

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

FY-2018 – 3rd Quarter EXECUTIVE BOARD MEETING April 30th-May 3rd, 2018

LOCATION

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2018 – 3rd Quarter Executive Board (EBoard) meeting at the FAA FSDO in Cleveland, Ohio.

EXECUTIVE BOARD ATTENDEES

Faviola Garcia, President	Barbara Lindsay, Vice-President
Oscar Torres, Director of Administration	Erik Salazar, Director of Resources
Diaz, Director of Public Affairs	Susie Edward Cardenas, NTC Chair/Southern Chair
Celsa Rodriguez, S.A to the President	Raquel Ysasi- Huerta Corporate Chair
Brendan Villegas, Great Lakes RCD	

Monday April 30th, 2018

On April 29, 2018, the Executive Board held its FY 2018 – 3rd Quarter Executive Board meeting. Meeting was called to order at 8:10 a.m. Roll call, administrative/logical matters and the presentation of the agenda were conducted by Oscar. Faviola provided welcoming remarks as the President.

Executive Board Expectations

- **Susie:** Would like to get started on the yearbook since it's the 40th year of the conference and would like to share ideas on how to get quarterly meeting agenda more ahead of time to prepare better for the meetings.
- Would like to see more open communication among the Executive Board
- **Barbara:** Would like to finish on conference items and complete the album she is putting together for the upcoming National Training Conference.
- **Erik:** Looking forward to talking to Raquel and see how the sponsors numbers look like and also present the FY 19 budget.
- **Oscar:** Delegate more effectively to have logistics of Quarterly meetings and Agenda prepared weeks out from actual meeting date and get all participants on the same page and utilize all tools to have a complete and productive agenda.
- **Ed:** Finish up Conference items and give everyone and idea of the inners workings for the conference.

PRESIDENT'S REPORT – Faviola Garcia

- **National Employee Forum**
 - Favi will be traveling to DC for the forum and have an open house with the leadership of the agency. This will help create awareness of our efforts and the NEF Efforts to the new administration.
 - There are a lot of new people which are now part of the Employee Forum and they not fully versed of the Forum's past efforts and or accomplishments but ideally we would like the forum to come together because there has been a lack of cohesiveness.



- **ATO LCD**
 - There will be 5 sessions where they will brief everyone on the priorities Corporate Sponsors
- **Business Plan Goals**
 - We need to finalize it this week
 - It helps in accountability with the RCDs and ourselves
- **HRPM**
 - Annie Andrews has been invited to the conference and hopefully she will assist in shedding some light on the HRPM Guidelines dealing with duty time and the conference.
- **Succession Planning**
 - There are several people around the country who are interested in stepping up for the organization and we will follow up.
- **CTI Schools**
 - They are now back as an avenue of candidates for the agency
 - CTI schools programs are different through out the country and we can see this as an opportunity for us to talk to these school and assist them to develop that curriculum.
- **BIOS**
 - ***ACTION ITEM:*** Favi would like all eboard bios submitted and updated
 - Favi is also considering making short videos to enhance recruitment for the organization. These type of videos can be used to promote events as well and specific items like the National Training Conference.
- **National Employee Forum Survey**
 - Greg Brooks who is one of the participants on the National employee forum suggested that a survey should be created by all the Employee Associations so they can receive feedback on the performance of the EA's.
 - Discussion among our eboard suggested that more questions have to be asked regarding this survey. Favi will do so since she will ne traveling to DC to meet with the Forum.

VICE-PRESIDENT'S REPORT – Barbara Lindsay

- **Mentoring Committee**
 - Barbara is working with Bill Fernandez in crafting language to develop the committee.
 - Ideally the committee will consists of members covering every Line Of Business.
- **Awards**
 - We have 3 nominations for Manager of the year
 - 2 Nominations for Chapter of the Year
 - 1 nomination for the member of the year.
 - There will be an email sent out to remind everyone should they have Someone in mind to nominate.



There was a small break in between presentations where the management team of the Cleveland FSDO came in and introduced themselves. Favi introduced the Eboard and elaborated about the Coalition, its efforts and its mission.

DIRECTOR OF PUBLIC AFFAIRS – Susie Diaz

- Deadline for articles is May 11th 2018
- No late articles will be accepted because Susie would like to have it done and published by conference time.
- Elections will be covered in this volume, Cinco de Mayo events
- Favi will like to be included in the editing process of the LA Palabra
- A farewell message from Barbara is requested and added to the magazine.

