

# NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

## EXECUTIVE BOARD & COMMITTEE CHAIRS MONTHLY TELECON

Telecon Number:	(712) 775-7031
Date:	March 26, 2019
Scheduled – Start Stop	6:30 p.m. (Eastern)   8:00 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**

President	Faviola Garcia	X	Conference Chair	Ed Cardenas/Ida Marrero	X/ Ida unavailable
Vice-President	Bill Fernandez	X	Corporate Partner Sponsor Chair	Raquel Ysasi-Huerta/ Davey Irrizary	X/X
Director of Administration	Oscar Torres	X	Legislative Chair	Molly Martinez	Unavailable
Director of Resources	Dolores Leyva	X	Elections Chair	David Gonzalez	Unavailable
Director of Education	Randall Resto	X	Membership Chair	Yami Gonzalez	X
Director of Public Affairs	Susie Diaz	X	Social Media/Historian Committee	William "Bear" Velazquez	Unavailable
Special Assistant	Celsa Rodriguez	X	Historian Chair	Hilda Banda	X
Constitution & Bylaws Chair	Misty Pena	Unavailable	Social Media Chair	Misael Goicuria	Unavailable
			Communications Chair	Laurie Ortiz	Unavailable
501c3 Chair	Erik Salazar	Unavailable	Communications Committee	Gerald Acevedo	Unavailable

Membership Committee	Bernice Merly	X			
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### **CALLED TO ORDER**

Roll call conducted by Oscar Torres at 6:33pm



## EXECUTIVE BOARD UPDATES

### **PRESIDENT'S UPDTAE – Faviola Garcia**

- Favi welcomed everyone to the telcon.
  - Purpose of the telcon mostly was to cover 3 items
- 1) Discussed how we are back on track after the shutdown.
    - We are now getting back in to the swing of things and refocusing back on the conference.
  - 2) Discussed the issue with the member dues that were and were not collected. Favi will elaborate more on this when we hold our EComm Telcon with the RCD's
  - 3) Conference
    - Favi would like to know where we are. What do the Conference Chairs need from the EBoard if anything?
    - Favi also wanted the Social Media and Communication Chairs on the telcon so they can listen in and also plan on how they can help in marketing and advertising for the conference.
    - Favi is glad Corporate Chairs are on as well so they can plan and help where need for the conference and their duties.

*Oscar chimed in mentioned to Favi that Daniel Melendez in on from Puerto Rico and since he is our POC there in the island and the area director, it's also good that he listens in so he can know where we all are with the conference.*

- Favi asked the committee chairs to brief out and again asking if anything is needed.

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### **CONFERENCE CHAIRS UPDATE – Edward Cardenas & Ida Marrero (Unavailable)** **Edward briefed out the following.**

- Edward made everyone aware that the conference is 160 days out
- Hotel reservations deadline is July 14<sup>th</sup> so all reservations must be in by then
- Ed reminded everyone to make their hotel and conference registrations as soon as possible.

#### **Website**

- Website is 95% complete. There are some minor issues with some links but they are being worked on by Abdul as we speak.
- The website is accepting conference registrations and one of the links on the website is accepting hotel reservations.
- The links have been confirmed since Susie and Edward have both gone in and made reservations for the hotel. Edward has also registered for the conference.

#### **Conference Committee.**

- Edward reports that it consists of Ida and Edward as Co-Chairs
- Daniel Melendez is the Conference Chair



- Bernice Merly, Yami Gonzalez and Karen Illg have volunteered to part of the committee.
- Edward has given the Southern Region members until March 1<sup>st</sup> to submit their names if then would like to volunteer.
- There have been some proposals on the theme and logo and they are as follows:
  - 1) Rebuilding Lives, Refining our Future
  - 2) Rebuilding, Resilience, Redefine
  - 3) Dedicated Together to Rebuild
- Edward mentioned that the common denominator is not just rebuilding the island of Puerto Rico but also rebuilding the NHCFAE post Government Shutdown, Furlough
- The above 3 themes are not the only ones that are being worked on but if more are presented they will be considered.

