

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

EXECUTIVE EBOARD with COMMITTEE CHAIRS MONTHLY TELECON

Telecon Number:	(712) 775-7031		
Date:	November 13, 2018		
Scheduled – Start Stop	6:30 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

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	Legislative Chair	LollyMartinez	Unavailable
Director of Resources	Dolores Leyva	X	Elections Chair	David Gonzalez	Unavailable
Director of Education	Randall Resto	X	Membership Chair	Yami Gonzalez/Mindy Moreno	X/X
Director of Public Affairs	Susie Diaz	X			
Special Assistant	Celsa Rodriguez	X			
Legislative Chair C&B Chair	Misty Pena	X			

CALLED TO ORDER

Roll call conducted by Oscar Torres 6:31pm

EXECUTIVE BOARD UPDATES



PRESIDENT'S REPORT – Faviola Garcia

Favi welcomed everybody to the Telcon.

- **Membership Numbers**

- Favi Is very excited about the membership numbers that were reported by Mindy and she is continuing to work to develop the membership campaign that was discussed in the 1st Qt Meeting to increase our membership numbers even more.

- **Trip to DC**

- Favi is traveling to Washington DC and is leaving Thursday and coming back Sunday morning and she will be meeting with Annie Andrews HR - 1. Andy Quinn will also be joining her in that meeting. Favi will be working with Andy regarding the talking points for that meeting.

- There is a follow-up meeting with Courtney Wilkerson from civil rights but apparently now there seems to be a conflict in the scheduling after his office had agreed to meet.

- Favi is not traveling on official time.

- Favi Is scheduling a meeting with a Nick Reyes. He is offering his full support to the organization and Favi is open to see what can be done for the organization with his help.

- Nick suggested to serve as someone as an executive sponsor for our organization but Favi felt it should be a member of our organization that can serve at that capacity but its something that will be evaluated further at a later time.

- **MSI Minority Serving Institutions**

- . – Favi will like to place some emphasis on these institutions in order to begin increasing internships in the FAA. This is an area where Nick Reyes can help. Favi will request Nick to hire at least 3 internships.

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VICE-PRESIDENT'S REPORT – Bill Fernandez

- **Hotel Contract for the Conference. (Caribe Hilton)**

- Bill asked if there was any questions regarding the hotel contract for the conference.

There were no questions from the other Eboard members.

- Bill also asked Dolores if she had any questions regarding the contract and there was none.

- Bill also consulted with Erik Salazar I just wanted to get his opinion regarding the contract, Erik did not have any questions. Everything looked okay to him.

- *Dolores did inquire about the 501 c 3. and she mentioned that Erik will need some information from Discovering Puerto Rico so when it came to conference time paperwork is already filled out in order for our organization to make a request for tax exemption on all expenses that qualify.*
- *Bill did asked the entire board if there was any reservations about not signing the contract. Everyone was ok with they have seen.*
- *Favi did mention that she wanted to look at the contract more in detail and she will get back to Bill as soon as possible and give the final approval.*
- *Dolores asked how are we tracking the number of nights so we can get credit for **them** and meet our minimum?*



- *Susie mentioned that in the past, the conference coordinator does keep a list everyone that is staying in the hotel and then we sit down and we compare that with the hotel and that is something that we may have to do again and coordinate with Dolores to ensure that everything is recorded properly so we don't pay any attrition. It was noted that Bill will coordinate with the Conference Coordinators and follow up on this.*

DIRECTOR OF ADMINISTRATION REPORT – Oscar Torres

- **Favi's DC Trip**

- As mentioned earlier with Favi's debrief I was in contact with Annie Andrew's office in HR and Courtney Wilkerson in Civil Rights so Favi have set up a meeting with them while Favi is in DC. For Courtney there was a last minute change but that will have to be confirmed.

- **2nd Qt meeting in Washington DC**

- I am working on the logistics for the meeting and wanted to consult with the Eboard and confirm the dates for the meeting.
- The eboard has confirmed that the eboard would fly in Saturday night and meet Sunday. The ecomm will fly in Sunday and that the whole team would meet Monday and Tuesday. We will be having Hill day on Wednesday and everyone would be flying back home on Thursday. Anyone attending Hill Day will have to be on Annual Leave.
Susie asked for the firm dates for the meeting so we can also notified the RCD's and Oscar will send an email out right away and notify everyone about the dates.

- **Action Item Log**

- It was emailed out to the Eboard and everything is up to date. I am asking everyone to please give those a look and email me back all completed items so we can update the log.

- **Minutes**

- All 4th Qt minutes have been completed and were sent to Favi for her approval and there are few items that will have to be added to those minutes before they are sent out.
- Lesson learned from me is that I will have Celsa or someone designated to take membership meeting minutes while I'm on stage addressing the membership so that no items are missed since I get engaged with the members and their questions.
- My goal is to have all minutes completed and sent 30 days from the time that telcon and or meeting was held. Again this is a goal that I will try to meet.

