

# NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

**FY-2017 –2<sup>nd</sup> Quarter  
EXECUTIVE COMMITTEE MEETING  
February 20-22, 2017**

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## **LOCATION AND DATE**

From February 20-22, 2017, the National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2017 2<sup>nd</sup> Quarter Executive Committee (ECOMM) meeting at the Sheraton Hotel, 1701 Commerce St., Fort Worth, TX. Meeting was called to order at 8:00a.m. Roll call, administrative/logical matters and the presentation of the agenda were conducted by Misty. David provided welcoming remarks as the President.

## **EXECUTIVE COMMITTEE ATTENDEES**

David Dominguez, President  
Misty Peña, Director of Administration  
Ida Marrero, Director of Education  
Edward Cardenas, NTC Chair & SO RCD  
Ofilia Medina, WP Deputy Director  
Maritza Miranda, EA/NE RCD  
Vanessa Gurrola, Acting GL RCD  
Bill Fernandez, WA RCD  
John Espinosa, MMAC RCD

Barbara Lindsay, Vice-President  
Erik Salazar, Director of Resources  
Susie Diaz, Director of Public Affairs  
Lora Singh, North West Mountain  
Dolores Leyva, WP RCD  
Oscar Torres, Special Assistant  
Roberto Villa, CT RCD  
Maria Smith, Acting AL RCD  
Lydia Gomez-Martinez, SW RCD

## **February 20, 2017**

## **ECOMMITTEE EXPECTATIONS**

- Lora Singh: Would like to get more information on recruiting ideas
- Ofilia Medina: Excited to be at meeting and looking forward to gathering ideas
- Dolores Leyva: Looking for more ideas for recruiting and implementation
- Maritza Miranda: Would like recruitment ideas, look at ways to maybe get Area Chapter Director (ACD)
- Ed Cardenas: Wants standardization to make sure we are all on the same page
- Susie Diaz: Would like to look for ways to improve the work we do
- Ida Marrero: Wants to get conference agenda finalized, finalization of automated membership tuition reimbursement application
- Misty Pena: Encourage nominations for DOA and ensure no duplicate efforts for conference team
- Barbara Lindsay: Standardizing RCD SOP, one stop shop calendar
- Oscar Torres: Recruitment, work with RCD's on their efforts,
- Vanessa Gurrola: RCD SOP information, recruitment, ACE camp, elections
- Roberto Villa: Trying to engage and getting more momentum, look at other benefits that we can offer members
- Bill Fernandez: Manny Vega is looking at doing a new video of Hispanics in Aviation, look at ways to do more for our community and what we can do for each other,



- Maria Smith: Recruitment and retention ideas, benefits for membership, RCD SOP to understand better, elections
- John Espinosa: Recruitment and generation gap so we need to figure out how to reach them and show some cost benefit, how can we help each other.

### **Open Discussion on Member Advocating**

- Find ways to improve getting information to members
- May find avenues to give to members
- We should give a disclaimer to not use the NHC name
- If we have concerns with millennials joining, we need to clarify our message
- We need knowledge of who we have in our organization – learning the talent
- Think we can improve networking and opportunities for others

### **PRESIDENT'S REPORT – David Dominguez**

- ATO LCD and NEF feedback
  - ATO Leadership & Career Development consists of all Employee Associations, SUPCOM, and FAAMA
- ACTION: Brief description of ATO LCD and NEF to provide to Executive Committee - David***
  - NEF – consists of Employee Associations and Special Emphasis Program Managers (SEPM). This group reports to the administrator.
- Onboarding new employee's about NHCFAE (Brendan – Oct 2016)
  - Brendan mentioned a few months ago about new employees coming in and lack of information about employee associations. We should have an onboarding process/presentation to introduce ourselves to new employees. David brought it up at NEF and it was decided to do a video about employee associations. There is a statement of work request of all presidents to do this video and introduce employee association and explain what we represent and what we do to show video at academy.
- HRPM WLB 12-6
  - NEF is addressing the removal of the diversity and inclusion efforts that was removed in latest version of HRPM.
- Meeting objectives
  - Secured member area on website
  - Membership Database
  - Strategic Plan Initiatives
- Federal Partnerships
  - Labor Management Relationship
    - NATCA
    - PASS
  - Office of the Director of National Intelligence/National Security Agencies/Central Security Service
    - NHC shares our outreach and recruitment best practices to organizations to improve their efforts in Hispanic underrepresentation
    - National Security Agency on March 22, 2017 – Bill will be attending representing NHC.
      - We will have representation at this event.
    - Office of the Director of National Intelligence



- Represents all intelligence communities
- June 6, 2017 summit. NHC/David will do a presentation at this event.
- OPM Memo for Executive Heads and Agencies
  - Being a part of the Federal Hispanic Council (NHC/David, along with two other agencies), developed a memo on requiring federal agencies to do a barrier analysis as to why Hispanics are not getting promoted.
- Communicating For Safety
  - Week of March 20, 2017, David will attend.

