



# 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>	July 9, 2014	<b>Scheduled - Start   Stop</b>	5:00 PM (Central)   6:00 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
	X 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 Conference – Jacqueline Pino
	X Director of Public Affairs – Susie Diaz	
	SA/East – Oscar Torres	
	SA/Central – Celsa Rodriguez	
	SA/West – Faviola Garcia	

Agenda	Topic/Discussion
<b>Call to Order</b>	<p>Telecon called to order at 5:04 PM Central</p> <p>David opened the meeting and explained that this telecon will be used primarily to discuss the upcoming National Training Conference.</p> <ul style="list-style-type: none"> <li>• David - we will prepare letters for AHR-1 and ACR-1 to request support. In the past, both offices have provided support.</li> <li>• Ida - we will get support from the NextGen office and a request has been sent.</li> <li>• David asked Ida to send him the list of sponsorships so he can thank them for their support. Ida indicated the list in on the spreadsheet that Erik has been using.</li> </ul> <p>Updates from the Conference Committee:</p> <ul style="list-style-type: none"> <li>• Jacqueline received the layout for the room. She shared the diagram with Erik. The updated diagram is for 100 people in two rooms and sponsors in another room.</li> <li>• Discussed menu and reviewed prices. She discussed with Erik about the continental breakfast option. <i>Erik indicated that the change to the continental breakfast will save about \$1000 per breakfast. Everyone agreed this was the better option.</i></li> <li>• Discussion over reducing the number of lunches. Yadira stated that at the 2011 conference in DC, lunch was not provided on Thursday. Ida explained that at the 2012 conference in Miami, a box lunch was served on Thursday. Don had concern with if we reduce one of the lunches on whatever day; we may have issues with everyone returning on time for the next session. Don preferred to do a box lunch instead of eliminating one of the lunches. Jacqueline indicated that there are lots of places for lunch at Pentagon City Mall. David acknowledged and agreed with Don's point. David indicated that the registration doesn't specify that we are providing lunch. Don expressed if that is the case, and then there is not a problem so he offered that if we are not going to have lunch on one of the 3 days, we should look at the day with the most minimal impact for people returning late. So if we have VIP's, we may lose time.</li> </ul>

Raquel thought the best day to not do a lunch would be Tuesday. Erik and Jacqueline agree with not doing lunch on Thursday. Don disagreed but agreed to go with majority. Don suggested that next year, we look at this closer. Ida thought that Federal Long Term Care was doing a presentation during lunch.

- Jacqueline asked about the morning snack breaks and David explained that we have not offered a break in the afternoon on Thursday. Erik indicated that the morning break will be a beverage break. David suggested we eliminate the break on Thursday. Yadira indicated that there is an afternoon break right before the General Membership Meeting and wondered why we were doing a break before the membership meeting.
- Because of the number that has registered at this point, we should still use 85 for F&B. Jacqueline will adjust the numbers to 85, with two lunches being offered. The cost for the banquet per person is about \$91.00. Jacqueline will get firm numbers and we will look at it again.
- The conference committee is still looking at the giveaways. They are getting a quote from another company and looking for company with less shipping costs. It was decided to do portfolios and other items. All the information will be in the portfolio. The coins and cases should be delivered by Monday.
- Yadira indicated that the \$150 registration fee ends Friday. David explained that we may have to extend it.
- Jacqueline explained that the transportation for the corporate dinner is more cost effective to use taxi's instead of a bus.
- Erik indicated we have a hotel requirement of 306 room nights, and we need to fill 70% to avoid attrition fees. We have met that requirement. We are 222 nights.
- Yadira has not heard of more issues with the conference website. The only issue was the hotel registration piece but Erik called and worked that out. Yadira explained that you have to click on the URL to get to the site.
- Erik recommended we extend the registration early bird date to the same date as the hotel.
- Yadira and Raquel have talked about the conference program. Yadira will set-up a Dropbox to put all the speaker information. Chris can start working on the program tomorrow. Ida indicated that for Federal Long Term Care, there will be no photo. David asked how much information is missing. Yadira does not have any of the information. Raquel has been getting everything little by little, and will start putting everything into the Dropbox. Raquel has the training summaries and has been getting the bios. She sent Yadira a couple but using Dropbox is easier to track.
- Misty will send a message about the banners and items for the silent auction. David indicated that RCD's bring items in. Ida thought banners were kept by national.
- David wanted to make sure that Don is involved in the agenda discussion. Raquel and Don are working on the conference script. She will fill it with the agenda.
- The La Palabra will be mailed next week and the web link will be emailed tomorrow.

Telecon adjourned at 6:00 PM CDT

Minutes recorded by Misty Pena, National Director of Administration

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