### Targets

- Conference budget is a big target as always.
- Budget calls for registration to total \$24,500 as dictated by the national budget. This means that we would need to have 90 paid registrations.
- For Entertainment, it is mostly about the banquet where the committee will try to get a band. We are looking for 5 hours for that. Other options are being explored for entertainment for the presidential reception. Edward will also explore maybe having a local school band maybe donate their time and perform at the presidential reception which would be similar to what was done in Fort Worth
- For giveaways the target dollar amount is \$2000. Several ideas will be explored and quality versus quantity will be considered.
- Coin budget is \$2000 and Edward will try to stick to that amount.
- For Food and Beverage \$30,000 have been allocated and a proposal has been shared with the EBoard.
- Audio and Visual proposal has been sent to the Hotel and we are still waiting for their response since their representative was on vacation. Audio and Visual is a big ticket item and the goal is to keep under \$8,000.
- Edward has a question about the advertising of the conference. In the past he has sent emails with a countdown but he is aware that there are various platforms of social media that are being created for the organization.
  - o *Favi mentioned that this is one of the reasons she wanted to hold this telcon and have the communication chairs present so different ideas can be explored.*
  - o *Favi has requested a telcon with just the communication chairs so they can explore all avenues to promote and advertise for the conference. Favi will get back to the EBoard and report on the discussions of that telcon.*

***ACTION ITEM: FAVI WILL HOST A TELCON WITH COMM CHAIRS AND SHARE DISCUSSIONS WITH THE EBOARD.***

***FAVI WILL ALSO SEND OUT AN EMAIL TO THE MEMBERSHIP INTRODUCING THE VARIOUS PLATFORMS OF SOCIAL MEDIA AND HOW THEY WILL BE UTILIZED TO PROMOTE THE CONFERENCE.***



- Edward mentioned that an article has been submitted to the La Palabra regarding the conference and another article introducing Ida as the Conference Co Chair.
- *Favi inquired if there was some kind of timeline for benchmarks when it came to different items regarding the conference. She said that it could be a good idea so the board can see them and they would include deadlines.*
  - Edward said that he can put something together but it would just pertain to his responsibilities as conference chair.
  - Edward noted that after March 1<sup>st</sup> he will have his conference committee team all set up.
- *Favi asked the EBoard how they felt about a timeline?*
  - *Dolores said that it would be nice*
  - *Dolores mentioned that we usually have a logo and a theme set by our 2<sup>nd</sup> Quarter meeting and as of now we do not have it. She asked about the status of that.*
  - *Edward said that he spoken to Susie regarding logo ideas and Susie will reach out to Chris who has been our logo designer in the past.*
- *Susie chimed in and said that she has reached out to Misael and discussions are under way for the logo.*
  - *Bill mentioned that there would be added value to have a timeline for all activities pertaining to the conference.*
  - *Bill also mentioned that he has been asked by several individuals if we will have any post or pre conference activities where people can volunteer their time for a good cause.*
  - *Oscar advised Bill that Jonathan Eagle has been in contact with an organization named Hicube. They build very affordable homes and offer them to people who need them the most. Oscar said he will forward the information to Bill.*
  - *Bill said that if those activities are planned all participating individuals can stay longer or arrive earlier which will also help in the meeting our obligations with the hotel.*
  - *Edward mentioned that it could be a difficult task to ask individuals to stay longer or arrive earlier but its something that could be pitched.*
    - *Mostly everyone on the telcon agreed that it could be worth a try.*

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**VICE PRESIDENT UPDATE – Bill Fernandez**

- Bill received and email from Erik Salazar and mentioned that since our conference is a training event and since we are a 501c3 that there is a possibility where a business can donate to have members attend our conference in Puerto Rico
  - Bill suggested maybe having a telcon with Erik so he can elaborate on those possibilities.
    - *Bernice chimed in and said that we have to remember that at the end of the day we are government employees and we have to be cautious about potential conflicts of interests with donating companies.*



- *Favi mentioned that she will discuss all funding possibilities with Bill.*
- *Raquel mentioned that now that we are a 501c3 that does and should open the door for more donations because of the tax deductibility of those donations.*