#### **VICE-PRESIDENT – Barbara Lindsay**

- Review RCD SOP with RCDs
- Discuss ideas for membership's activities, e.g., visiting schools for career days, fund raising, mixers, and ACE camps.
- Discuss posting calendar on NHCFAE website-Chapter calendar with all Chapters activities for the year

#### **AIRMAN DATABASE PROJECT – Ed Cardenas/Team**

- Researched identified over 7302 individuals that may qualify for Aviation Safety Inspector (ASI).
- Of that number, NHC sent out documentation to 426 airmen.
- We received 14 responses who are interested in the ASI Operations position.
- We are looking at improved ways to advertise for ASI positions.

#### **DIRECTOR OF EDUCATION – Ida Marrero**

- 2016 Lessons Learned
  - John will send Ida a list of questions used at the academy to help develop the surveys.
- Conference 2017 Training Agenda
  - Put the message out about marketing with what we are offering. – John's message
  - Maybe put a FAA Focus Message that highlights the training we are offering
- Scholarships
  - CPA is looking into getting a foundation set-up for scholarships. Erik is working this issue.
  - Submitted everything to Dina for tuition reimbursement application automation and then to Susie to upload on website.
- Goal is to submit agenda to FAA by March 15, 2017

#### **DIRECTOR OF RESOURCES – Erik Salazar**

- Travel Vouchers
- RCD Travel Funds
- QuickBooks Online Renewals for 2017
- American Airlines Business Extra Account
- Chapter Budget Reviews
- FY16 and FY17 Budget Review



**DIRECTOR OF PUBLIC AFFAIRS – Susie Diaz**

- La Palabra – next deadline is April 10, 2017
- Maritza and Roberto will write the article for 2<sup>nd</sup> quarter meeting
- Review of the NHCFAE Website
  - Working w/ Abdul and Edward on website to have "membership access" and have general info in NHCFAE website itself.
  - Ecomm password will be changed by or during our 2nd qtr. mtg. (It changes every year during our 2nd qtr. mtg).
  - Any errors/edit needs please send me email so I can work on it to correct it.
- One-on-One time with Ecomm (if needed) -For any NHCFAE google email issues or help.
- Conference website update w/ Edward

Meeting adjourned at 4:45 p.m.

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**February 21, 2017**

On February 21, 2017, the Executive Committee held its FY 2017 – 2<sup>nd</sup> Quarter Executive Committee meeting. Meeting was called to order at 8:00 a.m.

**CONFERENCE CHAIR REPORT**

- Overview of the Hotel site and the events that will be held.
- Would like to advertise to the entire membership list.
  - Use the conference app and utilize as a way to market the conference
  - Notify members via email to download the app.
  - John suggested to create a contest for incentive to download
- Dolores provided a presentation on the timeline, duties, and points of contact for the conference.

**LEGISLATIVE REPORT**

- Andy will draft talking points for David to use.

**DIRECTOR OF ADMINISTRATION**

- Discussed National Executive Board Action Item Log
- Reminder to RCD's to send minutes to [doa@nhcfae.org](mailto:doa@nhcfae.org)
  - DOA will look at using the Drop Box to upload minutes – will report out at 4<sup>th</sup> quarter meeting.

***ACTION: Look at using Drop Box for minutes – Misty***

- Several RCD positions are upcoming and reminder to hold elections. Elections will be held for the appropriate positions. Notify [doa@nhcfae.org](mailto:doa@nhcfae.org) after elections to provide updates to the chapter positions.
- Changes to manager letters requesting attendance at Executive Committee meetings will be changed to ensure no confusion in the future.
- Information about upcoming DOA vacancy





- Upcoming Events/National Conferences

### **CONSTITUTION & BYLAWS**

- Review of proposed amendments - See Attachment 1.
- Discussion about the distribution of C&B.
- C&B amendments will be distributed via electronic mail as notified to the membership in the June 10, 2016 letter. – See Attachment 2.

