

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

PO Box 23276 / WASHINGTON, D.C. 20026-3276

FY-2016 – 2nd Quarter EXECUTIVE COMMITTEE MEETING

LOCATION

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2016 2nd Quarter Executive Board (EBoard) meeting at the Hyatt Regency Chicago, 151 East Wacker Dr., Chicago, IL 60601.

Monday, February 29, 2016

On February 29, 2016, the Executive Committee held its FY 2016 – 2nd Quarter Executive Committee meeting, which was held in Chicago, IL. The meeting was called to order at 8:03 a.m. Roll call, administrative/logical matters and the presentation of the agenda were conducted by Ida Marrero. All Regional Chapters were present. David Dominguez provided welcoming remarks as the President.

ATTENDEES

David Dominguez, President
Misty Peña, Director of Administration
Cynthia Garcia Torres, Director of Education
Edward Cardenas, NTC Chair & ASO RCD
Lora Singh, ANM RCD
Brendan Villegas, AGL RCD
Lydia Gomez-Martinez, ASW Acting RCD
Oscar Torres, Special Assistant
Oscar Rivera, AWA RCD
Laurie Ortiz, ACE RCD

Ida Marrero, Vice-President
Erik Salazar, Director of Resources
Susie Diaz, Director of Public Affairs
Roberto Villa, ACT RCD
Sylvia Villa, AAL RCD
Raquel Ysasi-Huerta, Corporate Chair
Dolores Leyva, AWP RCD
Barbara Lindsay, AEA/ANE RCD
Randall Resto, MMAC Acting RCD

Executive Committee Expectations

- David encouraged the Executive Board to give full access to Executive Committee. The conference website is looking good. We will also discuss next year's budget.
- Ida wants to get more in tuned with the Executive Committee. She will be talking and communicating more with the RCD's. She has to leave early on Tuesday due to military orders. She suggests that we promote the conference more to members and non-members.
- Ed working on conference stuff, and informed everyone that Don Espinosa said, "HELLO".
- Susie expressed we are in a good place with better communication. She would like to see goals set for the conference. She is still pushing RCD's to provide articles for La Palabra. She feels we should specify EBoard roles to Ecomm.
- Erik is looking good. Two chapters have not submitted budget reports, Great Lakes and Southwest. As of now, rebates will not be paid. He would like to work with the conference team on the budget.
- Misty indicated that she would like to reiterate communications with Executive Committee and discuss ideas sent to the EBoard.



- Oscar will get report he prepared to Barbara. He would like to encourage RCD's to communicate more with their members. We need to ensure we have correct personal email addresses for members.
- Cynthia wants clarification on who we want for the conference, e.g., mock interview, who will be reaching out to the panel, which is coordinating training for the rest of that day, etc.
- Roberto wants to get reengaged. Things at work have changed, and there have been challenges with employee associations at the Tech Center.
- Lora is new to the RCD position. She wants to bring the coalition back to Northwest Mountain.
- Sylvia has been super busy – she is currently a PASS Representative. Maria has signed up two new members!!! (Congrats AAL). She is getting ideas on contacts. She has questions about membership benefits. It is nice to have the training on the website. This is a big selling point for administrative people who do not get training. We need membership packages to help us get out there.
- Brendan expressed he just completed his first full year as RCD. It has been hard to do a recruitment drive in Chicago area but the recruitment drive tomorrow will be huge. Raquel called everyone on the list. He would like to get ideas for ACE camps.
- Raquel informed everyone that RCD's do more outreach efforts, so they should notify Raquel so she can track things. First Command wants the information so when a chapter wants contacts First Command representatives and/or wants them to attend an event, let her know. ***Raquel indicated that First Command has received certification from the FAA to go to FAA facilities.***
- Lydia is representing Raul. Southwest Region has moved into new regional office so things have not been active. SW has a new deputy RCD; the DOR is stepping down; and Lydia is the DOA. SW wants to increase membership and do outreach efforts in the local community. They are working with a couple of schools and have partnered with an aviation museum. They are trying to engage the membership and have more members attend conference. They want to do more fundraisers. She wants to bring back feedback from the board. She feels we need to get back to hands-on and thinks membership will appreciate that more than going to a website.
- Dolores indicated her first year as RCD went well. She is looking to reach out to keep communicating with members.
- Barbara has ideas for the conference coin and theme. She had meeting last week in Boston, explaining what NHCFAE does and reaching out for conference support. This meeting went very well. She suggested we do a monthly newsletter or something to show what we are doing.
- Carlos has been in the position since October. How do we move forward? He submitted proposals to EBoard in July and feels we should come up with overarching strategy to tackle these problems, so we can be better. We need to find out how to be relevant. Everything won't get resolved today but we can begin.
- Ed indicated we all have the drive to be self-sufficient. The reports are always good to have.
- Randall looks forward to being here and representing John.

