

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

EXECUTIVE BOARD WITH COMMITTEE CHAIRS MONTHLY TELECON

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|------------------------|---------------------|---------------------|--|
| Telecon Number: | (712) 775-7031 | | |
| Date: | June 4, 2019 | | |
| Scheduled – Start/Stop | 6:00 p.m. (Eastern) | 7:30 p.m. (Eastern) | |

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

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|----------------------------|----------------|-------------|---------------------------------|-------------------------------------|---------------|
| President | Faviola Garcia | X | Conference Chair | Ed Cardenas/Ida Marrero | X/Unavailable |
| Vice-President | Bill Fernandez | X | Corporate Partner Sponsor Chair | Raquel Ysasi-Huerta/ Davey Irrizary | X/X |
| Director of Administration | Oscar Torres | X | Special Assistant | Celsa Rodriguez | X |
| Director of Resources | Dolores Leyva | Unavailable | | | |
| Director of Education | Randall Resto | X | | | |
| Director of Public Affairs | Susie Diaz | X | | | |

CALLED TO ORDER

Roll call conducted by Oscar Torres 6:03pm

EXECUTIVE BOARD UPDATES

PRESIDENT'S UPDTAE – Faviola Garcia

- **Training Conference**
 - For MC's of the conference.
 - Maritza and Bernice are confirmed. There might a third and Ignacio Flores has been asked to MC. Favi is still awaiting word to see if he wants to do it.
 - Bill mentioned that he does agree that three MCs are better than two because it will distribute various tasks.



- Favi was in contact with the Acting Administrator's office and she was interviewed by them. They inquired about the conference. Favi feels they are making the case for him to attend so his participation is still pending.
- Glen Martin contacted Favi about the Training Conference and he inquired about his participation or if he is being asked. Oscar will follow up with his office and see what can be done about his participation in the conference.
- **Washington DC**
 - Favi is in DC this week and she will be joining the Black Coalition in a meet and greet/networking event. The main topic of conversation will revolve around the Minority Serving Institution (MSI) program and its funding from Congress.
- **3rd Quarter Meeting**
 - During this telcon Favi would like to get some dates to host the meeting and to see who will be attending to determine if we should travel or even hold a video conference without traveling.
- **Marketing**
 - Favi has been working with Misael Goicuria, Social Media, on a promotional campaign regarding the conference and he put together a schedule about the items he will focus on.

EBoard Updates on For Conference Chairs

- Oscar
 - Local VIP invitations are being handled by Daniel Melendez in Puerto Rico. Oscar will follow up.
 - For the rest of the VIPs we are pretty much set. Sunny Lee Fanning will represent AVS and Oscar will make sure that they are registering.
 - For the Governor, Edward confirmed Governor Rosello will be participating in the opening ceremonies.
 - Oscar sent out an email to FAAMA and their VP Andrea Stapleton, he began dialogue about possibly sponsoring the presidential reception.
 - *Edward requested an updated list regarding bios and the checklist.*

CONFERENCE CHAIRS UPDATE - Edward Cardenas

- Conference Numbers
 - Food and Beverage has been finalized and it came out over budget by about \$1,800, Dolores is aware. That is the best we could do as far the menu and what we could offer.
 - Audio and Visual is over budget as well by \$2,000. The EBoard and specially Dolores have been notified.
 - Conference Coins have been ordered, 125 of them along with lapel pins. People receiving them will be the VIP's, Presenters, and the Conference Committee.
 - *Favi inquired about last minute changes and who would get the coins. Edward is just asking for some time as a heads up and he can make accommodations.*
 - *It has been decided that 125 is the appropriate number and to move forward with the order.*



- Some of the items that will be given away will include a cooler bar, water bottle and lanyards. A total of 150 will be ordered for those. Any items left over will be given to the Membership Chair for giveaways.
- Edward asked if all the people registered even if they don't pay, should they receive giveaways?
 - *It was determined that should a speaker who does not pay and only attends for one day, they should only receive a coin.*
 - *Everyone who pays for registration will get a bag and this will include the corporate sponsors. Davey cleared up that the sponsors are aware that they are limited to giveaway bags.*
- Edward will continue to update the EBoard on numbers when it comes to registrations and hotel reservations since he gets the updates from Susie.
- Computers
 - Edward says we will need a couple of computers for the conference. At least 2 for registration and others for A/V and membership, for a total of 4 computers.
 - Favi volunteered her computer and Susie her Mac but we will have to make sure that we have the proper adapters for it.
- Agenda
 - *Randall was waiting for Oscar to provide some updates. Randall will begin to update it and submit it so it can be uploaded. Oscar will get all the updates out to Edward and Ida so they can be uploaded to the website.*
- Bios
 - Edward only received several bios from the EBoard and many are still missing. The deadline is June 15th. EComm has not sent any bios.
- Hotel Requirements
 - We have met all the requirements as far as room nights. We needed to make 340 and as of today we are 344.
 - There are a lot reservations on the hotel but there are people who have not registered. We will have to figure out how to handle a situation where a member is staying at the hotel but not going to the conference. The Eboard will consider options.
 - It was discussed and considered sending an email to individuals who have hotel reservations and not registered. An individual letter or a letter to the entire membership is something that will be looked in to.
- Edward mentioned that we have to do a really good job in order to ensure that everyone is attending the sessions and the Sergeant at Arms will have to be extra vigilant in order to ensure everyone is present.
 - *Bill mentioned that the wording needs to remind our members that if they are on administrative leave they are required to attend the conference.*
- Edward will be traveling in on Friday and start setting up everything Saturday morning. Edward mentioned that there are several volunteers that will assist. Daniel locally has 4 students from a local university.
- Edward mentioned the outreach/ACE Camp that Sadie's office will be sponsoring on Monday of the conference week. Several telcons have occurred already and it is a go. More details are still to come.