### **STRATEGIC PLAN INITIATIVES**

- ACE Camp – share information on ACE camps held so everyone can see what others are doing to support this initiative.
  - www.eea.org – this is an organization that tries to get kids involved in aviation. This organization will help get funding to conduct flights with the kids.
  - Look at capturing best practices for ACE camp and upload onto our website
  - Bill suggested that we need a focal point for ACE camps
- What are we talking about strategic plan/business plan?
  - Discussion: The Board is to create the plan and what we want to accomplish for a certain period of time; John suggested the plan should be accessible to all members; once we develop a plan, how do we make it useful to everyone; Oscar suggested that we do focus months where each chapter focuses on one common goal per month; first need to develop a strategic plan, and where do we want to go and make a target
- Bill suggested that we need to:
  - Develop a strategic plan
  - Identify resources and training
  - Tracking tool

***ACTION: Oscar will research and solicit ideas for strategic plan and implementation***

### **CORPORATE PARTNERS COMMITTEE**

- Federal Long Term Care – per their agreement, will submit 4 articles for LP.
- PASS – providing different options

***ACTION: David to talk to PASS about sponsorship***

- Photographer
- Lumark – Raquel and Mark will talk today

***ACTION: Raquel to report on Lumark Technologies discussion***

- Potential Sponsors – Jonathan has been sending ideas for sponsorship in the area. She has sent letters to Lush Cosmetics who does scholarship sponsorships. She will reach out to Fiesta Insurance and Vallarta Supermarkets.
- Legacy Partners
  - First Command - confirmed
  - Federal Long Term Care – confirmed
  - Blue Cross/Blue Shield – they are coming, but not complete confirmation
  - NATCA/PASS – David talking to them
  - Sky One – confirmed
  - Livingston - has not confirmed
- David reaching out to FAAMA about sponsorship
- Corporate Dinner status on Monday night



- She has not heard from First Command, Livingston, NATCA
- She sent out reminders to corporate sponsors of date. Notified them of considering changing corporate dinner.
- Her personal goal is to get all the areas covered from sponsorship.
- She has set to contact at least 5 conference corporate sponsors within a week to a week and half. Hope by 3<sup>rd</sup> quarter board meeting to have sponsors for the various items needed sponsorship.
- When we do silent auction to raise money for scholarship, can we put the info via Facebook live to allow others to participate in the auction.
- She was talking to Dina and she spoke with Erik about bringing people in to have booths after the lunch. Thought we could charge a certain amount of booth or give percentage of sales and donate an item to the auction.
- She would like a person from each chapter to be a part of a corporate sponsor committee.
- She tried to reach out to GEICO
- Have previously reached out to cellphone companies and they do not do sponsorship.

**RCD TRAINING/TOOLKIT**

- Discussion over ways to improve the RCD toolkit, location of toolkit, website tabs, data on website, etc.
- Barbara to develop a list of resources of where things are located at.
- Viewed Don’s old toolkit.

***ACTION: Barbara to develop a proposal to develop & update RCD toolkit***

**INFORMATION FOR THE GOOD OF THE ORGANIZATION**

Adjourned at 4:40 p.m.

**Southwest Chapter Membership Event, Downtown Fort Worth**

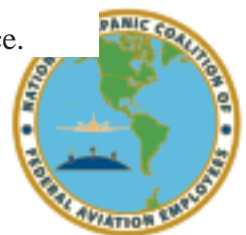
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**February 22, 2017**

On February 21, 2017, the Executive Committee held its FY 2017 – 2<sup>nd</sup> Quarter Executive Committee meeting. Meeting was called to order at 8:00 a.m.

**ELECTIONS & SUCCESSION PLANNING**

- March 11th: submit updated email addresses to Mindy Moreno; although this date is flexible, complying with this deadline ensures members are afforded the opportunity to participate in all areas of the election process.
- March 25th: Email will be sent to members soliciting letters of candidacy for President, DOA, and DOPA. (Date is flexible)
- ***May 25th: Deadline to receive letters of candidacy. (Firm Date)***
- TBD: conference call with all candidates to discuss campaign strategies, do's/don'ts, election results determination etc...
- ***July 9th: Ballots emailed to members (firm date)***
- Aug 23rd at noon PST: Elections close and results revealed later that day at conference.