PRESIDENTS' REPORT – David Dominguez

- NHC Media Strategy



- Jill Colgan will provide interviewing and media training. The strategy is to demonstrate to RCD's how to advertise for job openings, conferences, local events, employee association gatherings, how to write articles and conduct press interviews.
- Special Assistants
 - Oscar Torres, Special Assistant East
 - Delete Kimberly Nolen as Special Assistant.
 - David Gonzales will be the Special Assistant for Central.
- ATO LCD and NEF feedback
 - Leadership Career Development (LCD) – due to budget and weather, utilizing conference calls for meetings. Progress made with language in manager's performance plan for diversity & inclusion.
 - National Employee Forum (NEF) – a business case will be presented to the Administrator to request three days of administrative time for the training conference.
- Privatization
 - Proposal from congress, which was tabled because not enough votes. There was no letter sent by the EA's to congress because this issue is dead at the time.
- Airman Database project
 - Create a strategy and partnership with AVS.
 - Will be discussed by the team at this week's meeting.
- HiGov Update
 - Limitations of this is funding and getting it up and running.
 - NHC is one of the most structured Hispanic EA's in the federal government.
 - Executive Board is now in place as an interim board. He is the interim President and Misty is the interim DOA.
 - Still developing revenue sources.
 - Plan on doing launch in DC – he would like the EBoard to attend.
- 2018 Conference Discussion
 - RCD's used to give presentations to the membership.
 - It's a lot easier for planning.

ACTION: RCD's who plan on pitching a conference location notify Cynthia and Misty for membership agenda planning.

ACTION: EBoard need to give parameters to RCD's for conference presentation.

- Communicating For Safety (CFS)
 - March 21-23, 2016 in Las Vegas, NV.
 - Ida will be representing David.
 - Dolores and Kristina attending for Western Pacific and will have a booth.



VICE-PRESIDENT'S REPORT – Ida Marrero

- Strategic Plan/Business Plans
 - Still working on issues. Bill working on getting the email notifications to her.
 - Strategic plan is a requirement for chapter to get their rebates.
 - Go to nhcfae.org, click on EComm, first item is the strategic plan, click, input.
- Sylvia asked about entering data for the corporate sponsors. RCD's will continue to update the form; however, the RCD's will forward the information to Ida and Raquel via email.*
- May develop something else in the future.
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- Communication
 - We need to improve communication with each other and our members.
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- Conference Advertisement
 - We need to look at funding members.
 - Estimate: ACT: 3; ANM: 3; AAL: 3 + 1; AGL: process of polling; ASW: she will poll when she gets back; AWP: 7; AEA/ANE: 10; AWA: 10 – 15. He is trying to come with strategies to house people; ASO: Ed: interest about 10. Funding 5; and MMAC: 6. Total Estimate: 53

ACTION: Identify fundraising activities, local events, etc. and put in one central repository for RCD's to go to. Misty collects and put together.

- Budgeting for Conference
 - Dolores thinks we should send constant reminders about advertising. We have members who want the information. Dolores suggests we send info every two weeks.
 - At a minimum, Ida will ask about estimate number of members attending.
 - Sylvia would like to see a budget for conference attendance.

- National Awards - due May 1, 2016
 - Deadline is May 1, 2016. There will be no extension on the due date. Award nominations may be submitted for:
 - Member
 - Chapter of the Year
 - Civil Rights Officer of the Year
 - Non-Member of the Year
 - Manager of the Year

Roberto asked if we can include in the future agenda to discuss what they have worked on in the past year, so this helps of providing details and showcases what it takes to become a chapter of the year.