Favi asked who was taking care of the hotel accommodations for the 2nd Qt meeting and it was mentioned that we will consult with Andy Quinn. Erik will be contacted as well since he made arrangements in the past.

- **NATCA CFS**

- Jonathan Eagle and myself attended NATCA CFS in Las Vegas. It went pretty well and we recruited 4 new members. We were really hoping to recruit more but mostly everyone that approached our table was already an NHCFAE member.
- We did receive some feedback from some members where our presence is not that great and there were asking why should they continue to be members. I replied to each one if they had really experienced the benefits of being a member. I started with if they have ever attended one of our conferences and almost all said no. I challenged to please try to



attend the conference so they can see one of the biggest benefits of being an NHCFAE member. This helped in changing their mind.

- Also I wanted to remind everyone that we did not donate to the NATCA Charitable Foundation and its not too late to do so. NATCA has given a lot to our organization and I believe this is a small but significant way to show them our appreciation.

-Favi does agree that we should contribute to NATCA and increase our contribution to \$500. There was no objection from the Eboard.

-Dolores did say that since we were under budget from the previous year and currently we do not know how many new members and or new income we will have. If the numbers are not there then we would come up under budget again. Traditionally our donation to NATCA was more symbolic for their support.

- 400 dollars was suggested by Favi. Dolores did say that \$100 or any other amount will not break our bank but we should also continue to get more revenue and this donation will be just fine.

- Oscar wanted to mention that he was approached by Cesar Cordero who is part of the NATCA organizing committee, and the main topic of the conversation was how can the NHCFAE in the near future become a corporate partner with NATCA. This entails an annual fee of about \$1,250 a year and it would provide our organization a lot benefits as well. Its something that I will follow up on and get more information for the Eboard.

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DIRECTOR OF RESOURCES REPORT – Dolores Leyva

• **Vouchers**

- Dolores has asked every board member to submit their travel vouchers for the first quarter meeting from Puerto Rico ASAP she has only received two as of now. Oscar said he will send his amended one shortly.

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DIRECTOR OF PUBLIC AFFAIRS REPORT – Susie Diaz

• **La Palabra Vol. 7**

- It has been completed and posted in the NHCFAE Website.
- An email has been sent out to all the members and the Eboard with a PDF file. The Ecomm has been advised too that they will be receiving a hard copy real soon.
- Susie is very happy that this volume was completed in 17 days and it came out very good.
- Susie has also emailed everyone with the future deadlines of the next 3 La Palabras coming up. This was sent out October 31st. The next deadline is February 22nd
- The invoice for La Palabra has already been sent to Dolores.
- ***Bill asked how was the experience working with the new publisher and Susie said that the experience was great. It took 17 days and everything was very professional. Very different when compared to working with Chris our previous designer.***
- Misty and Erik helped Susie proofreading all the articles for La Palabra and its great team she is happy to be working with.



- Susie will coordinate with Yami in membership and will work with her in getting the hard copies of La Palabra.
- **Website**
- Susie has been working with Abdul even on the weekends to get the Security features worked so the website can be viewed in FAA facilities and as of now Abdul has done good work and the website is working just fine everywhere.
- Susie has been working on the website from home because she has to use her personal computer. She has asked Abdul to upload several items to the website and Susie will be returning to work soon and follow up.

Other items

- Susie would like to see some kind of deadline to have the minutes posted.
Oscar mentioned that he agrees with Susie and will provide some new goals during his debrief.
- Susie will also get back to Oscar and provide her update on the Action Items.

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DIRECTOR OF EDUCATION REPORT – Randall Resto

- **Training Conference Agenda**
- Randall has been a little tied up with military leave and short staffing in his office.
- He continues to work on the agenda and he would like to have a completed draft by mid November.
- Randall has been talking to Ida regarding the Theme of the conference but Randall was told that the conference committee is what comes up with the Theme of the conference.
- Randall has been in contact with Darin Catania who has provided training material for our conferences in the past in order to go over possible subjects to offer. Randall has also talked with David Dominguez and Sadie Perez and their offices for ideas on what subjects to offer.
- Randall has asked Oscar to get a contact in the Southern Regional office in the HR department to see if we can get some contacts there so they can also provide us with Trainers and or material to offer at the Conference. Oscar will get back to Randall and provide him with a contact in the next couple of days. Randall and Oscar will talk personally so they can work together and get the information.

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Special Assistant – Celsa Rodriguez

- Nothing to Report

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COMMITTEE CHAIR UPDATES

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

- **Conference**
- Raquel and Davey have been a little busy working on the conference. They recently had a telcon with Daniel Melendez our Area Chapter Director in Puerto Rico and the discussion entailed having boots on the ground in Puerto Rico. Daniel has been sent the information regarding the corporate sponsor levels so he can share that with potential sponsors.