## **HISPANICS IN GOVERNMENT**

- Filed for incorporation last week.
- Need to do a soft launch in 7 cities on May 5, 2017
  - DC, NYC, MIA, HOU, CHI, LAX, DAL
- There will be conference calls to discuss the event, e.g., mission & vision, apolitical, locate a location for event, no media, may set-up area chapters
- Planning to have launch in September 2017

## **TECH OPS BRIEFING**

- Looking at ways to improve diversity in Tech Ops
- Have On-The-Spot Hiring (OTS) authority – across the country in various cities
- Will have OTS for 6 months – started 12/6 and ends 6/6
- Number of positions – approximately 67
- Past success is when information gets down to the people
- Last round – G band, but some areas need F, entry level

## **NATIONAL STEM/AVSED – Faviola Garcia**

*Unavailable*

## **CTEC DISCUSSION - Open**

- Discussed presentation sent by Kristina.
- Two Goals: Change the name and strategizing the communication
- Put a counter on the CTEC website to look at how many people are visiting the page
- New CTEC Committee
  - Kristina Harris
  - Barbara Lindsay - VP
  - Ida Marrero – DOE
  - Maria Smith – Alaska RCD
  - John Espinosa – MMAC RCD
- Competencies, objectives – for members to get a benefit – does it tie into the mission of the organization? Maybe look at getting the membership involved.

***ACTION: Coordinate with Kristina about doing a telecon - David***

- Need a call with Kristina – passion, history, etc. do this amongst the volunteers
- Invite Kristina to next Executive Committee telecon

## **MEMBERSHIP REPORT – Mindy Moreno**

- Discussion over secured Membership Database development

***ACTION: Look at Lifetime Retiree Membership – Executive Committee***

- The Executive Committee voted on the following:

***DECISION: To use Club Express to host the automated Membership Database – All voted for this option***

***ACTION: Mindy to coordinate a telecon with Club Express/EBoard***



*Prior to the end of the current recruitment drive, the Executive Board will review the Recruitment Drive and determine what way to move forward.*

**FEEA SCHOLARSHIP – David Dominguez/Ida Marrero**

- FEEA is going to start charging an administrative fee of 25% to oversee this scholarship.
- Blue Cross/Blue Shield will no longer be funding scholarships.

***ACTION: Discuss what to replace with FEEA on Executive Committee at some later date***

**ONBOARDING STRATEGY - All**

- Roberto is going to solicit his membership about being dissolved and becoming an area chapter under Eastern/New England.

**HRPM WLB 12-6 – David Dominguez**

- Current version allows for 24 hours of administrative time for the national training conference.

**COMMUNICATING FOR SAFETY – David Dominguez**

- NHC has participated the past three years
- WP has usually manned this event; however, this year we are opening up to other regions to man this event.
- ASO will man this event.

**ATO LCD – Barbara Lindsay**

- New tool on Career Website – Interview Streamline - <https://my.faa.gov/go/ato-interview-stream>

**INFORMATION FOR THE GOOD OF THE ORGANIZATION**

Motion made, second, and adjourned at 4:30 p.m.





## ATTACHMENT 1 – PROPOSED AMENDMENTS DRAFT

### NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES Proposed Bylaw Amendments for 2017 National Conference General Membership Meeting

Prepared by Joan H. Corbisiero, PRP

Parliamentarian General Membership Meeting – July 27, 2016

#### **Proposal #1:**

#### **ARTICLE 6A, MEETINGS, Section 9:**

**Currently reads:** “Meetings shall be conducted in accordance with these Bylaws and Roberts Rules of Order.”

**SUBSTITUTE:** “The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern NHCFAE in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order NHCFAE may adopt.”

**Rationale:** The designation *Robert’s Rules of Order* technically refers to the early manuals written by General Henry M. Robert from 1876 to 1893 (First, Second and Third Editions). Since that time, there have been many other editions. The current edition is referred to as *Robert’s Rules of Order Newly Revised*, Eleventh Edition. To avoid continually updating bylaws to designate a particular edition, it is recommended that bylaws simply state “the current edition of *Roberts Rules of Order Newly Revised*” as the organization’s Parliamentary Authority. The above language is recommended in RONR (11<sup>th</sup> ed.), p. 588, ll. 1-8,

#### **Proposal #2:**

#### **NEW ARTICLE IN BYLAWS (or included in ARTICLE 6A, MEETINGS) to authorize electronic meetings**

**INSERT** (you have to decide who will be authorized to hold electronic meetings. As a start I suggest):

“Executive Board and Committee Meetings of this organization may be conducted by telephone or other electronic means that permit simultaneous aural communication when so directed by the National President or, in the case of Committee meetings, by the Committee Chairman. At electronic meetings, any ballot votes required under the rules or ordered by the association shall be conducted electronically, using an internet service that supports anonymous voting.