HISPANIC COUNCIL ON FEDERAL HIRING - David Dominguez

- Obama has an executive order to address underrepresentation
- NHCFAE has a permanent seat on the council.
- Idea of creating a subcommittee to develop ideas.
- Developed a plan to present to OPM.

David read the plan that was developed.



AIRMAN DATABASE/INSPECTOR REGISTRY PROJECT – Ed Cardenas

- Discussion over status/Plan of Action
- AVS Recruitment & Outreach Project

ACTION: David find out information on direct hiring for Tech Ops, as well as, hard to fill locations.

DIRECTOR OF RESOURCES – Erik Salazar

- Travel Vouchers
 - Submit travel vouchers timely for this trip.
- RCD Travel Funds
 - Chapters will each receive \$500 to assist with attending meeting.
- QuickBooks Online Renewals for 2016
 - Renewed on February 17, 2016.
 - Negotiated a reduced rate of \$79.00 per renewal.
 - We are on year 3 of using QuickBooks and it is working great.
- American Airlines Business Extra Account
 - Business Extra program is a complimentary business travel rewards and incentive program designed to help small and mid-sized companies reduce their travel costs. Members earn points for their company's air travel which can be redeemed for flights and other rewards.
 - Earn one point for every \$5 spent on eligible itineraries. Travelers keep earning their personal frequent flyer miles—it's a win-win.
 - Free domestic roundtrip flights cost 2,000 points
 - **Account number: 90019 (Enter number in Passenger Details page)**
 - Any travel, e.g., business, personal, NHCFAE, etc., the traveler can put in our AA Business Extra Account Number and we receive points. This does not take away from any personal air miles received.
- FY 2016 Budget Review
 - Some chapters have not completed budget report.
 - We are on target with budget.
- Conference Budget
 - Developed a proposed conference budget, and will discuss this week.

DIRECTOR OF PUBLIC AFFAIRS – Susie Diaz

- La Palabra Status
 - Printing company will give us a discount for being a long time customer.
 - LP articles due April 29, 2015. This edition of LP will have election information, Cinco de Mayo, etc.
- Web-Site Status
 - Under this tab, EBoard send ideas for suggestions.



- Will upload Ecomm minutes to the website.
 - Gmail to discuss with RCD's – any issues, notify Susie.
 - Conference Website – in progress/making changes and improving the website.
 - Presidential Coin – in progress/working with designer.
 - Identifying Past Presidents on website – now on website.
 - Facebook Page/Twitter/Instagram pages
 - We still need to figure it out on how to use different social media accounts.
- Susie solicited assistance for proofing article. Laurie offered to assist.*

Legislative Effort – Andy Quinn

- Save Tower Acts
- Privatization

INFORMATION FOR THE GOOD OF THE ORGANIZATION

Motion made and the meeting was adjourned at 4:48 p.m.

Tuesday, March 1, 2016

Dress Attire: Business

On March 1, 2016, the Executive Committee held its FY 2016 – 2nd Quarter Executive Committee meeting, which was held in Chicago, IL. The meeting was called to order at 7:55 a.m. All Regional Chapters were present.

Media & Interview Training conducted by Jill Colgan.

MEMBERSHIP REPORT – Mindy Moreno

- Changes/Issues
 - Sends email to members to find out why they drop.
 - She will begin notifying RCD's when a member drops off.
 - SF-1187's have been approved for electronic signatures.
 - With elections coming up, everyone needs to participate in getting personal emails.
 - On SF-1187, the timekeeper number can be blanked.
 - As for La Palabra, she has copies; however, she will look to see how many she has.
 - She will send member list to RCD's.

DIRECTOR OF ADMINISTRATION – Misty Peña

- Action Item Log Update
 - Everyone review the action log and provide feedback to Misty.
- RCD Officer Term/Elections Update
 - A worksheet will be distributed to all RCD's to complete and return to Misty.



- Member Benefits – John Espinosa Email
 - Susie will update the member poster.
- 3rd Quarter Meeting location
 - Previously discussed.
- Carlos' Request for Member Lists/PII information
 - Not all EBoard members agreed with the request with providing the Capital Chapter member list to a member who is requesting this information.
- Henry Perez recognized with a moment of silence.
 - Conference Committee will when to recognize Founding Father Henry Perez.
- Retiree Letter
 - Preparing a draft letter that will be signed by the President for members of NHCFAE who retire.
 - RCD's must notify DOA/President about the member.

