

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

EXECUTIVE COMMITTEE MONTHLY TELECON

Telecon Number:	(862) 902-0250	
Date:	May 18, 2015	
Scheduled – Start Stop	5:30 p.m. (Central)	6:30 p.m. (Central)

TELECON INSTRUCTIONS

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 and keep comments/discussion brief so we ensure everyone has an opportunity to speak within the hour. Let's get started with the Roll Call. If I do not call your name, please identify yourself at the end of Roll Call.

IN ATTENDANCE

President	David Dominguez	X	AWA	Jacqueline Pino	X
Vice-President	Ida Marrero	X	ACT	Roberto Villa	Unavailable
Director of Administration	Misty Peña	X	AAL	Sylvia Villa	Unavailable
Director of Resources	Erik Salazar	Unavailable	AWP	Dolores Leyva	X
Director of Education	Cynthia Garcia Torres	X	ANM	Sara Wibmer	Unavailable
Director of Public Affairs	Susie Diaz	Unavailable	ASW	Raul Garza	X
Special Assistant	Yadira Lacot	Unavailable	MMAC	John Espinosa	X
Special Assistant-East	Oscar Torres	Unavailable	ASO	Ed Cardenas	X
Special Assistant-West	Kim Nolan	Not Required	AGL	Brendan Villegas	Unavailable
Special Assistant-Central	Raul Garza	X	AEA/ ANE	Barbara Lindsay	X
Legislative Chair	Bill Fernandez	Not Required	ACE	Laurie Ortiz	X
Elections Chair	David Gonzales	X	Corporate Co-Chair	Yami Gonzalez	X
C&B Chair	Bill Fernandez	Not Required	Membership Chair	Mindy Moreno	Unavailable
Corporate Chair	Raquel Ysasi-Huerta	X	Conference Chair	Don Espinosa	Unavailable

CALLED TO ORDER

Called to Order: 5:33 p.m. Roll call conducted by Misty Pena



EXECUTIVE BOARD UPDATES

PRESIDENT’S REPORT – David Dominguez

- Event May 19, 2015 – we received invitation from Office of Diversity & Inclusion – Employee Resource Group (ERG) Summit, held at OPM. Set-up to assist ERG’s, which is the same for us as EA’s. We received an invitation to give a 10-minute speech to talk about recruiting and collaboration with the agency. Sadie Perez will attend for David.
- Discussed the flyer he received from FAAMA and hopefully, we can do something similar.
- Bill is working on the Parliamentarian. For the Membership Meeting, Bill is working on obtaining a Parliamentarian.

Cynthia asked that we need to discuss Bill’s request about the time needed from the Parliamentarian. Dolores asked when the target date is for the FAA approval letter for conference. Cynthia does not have a date, but is planning on following-up with AHR.

ACTION: Work on advertising for the conference.

VICE-PRESIDENT’S REPORT – Ida Marrero

- Strategic Plan –as of now, the only RCD that has made entries is WP. SO last made entries in March.
- Don’t know if RCD’s are not using the Strategic Plan or are there issues with entering data. If anyone has questions, contact Ida.
- Closed-out the nominations for awards.

David asked if RCD’s are having issues with entering, and Jacqueline indicated that the link is very simple to us, it’s just remembering to enter the data.

ACTION: Ida will resend link for Strategic Plan.

DIRECTOR OF ADMINISTRATION REPORT – Misty Peña

- Coordinating invites for the conference for Executives.
- April Ecomm minutes will be sent to David tomorrow.
- EBoard minutes have been sent for review.
- Working on last HiGov minutes.
- C&B proposals will be sent out early June.

DIRECTOR OF RESOURCES REPORT – Erik Salazar

Unavailable – report sent via email

- Remind everyone that 2nd quarter business reports and budget reports are due.
- Will pay rebates in the next few weeks.
- In process of updating the dues amount that belongs to the appropriate regions.

DIRECTOR OF PUBLIC AFFAIRS REPORT – Susie Diaz

Unavailable.



DIRECTOR OF EDUCATION REPORT – Cynthia Garcia Torres

- Received two boxes on scholarship applications & tuition reimbursement. According to Bill, there are approximately 70 envelopes plus she had received 14 previously for scholarships and tuition reimbursement. Plans on sorting them out this weekend to determine the amount received in each category.
- Conference agenda has been submitted to the FAA/AHR – last week. We are seeking FAA approval for our conference to be approved as training. AHR has acknowledged receipt of the agenda, and Cynthia will follow-up with a phone call.

David indicated that once it is approved, the agenda will be distributed to all members so members can begin requesting leave.

- Review of the conference agenda.

CHAPTER/REGION UPDATES:

AWA – Jacqueline Pino

- Cinco de Mayo event – hosted mariachi’s
- Distributed churros and NHC information, including a Save the Date for Conference. Handed out 100 flyers.

ACT – Roberto Villa

Unavailable.