- **CORPORATE PARTNER SPONSOR CHAIR – Raquel Ysasi-Huerta/Davey Irrizary**

- **Raquel**

- Raquel briefed out that we have commitments from Livingston Federal for two years. Raquel continues to be in contact with NATCA and they are looking forward to coming to Puerto Rico. Raquel will be sending them the sponsor letter so DOR can go ahead and invoice them.
    - Raquel has been working with MCallister and Quinn and large list has been put together that includes airline industry and the work has begun to eliminate all potential conflicts of interest.  
*Dolores asked Raquel if she has an estimate of what the goal or an actual number for funds to be raised?*
    - It was referenced by Edward that the goal for funds raised is \$38,000.

- **MEMBERSHIP CHAIR – Yami Gonzalez**

- Yami briefed out and raised a concern regarding some names on her membership roster that appear to drop, come back on the list and then drop again.
  - Yami has reached to the members and the chapter directors in order to get to the bottom of that and she has received responses from members that they indicated that they have not dropped out of the coalition. That is how she is finding out.
  - *Oscar suggested that Yami reach out to Mindy and ask if this happened while she was Membership Chair. It's something worth considering.*
  - *Laurie also mentioned that she encountered a similar issue with her chapter. She mentioned that the reorganization could have played a factor into that issue.*
  - *Dolores told Yami that she will work with her to sort out any figures and the adjustments that are made for the chapters will also be evaluated again to ensure that all the chapter get the rebates that they are due.*

- **MEMBERSHIP COMMITTEE – Bernice Merly**

- Nothing to report at this time.

**HISTORIAN UPDATE- Hilda Banda**

- Nothing to report at this time.

**COMMUNICATIONS COMMITTEE- Laurie Ortiz**

- Laurie mentioned that she can set up a timeline as far monthly events and coordinate with Favi on what those items would be.



- Oscar suggested to Laurie to also communicate with the conference co chairs so a unified message can go out to the members if there is any updates on the conference.
  - Favi mentioned that once she gets a timeline created by the conference co chairs then she will discuss communications with the committee.
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**DIRECTOR OF RESOURCES REPORT – Dolores Leyva**

- Nothing to report at this time.

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**DIRECTOR OF EDUCATION REPORT – Randall Resto**

- Randall just asked Oscar if we were set for our meeting at the Regional Office in Atlanta.
  - Oscar confirmed the meeting we have with the HR department so we can go ahead and get some more training ideas for the agenda of the National Training Conference. Randall will be traveling to Atlanta for that meeting March 18, 2019.
- Randall has sent an agenda to the EBoard and he would like to thank Ida for helping a lot.
- Randall is asking for feedback from the EBoard about the training sessions that are on the agenda. He would like to cover as many LOB's as possible so all feedback is welcomed. The training on the draft agenda will be shared with the conference committee.
- Randall would like to have everything agenda-related completed by the beginning of April.
  - Dolores inquired if we have some of the presenters confirmed for the topics of training that are on the agenda.
  - Randall mentioned that he has sent requests to confirm the presenters but they have not gotten back to him. He is confident that they will confirm and all will be ready with plenty of time before the conference.

**DIRECTOR OF ADMINISTRATION REPORT – Oscar Torres**

- **Conference**
  - Oscar has been in communication with all the executive assistants of the VIPs for the conference and a save the date has been sent out to all of them.
  - There is a new Vice President of Technical Operations and Oscar is working with that office already for the invitation to our conference.
  - Oscar will follow up with Edward and Ida and see what progress we are making in the theme of the conference. Oscar would like to incorporate the theme in all invitations.
  - Dolores chimed in and mentioned that in years past the DOE and the DOR have been part of the conference committee so they can be in the loop of anything that may require their attention.

**DIRECTOR OF PUBLIC AFFAIRS REPORT – Susie Diaz**



- **Susie had to drop off.**  
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**Special Assistant – Celsa Rodriguez**  
- Nothing to Report at this time.

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**TELECON ADJOURNED**

Telecon adjourned at: 8:20p.m.

**Minutes prepared by:**



**Oscar Torres**  
**National Director of Administration**

**Minutes approved by:**



**Faviola Garcia**  
**National President**