ACTION: David to send thank you letter to Raquel's manager.

Raquel asked about retention on old scholarships.

ACTION: Erik finds out the IRS requirement for retaining scholarship data.

ACTION: Erik talks to Sylvia about DOR stuff to retain.

ACTION: Raquel will organize the box prior to sending it anywhere.

ELECTIONS - David Gonzales

- Letters of Candidacy
 - Due 90 days prior to elections, which will be April 28, 2016
 - Position up this year include Vice-President, DOE, and DOR
- Need email addresses to make sure everyone get opportunity to vote.
- First year for electronic elections
- Nominations due by April 28, 2016
- Notification to members by: email, Facebook, RCD's, La Palabra
- Ballots will be emailed out 45 days prior to election so they will be sent out by June 12, 2016
- Elections will be announced on July 27, 2016
- David will have access to the program and he will know who won the election.

INFORMATION FOR THE GOOD OF THE ORGANIZATION

Motion made and the meeting was adjourned at 4:31 p.m.

Wednesday, March 3, 2016

On March 3, 2016, the Executive Committee held its FY 2016 – 2nd Quarter Executive Committee meeting, which was held in Chicago, IL. Meeting was called to order at 8:03 a.m.

DIRECTOR OF EDUCATION – Cynthia Garcia Torres

Items of discussion included the 2015 Conference Critiques; 2016 Scholarships; and 2016 National Training Conference agenda. Agenda is still being developed.

ACTION: Cynthia will write an article addressing conference critiques.



REGIONAL CHAPTER UPDATES/OPEN DISCUSSION/CONCERNS – RCD’S

Alaska Chapter

- One new member. Question about membership chair providing information to RCD when a member drops. Rick Neff retired. Membership drives and ACE camp. She will do some research as to what would be an ACE academy function. She will contact the FAA for information about ACE camp. Utilizing First Command at least once a quarter and great attendance. Hopefully looking into connecting with other lines of business.

Central Chapter

- Been partnering with NBCFAE. Going to other employee association (EA) events. PWC and La Raza conference. World Series was in Kansas. Planning luncheon learns in April for Cinco de Mayo.

Southern Chapter

- Planning membership drive. ACE camp in April – Project SAFEE. They will assist in funding discovery flights. Trying to plan road show with First Command – previous conflict with dates. March 16, 2016 event with Livingston at Miami Tower. 75th anniversary for Miami ATCT. ASO contributed to this event. Puerto Rico still has funds in Sky one account. North Florida area: Mike was previous area chapter director; however, he has moved and North Florida is dormant.

Capital Chapter

- PowerPoint presentation. He contacted Executive Board about making proposals on how we operate. How do we see ourselves operating? Are we a team? Can we do better? Website - need a member login so we can control content.
 - Behind member’s login – post desired locations, resumes, and series of expertise – so a need for someone likes that –we login and get that information.
 - Password/Encryption: Carlos, Abdul, and Jamil working together to move forward with this system.
 - Jamil may be able to do some of the stuff – he has not conveyed the project yet so he does not know what the cost will be.

David: We are starting to work on a member’s only tab. PRIORITY

- There is a Diversity Day in May hosted at with the Department. Capital is looking at hosting an IDP seminar. Trying to plan a member outing.

We can table the other things that Carlos submitted.

Tech Center Chapter

- Tech center been dormant for past year. No change in regards to interest to step up and get more involved with regional positions. He solicits nominations for RCD every September and no response. He cannot commit 100% to RCD. He has offered to remain as a point of contact at a minimum, but hard to do everything. He has had a change in jobs so that keeps him busy. He will remain as RCD and he expects to come to the conference.

Northwest Mountain Chapter



- Will offer members to room with Carla and possibly pay for registration. Hope to send more members to the conference. Seattle ARTCC will have a salsa on May 5, 2016.