Electronic meetings of the association shall be subject to rules adopted by the organization (? or the Executive Board) to govern such meetings, which may include any reasonable limitations on, and requirements for, members’ participation.”

**Rationale:** Except as authorized in the bylaws, the business of an organization or board can be validly transacted only at a regular or properly called *meeting* – defined as a single official gathering in one room or area – at which a quorum is present. If NHCFAE’s board and committees are to be able to meet electronically (e.g. by telephone conference call), the organization must include authorization for such meetings in the bylaws. Rules for the conduct of these meetings may be placed in a separate document.



**Proposal #3:**

**ARTICLE 10A, ELECTIONS AND VOTING, Section 6:**

**Currently reads:** “Elections and special elections for national officers shall be held by secret ballot. The ballot will have the official seal to verify an authentic ballot. The ballot shall contain the names of the candidates running for office.”

Option 1:

**ADD:** “If there are more than two candidates for a national office, a plurality vote shall determine the result.”

**To read:** “Elections and special elections for national officers shall be held by secret ballot. The ballot will have the official seal to verify an authentic ballot. The ballot shall contain the names of the candidates running for office. If there are more than two candidates for a national office, a plurality vote shall determine the result.”

Or Option 2:

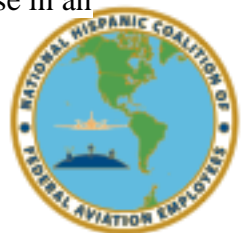
**ADD:**

“If there are more than two candidates for a national office, the Borda count method of preferential voting shall be used for election to that office. For the Borda Count method, a preference ballot by which an individual voter lists each candidate for a particular office in order of preference from first to last will be prepared by the Elections Committee. The ballot shall contain specific instructions for the marking of the ballot. Each candidate will get one (1) point for each last-place vote received, two (2) points for every next-to-last-place vote, etc., all the way up to N points for each first-place vote (where N is the number of candidates). The candidate with the largest point total wins the election.”

**To read:** “Elections and special elections for national officers shall be held by secret ballot. The ballot will have the official seal to verify an authentic ballot. The ballot shall contain the names of the candidates running for office.

If there are more than two candidates for a national office, the Borda count method of preferential voting shall be used for election to that office. For the Borda Count method, a preference ballot by which an individual voter lists each candidate for a particular office in order of preference from first to last will be prepared by the Elections Committee. The ballot shall contain specific instructions for the marking of the ballot. Each candidate will get one (1) point for each last-place vote received, two (2) points for every next-to-last-place vote, etc., all the way up to N points for each first-place vote (where N is the number of candidates). The candidate with the largest point total wins the election.”

**Rationale:** In a national society where an election is conducted by mail ballot, a plurality vote is sometimes allowed to elect officers, with a view to avoiding the delay and extra expense that would result from additional balloting under these conditions. If a plurality vote that is not a majority is to be used for the election of officers, the organization’s bylaws should authorize it. A better method in such cases is for the bylaws to prescribe some form of preferential voting. The Borda Count Method is a popular form of preferential voting. Members must be thoroughly instructed as to how to mark the preferential ballot and tellers must perform their work with particular care, but it is preferable to an election by plurality. (The reason for this is because in an



election by plurality, the person with the most votes may have a large majority not in favor of the winning candidate).

**Proposal #4:**

**CONSTITUTION ARTICLE X, AMENDMENTS, Section 3:**

**Currently reads:** “When entertaining proposed amendments to this Constitution a 2/3 vote of the members present shall carry any such proposal.”

**INSERT:** “and voting” following word “present”

**To read:** “When entertaining proposed amendments to this Constitution, a 2/3 vote of the members present and voting shall carry any such proposal.”

**Rationale:** If the basis of the vote is on members who are present ONLY, an abstention has the same effect as a negative vote. This denies a member the right to maintain a neutral position by abstaining. By adding words “and voting”, the basis of the vote will then be votes cast and an abstention will reflect a neutral position.

