorded by Misty Pena, National Director of Administration