Southwest Chapter

- Black & White event with NBCFAE. Doing fundraiser with Irving High to support them. Salsa making contest in September. Working on getting budget report and trying to get as many members to the conference. Working on fundraisers. Trying to start a chapter in Houston. Jesse Lopez wants to start a chapter. They are doing a site visit in Houston. Also discussion with setting up a chapter in Corpus Christi. Southwest is going to get back to basics and meet with members. She feels personal touch will encourage others. She met with first female Hispanic Engineer in Houston. Lydia will get a story from her for LP. She has talked to Albuquerque but not sure what is going on. She will put it on the agenda to discuss to go back and talk with them.

Great Lakes Chapter

- David recommended that an area chapter would be established in Chicago. David spoke with Brendan about it and thought there was an agreement. After some discussion with all the parties, it became known that there was some confusion. Brendan agrees to the decision about moving toward the area chapter. It is all about the membership.
 - He had question about who can do the appointing?
 - Is it RCD or Executive Board?
 - There are other members who want to step up and were not happy in the past.
- He would like his members to provide input on establishing area chapter. He wants to put this idea to an election. He will visit Chicago next week to meet with Chicago members. The members need confidence of changes.

Executive Committee discussed the establishment of an area chapter in Chicago. Brendan was appointed as RCD in December 15, 2014. We need to provide update RCD when there are concerns with communication.

“Decision made was to have an area chapter in Chicago established. This chapter is to be run by the appointed people that the President appointed, which was confirmed/approved by the Executive Committee until a full election for this area chapter is conducted according to the bylaws. The appointed persons include: Michael Valdes, Area Chapter RCD; Vanessa Gurrola, Deputy RCD; Liz Telez Alvarado, DOR; and the DOA is vacant.”

- Executive Committee took a vote for the appointed people:
 - Motion to accept proposal as read made by Barbara, and 2nd made by Roberto.
 - Motion carried by a majority of the votes by the Executive Committee.
- If the regional chapter decides to dissolve the area chapter at a later time, Great Lakes can hold an election to dissolve this chapter. Brendan will remain as RCD until his term is up, and either run an election and/or be appointed.

CTEC Update – Kristina Harris



Update on CTEC.

CORPORATE PARTNERS COMMITTEE – Raquel Ysasi – Huerta

- 2016 Corporate Partners
- Legacy Corporate Partner Status
- New Corporate Partners
- RCD assistance with locating corporate partners
- 2016 Local Chapter Events

ACTION: Susie provide Raquel a list of prices for conference brochure advertisement

CONSTITUTION & BYLAWS – Bill Fernandez

- Will address Gloria’s recommendations for Proposed Changes
 - Flip flopping name of Eboard and Ecomm – we thought it was too complicated to do.
 - See Fy-2016 1st quarter minutes regarding Article 6A, Sect. 10. Gloria suggested language and Bill will propose an amendment regarding her suggestions.
 - No requirement for officers to give reports
 - Elections – Bylaws 10A, Section 6. Bill will submit a proposal to amend. Based on conversations with Gloria, even if no one is running against someone, we should still send out ballots; however, since our past practice has not to do this, we did not. To correct the article, Bill will propose the following:
 - Rewrite section 6, “unless there is only one “qualified” candidate then voting would not be required.”
 - Article 7a, Amendments. Our Constitution discusses amendments and there is a conflict in the Bylaws with the Constitution. He will make a proposal to correct this issue.
 - Gloria recommended we rewrite Bylaws with an order of business that was closer to Robert’s Rules of Order. She indicated that things we have historically done is okay, but there were some conflicts with Robert’s Rules of Order. We can actually propose to remove the wording ‘Roberts Rules of Order.’
 - Don’t think we have to change bylaws on how we distribute proposed bylaws; however, in the future, we will send electronically. We will do a letter to notify the membership about how distributing information will be in the future.
 - Notification of changes in information distribution should be addressed by RCD’s, who in turn should reach out to their members, EBoard send a letter, article in La Palabra, article on website, article on Facebook, etc.
 - We are moving electronic technology to save the organization funds.
 - Bill suggest that we put on the agenda the budget and C&B proposals on same day

NATIONAL HISPANIC EMPLOYMENT PROGRAM MANAGER – Sadie Perez

- Send any schools that we think may participate in a partnership to Sadie.

INFORMATION FOR THE GOOD OF THE ORGANIZATION

Motion made and the meeting was adjourned at 5:48 p.m.