**CONSTITUTION ARTICLE XI, BYLAWS, Section 2:**

**Currently reads:** “When entertaining proposed amendments to the Bylaws a 2/3 vote of the members present shall carry any such proposal.”

**INSERT:** “and voting” following word “present”

**To read:** “When entertaining proposed amendments to the Bylaws a 2/3 vote of the members present and voting shall carry any such proposal.”

**Rationale:** Same as for CONSTITUTION ARTICLE X above.

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**The following was submitted by Misty Peña:**

**Article 6A SECTION 10:** All meetings shall have an agenda, and business ~~shall~~ **may** be conducted in the following sequence:

1. Call to Order
2. Credentials Report
3. Approval of the Minutes
4. Review of Agenda
5. Reports of Officers
  - a. Report of the President



b. Report of National Director of Resources

c. Other Officers' Reports

6. New Business

7. Information for the Good of the Organization

8. Adjournment

Rationale: Because of budget, we frequently have the legislative effort prior to officer reports. In addition, we have the C&B and Officer Reports on the same day so we can reduce Parliamentary costs. Using shall requires us to follow this sequence.

We regularly do not follow the "shall be conducted in the following sequence". I understand that this may be under Robert's Rules of Order; however, I suggest the following (or something to this effect):

**"All meetings shall have an agenda, and business may be conducted in the following sequence:"**

### **NEW C&BL Proposal**

#### **ARTICLE 5B**

#### **CHAPTER REBATES**

#### **SECTION 4**

**Currently reads:** If any chapter fails to submit the required reports, as described in section 3 of this article, for a period of 60 calendar days from the end of a reporting quarter, said monies revert to the National Treasury's general fund. Any interest earned on the monies due shall be retained in the National Treasury and shall not be payable to said chapter. The monies shall be used for the good of this organization.

**Strike:** ~~for a period of 60 calendar days from the end of a reporting quarter, said monies revert to the~~

**Add:** ~~said chapter rebate will be held in the~~ National Treasury's general fund ~~until required reports have been submitted.~~

**Strike:** ~~The monies shall be used for the good of this organization.~~

**To read:** If any chapter fails to submit the required reports, as described in section 3 of this article, ~~for a period of 60 calendar days from the end of a reporting quarter, said monies revert to the~~ said chapter rebate will be held in the National Treasury's general fund ~~until required reports have been submitted.~~ Any interest earned on the monies due shall be retained in the National Treasury and shall not be payable to said chapter. ~~The monies shall be used for the good of this organization.~~





## ATTACHMENT 2

June 10, 2016

Dear Member:

In the effort to prudently use your NHCFAE funds, our organization is moving to a totally electronic means for our annual Elections and Constitution and Bylaws (C&B) processes, which will save mailing costs and associated fees for conducting these annual requirements. At last year's annual membership meeting, we adopted changes to our Bylaws to allow for electronic elections. In regards to notification and distribution requirements for C&B, Article 7A, Section 2, states:

*Amendment proposals will be consolidated by the Constitution and Bylaws Committee and reviewed by the Executive Board. The proposed amendment will then be distributed to the membership no later than 45 days prior to the general membership meeting.*

Historically, we have distributed amendment proposals to the C&B by the United States Postal Service to each member. Since our C&B does not indicate the means of distribution, we will begin transitioning to an electronic means of distribution for C&B.

Therefore, this letter serves as notification that in future years, the NHCFAE will notify members of both the candidates for election and proposed amendments to the C&B electronically, primarily through electronic mail. To ensure the integrity of our electronic notification system, it is imperative that our National Membership Chair is kept up-to-date of your electronic mail address. Please keep in mind that we cannot use your faa.gov email address for elections, so we will need your personal electronic mail address. We are trying to provide as many ways as possible for you to update your information so please feel free to choose one of the following methods:

1. Send an email to [membership@nhcfae.org](mailto:membership@nhcfae.org);
2. Notify your Regional Chapter Director; and/or
3. Return the enclosed prepaid postcard with this letter where you can write it in and mail to us.

If you have any questions or concerns pertaining to these changes, please contact Bill Fernandez at [cbl@nhcfae.org](mailto:cbl@nhcfae.org) or contact your Regional/Center Director.

Respectfully,

*William V. Fernandez*

William V. Fernandez  
Constitution & ByLaws Chair  
Enclosures

*Misty Peña*

Misty Peña  
National Director of Administration