- There was also a telcon with Andy Quinn and Catherine our Lobbyists and they have gone over a list of potential sponsors and Andy and Catherine will be making some contacts with these potential sponsors. Andy and his team will make the calls to these potential sponsors.
- Davey has been in contact with Dina at Skyone and they are working with her to increase Skyone Contribution to \$5,000
- The corporate team would like to have the Hotel selected as soon as possible because some potential sponsors are asking where our Training Conference will be held?
-Favi mentioned that there will be answer by the end of this telcon.
- Part of the discussion between Andy Quinn and Raquel and Davey was that Andy and his team would be reaching out to Aviation related potential sponsors and the Davey and Raquel would stayed focused with potential sponsors that handle benefits like Health and Life insurance etc.

Favi asked about the new sponsor levels and Raquel confirmed that we will stay with the current sponsor levels for now and different levels will be evaluated at a later time.

Davey asked Favi is the new selections of the committee chairs have been announced?

- Favi is preparing an email to send out to everyone regarding the selections to all the committee chairs.

The plan is for all committee members to prepare an article for the next La Palabra and introduce themselves as committee chairs. If there is more than one person In the committee would like all the other individuals identified as well.

The deadline for these articles is in February and Susie will send out a reminder.

ACTION ITEM: Follow up with all committee chairs and have them submit an article by the February deadline introducing themselves.

CONFERENCE CHAIR – Ed Cardenas, Ida Marerro was unavailable.

- **Contract for Conference Hotel.**
- Ed began the discussion regarding the contract that was submitted by the Caribe Hilton and would like to know what the vote and the outcome will be.
- Ed had several questions regarding the contract and he was inquiring the layout that was offered by the Hotel. There were several rooms that did not match with the layout that was presented when we were present in Puerto Rico. There was also a discrepancy in the room size where ED feels that it may be a little small for what we may need.
- There are still some unanswered questions that Ed has regarding the presidential reception and where it will be held. On site or off site from the Hotel.
- Ed has been in contact with the Chamber of Commerce and has inquired to see if we will tax exemption from the Hotel Fees. He is continuously working on this.

Bill asked if Ed has talked to Erik who will chair our 501c3 to see if there is any way that can help our tax status in Puerto Rico and Ed has not but its something worth exploring.



Bill asked if there have been discussions with Jody about the room size and Ed has not since there are other issues he is discussing with Jody like F&B.

- Ed continues to work with the budget that was voted on last year and he working out all possible scenarios. Everyone is hopeful that there are more funds received from corporate sponsors and more registrations for the conference in order to have additional amenities during the breaks at the conference.
- Ed also noticed that the contract has the preparation to begin on a Saturday and it years in the past the preparation from the conference coordinator begins on Fridays to prepare and open all the boxes.
 - **Bill said he will follow up with Jody to see if we can make the office space available on Friday evening per Ed's request.**
 - **Favi will be with Bill next week and there will be further follow up.**
 - **Bill asked ED to send him the layout for the Worthington to compare what we have with the Caribe Hilton.**

MEMBERSHIP CHAIR – Yami Gonzalez/Mindy Moreno

- **Transition**
 - Mindy has been sending out some emails and Yami has been following along. Yami and Mindy had a 90 minute Telcon to go over all the duties and responsibilities of the position.
 - The transition will be complete this week and Mindy will mail all pertinent information this week. The membership email will be completely transferred over this week.
 - There will be a telcon in the coming days that will include Bernice Merly from ATL so they can discuss the membership database.
 - **Favi would like to be included in the telcon where everyone comes together and discuss the database and how all the information will be uploaded to the website. This will be done in coordination with Susie at DOPA. The telcon will be attended by Yami, Mindy, Susie, Abdul, Bernice and Favi.**
 - Mindy will make herself available to assist Yami if anything is needed when It pertains to membership.
 - Mindy reports that there are 36 new pending members. We currently have 510 members so when everything process we should be at 546

CONSTITUTION & BYLAWS – Misty Pena

- Misty was Welcomed for her first telcon as C&BL Chair. ‘
- She is preparing and calculating the deadlines for all Proposals. 90 days is out to request any proposals from the membership and 45 days to present the proposals to the membership. May 1st will be set for the 90 days out to request proposals and June 20th will be set for the 45 days out to notify the membership in writing about the proposals that have been received
- Misty has organized and taken over the C&BL email from Bill Fernandez
- Misty will evaluate all the proposals that were submitted since last year as well.
 - **Bill mentioned that for Parliamentarian in Puerto Rico we are looking to use Mckay Gerber from FAAMA but it was noted by Oscar that McKay was just elected as President of FAAMA so Bill will have to look for alternatives. Bill and Misty will talk about offline.**



ELECTIONS – David Gonzales

- Unavailable
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TELECON ADJOURNED

Telecon adjourned at: 8:44p.m.

Minutes prepared by:



Oscar Torres
National Director of Administration

Minutes approved by:



Faviola Garcia
National President