ASO – Ed Cardenas

- Livingston event at Miramar location.
- New two members

AWP – Dolores Leyva

- Cinco de Mayo event well-attended.
- Ice Cream social in June.
- In planning stages of ACE camp in July
- Reached out to a few members, and as of now, 3 members have confirmed attendance at the conference.
- Reached out a member in WP office who may be able to attend the speaking event, and Dolores will notify David.

ACTION: Misty to send out AVSED briefing to Ecomm.

ACE – Laurie Ortiz

- PWC held last week of April.
- Michael Huerta was in-town on May 15, 2015 for All-Hands.
- Registered for conference hotel.



- Having an Aviation Education event so she will coordinate with Erik.

ANM – Sara Wibmer

Unavailable.

AAL – Sylvia Villa

Unavailable.

ASW – Raul Garza

- Cinco de Mayo cultural event went very well. Attended by Regional Administrator attended and spoke at this event.
- Two new members recruited by Rafael Escobedo.
- He will update his business plan.

David asked if SW members have inquired about the conference. David asked RCD's to solicit members so we can have an estimate on the next telecon.

ACTION: RCD's solicit members for conference attendance to discuss at next conference.

MMAC – John Espinosa

- Had Cinco de Mayo event that was well-attended.
- Hosted a Luncheon Learn with Livingston.
- Attending an event in July hosted by Hispanic Chamber of Commerce.

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AGL – Brendan Villegas

Unavailable.

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AEA/ANE –Barbara Lindsay

- Nothing scheduled due to other
- Will update her plan and would still like to host an event in June.

Ida asked Barbara contact Jose Marrero because he would assist with Barbara, and if Ida had advance notice, she could attend. Barbara asked that Ida provide dates and that gives Barbara something to aim for. David indicated that Oscar would still like to assist with NYC event.

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COMMITTEE CHAIR UPDATES

Conference Committee – Ed Cardenas

- Finalized logo and it has been sent out to the Ecomm.
- Checked website for registration, as well as, link for hotel. It is working.
- Confirmed the Presidential Reception – which will be at Crowne Plaza
- Corporate Dinner will be at the Marriott.



- Working with Crowne Plaza on transportation from the hotel to Marriott for Corporate Dinner.
- A/V order has been put into the hotel.
- Giveaways are 80% complete – will discuss with Don for final preparations.
- Per the SOP, Ed will send email out to remind RCD's to contribute an item that is unique to each region that will be a part of the silent auction.

ACTION: Ed to send email to solicit items for silent auction.

David asked if we have a description of the theme so we can distribute to the Executives. Ed indicated that the description is on Yadira's to-do. Cynthia asked who the team is that is helping for the conference, and Ed explained that for now, it is just Don, Oscar, and Ed. The Conference Team is still working on getting other volunteers to assist as we get closer to the conference. David asked about advertising because we have not done a lot of advertising to this point. David asked that Ed work with Don so we can move forward with advertising. Ed has put together a LP article. Ida asked about advertising on FAA website, and David indicated that we will advertise on FAA and DOT. David asked Misty work with Susie to get the advertising done.

ACTION: Yadira to do description of theme and then distribute to Misty so the information can be provided to the Executives.

ACTION: Misty provide Susie with information on getting advertising on the FAA Broadcast.

Elections Chair – David Gonzales

- Elections are complete.
- There was a nomination for every office, but each office ran unopposed.
- In waiting stages with Don to get a letter to Misty so we can get it distributed to the membership.

Corporate Sponsor Chair – Raquel Ysasi-Huerta/Yami Gonzalez

- Letters have been to all partners. Erik sending out invoices.
- Working with a shirt company. This company is willing to allow members go online to purchase shirts. Work with RCD's to specialize the design to add regional information to the shirts.
- Logo-Up is going to try and sponsor the bags for the conference. Since members want to order shirts, this is a win-win.
- Working on getting information on other potential sponsors.

Ida asked we confirmed with original sponsors, and Raquel indicated we have except for Metreon and NextGen. Raquel has reached out to both of these companies several times and has not been successful. Raquel has followed-up with Sadie in regards to Metreon.

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TELECON ADJOURNED

Telecon ended at: 6:30 p.m.



ACTION ITEMS

1. ***ACTION: Yadira to do description of theme and then distribute to Misty so the information can be provided to the Executives.***
2. ***ACTION: Misty provide Susie with information on getting advertising on the FAA Broadcast.***
3. ***ACTION: Ed to send email to solicit items for silent auction.***
4. ***ACTION: Ida will resend link for Strategic Plan.***
5. ***ACTION: RCD's solicit members for conference attendance to discuss at next conference.***
6. ***ACTION: Misty to send out AVSED briefing to Ecomm.***
7. ***ACTION: Work on advertising for the conference. Susie/Yadira***

Minutes prepared by:



Misty Peña, National Director of Administration, NHCFAE