- *Favi will talk to Randall and Sadie while she is DC to get more details about this ACE Camp.*
- Edward also said that Sadie is setup to have a separate room in the conference where students will come in for mock interviews. We are expecting about 30 to 40 students from various universities.
 - *Favi told everyone that we would assist Sadie and facilitate speakers for her ACE Camp. We are aware we can't all attend the ACE Camp but please let Favi know if anyone would like to participate.*
 - *Oscar mentioned that this is the first time he hears about this event and more information would definitely be appreciated in order to assist and provide anything we can to ensure its success.*
 - *Favi inquired about the volunteering event that was mentioned. Maybe working with Habitat for Humanity. Edward said that he did reach out to them but he did not hear back from them.*
 - *Jonathan Eagle had mentioned a non-profit organization. Bill will follow up and provide everyone with the appropriate information.*

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CORPORATE PARTNER SPONSOR CHAIRS – Raquel Ysasi-Huerta/ Davey Irrizary

- Raquel is very appreciative of the help she has received in Puerto Rico at the local level from Tamara. Tamara has secured a helicopter and a Catamaran Ride that can be possibly auctioned off and the funds applied to our scholarship program.
- Raquel would like to get the Social Media chair maybe promote this and have the members be aware of it.
- Raquel will also inquire with Dina from Skyone and see if she can auction off some nights at her rental property like she has done in the past.
- Tamara in Puerto Rico has established contact with Coca Cola, an aviation company, and Barcadi. Raquel will be working on a letter to reach out to these companies.
- Raquel has looked into communicating with the RCDs regarding their auction items. If the item is large it maybe better just to advertise the item on social media and then when the item is won the RCDs can then ship the item from home.
- Corporate level Commitments
 - Long Term Care at \$8k
 - NATCA at \$8K
 - PASS at \$6k
 - Livingston Federal at \$5k
 - Skyone at \$4k
 - Blue Cross and Blue Shield \$2,250



- *Davey reminded Raquel that Andy Quinn and his office is working with Harris Corporation for possible sponsorship. Harris and Alaska Air would like us to apply to their foundation scholarship program.*
 - *Andy Quinn does send Favi updates all the time and Favi does reply thanking Andy for all his efforts.*
 - *Favi mentioned that she will also consult with Dolores since she is the DOR to see how these applications for funding will impact the organization.*
 - *Edward also mentioned that Sonia, Daniel, and Tamara will be recognized at the conference for their efforts in assisting in putting the conference together.*
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VICE PRESIDENT UPDATE – Bill Fernandez

- Bill mentioned that he will not be able to attend the 3rd Quarter meeting due to work-related travel.
 - Bill mentioned that he has been in contact with Erik Salazar for the awards to be ordered. Bill will take the lead in on it. Bill will send in his votes and his thoughts regarding the candidates and their nominations.
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DIRECTOR OF PUBLIC AFFAIRS UPDATE – Susie Diaz

- Susie had to drop off the telcon.
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DIRECTOR OF ADMINISTRATION UPDATE – Oscar Torres

- Oscar verified the dates of the 3rd Quarter meeting in Indianapolis which were June 23rd to the 25th and the only person that we need to confirm with is Dolores. She is currently out of the country. Oscar will send an email to her and try to get her confirmation.
 - *Favi inquired about the time that we needed to host the 3rd Quarter meeting and since it will be just several individuals Favi was told that only two days would be needed to cover all the pertinent topics of our organization and the conference.*
 - *Favi also updated the EBoard that she is working on a membership campaign and how to promote it. Favi will try to get the promotion going with videos. Favi is asking the EBoard to maybe create a video to promote the organization and speak about how the organization has helped in their careers. Ideally the campaign is encouraging every member of our organization to recruit another person 1 for 1. Ideally the campaign will run from June 10th to July 10th 2019.*
 - 3rd Quarter meeting
 - Oscar is coordinating with Brendan and we are working on securing the meeting space at Indianapolis center. We will be staying near the airport with free shuttle to the hotel and free breakfast so it saves the organization some money.
 - All Reservations are confirmed and everyone has a reservation under their name.
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DIRECTOR OF EDUCATION REPORT – Randall Resto



- Randall mentioned that he has been pretty busy with work-related items and he is currently in Oklahoma in an AJI Summit. He will make all efforts possible to amend the agenda and have an updated version by this week.
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Special Assistant – Celsa Rodriguez

- Nothing to report at this time.

TELECON ADJOURNED

Telecon adjourned at: 7:47p.m.

Minutes prepared by:



**Oscar Torres
National Director of Administration**

Minutes approved by:



**Faviola Garcia
National President**