• **Website**

- Abdul and Susie have been working on the new layout for the Website.
- Email was sent out to the Executive committee for suggestions on the layout and one was selected by Susie based on those suggestions.
- Background suggestions for the new layout for the NHCFAE website are requested by Susie if anyone has anything in mind she would love to see them.
- Edward, Susie and Abdul are teaming up well to get all the information on the conference website and its coming along well.

- Conference program

We have minimized it because we are utilizing the app and it helps in reducing costs.

MEMBERSHIP UPDATE -Mindy Moreno Membership Chair

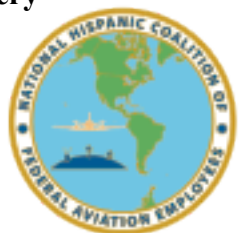
- Presentation numbers on Power Point
- March is a large drop month showing 15 drops from membership.
There are some retirees in there and the reason most commonly used is that their reason to drop is personal.

• **Membership Data base**

- 44 out of 503 members have signed up online.
- 17 of these hold a position in the coalition and the numbers are lower than expected

***ACTION ITEM:** Favi suggested that maybe Abdul can write a message describing the security features of the website before Favi sends out a message.*

Mindy would like the board to know that FY18 will be the last year of doing membership chair and the Eboard has been tasked to solicit volunteers for a replacement. Mindy was thanked for all her hard work. The organization is very thankful for her dedication and hard work throughout the years.



DIRECTOR OF EDUCATION UPDATE – Ida Marrero

- Ida Called in to the Meeting since she could no travel to Cleveland,
 - We are still waiting for approval for the National Training Conference But everything is on track to receive the approval shortly.
 - ATO has reached out to IDA and they would like the AVL Documents to the be loaded of the NHCFAE Website. Susie has committed to get the items up on the website
 - There is some concern that there funding will be limited to the some of the speakers who have been invited to our National Training Conference. I.e. OPM
 - Favi will follow up with the speakers to get an update on their participation and funding.
- **Scholarships**
 - Closing date for Submission is May 1st. Reminders will be emailed out to the membership
 - Ida inquired about what to do with Scholarship applications from previous years. Discussion among the board agreed that we should only hold on to applications from 1 year back. The rest of the applications are to be shredded in order to protect any personal information within the applications. Ida committed to taking care of the disposal of the applicationa

INFORMATION FOR THE GOOD OF THE ORGANIZATION

- **Discussed the logistics about the upcoming event on Tuesday**
- **Discussion revolved around Tuesday’s agenda and some amendments to the agenda.**

Motion made to adjourn, second, and all in favor at 5:00 pm

Tuesday May 1st, 2018

LOCATION

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2018 – 3rd Quarter Executive Board (EBoard) meeting at the FAA FSDO in Cleveland, Ohio.

DIRECTOR OF RESOURCES REPORT – Erik Salazar

- Powerpoint Presentation (Attached)
 - Erik has filed articles of Incorporation for the 501 c3 . Everything is in the final stages
 - Favi has suggested that it maybe a good idea to have all 501 c3 business stay as separate as possible for transparency.
- Action item:** A message will be drafted to let the membership know what the difference between the c3 and c5 are and what the benefits will be for having a C3



- Erik is considering changing the EBoard credit cards from Bank of America to American Express. The benefits of American Express are more attractive to Erik.
 - Discussion was brought up by Barbara regarding hotel points and maybe considering switching our Credit Cards to a Marriott card so we get more benefits from them, since we hold our conferences with them. This could effect current Marriott members and their personal points. It was decided that more discussion is needed regarding this particular topic.
- Conference
 - 2018 Conference Budget is 70 Thousand dollars, which was approved by the membership.
- Proposed 2019 Budget presented
 - The total amount has not changed from 2018 at \$315,000

DIRECTOR OF ADMINISTRATION – Oscar Torres

- Action Item Log Update
 - We reviewed 2nd Qt action items that were pending.
- All invites to the VIP's who we would like to attend the National Conference have been drafted.
- All 2nd Qt Ecomm Minutes and their presentations were emailed to all the RCD's. It was emphasized that these minutes be distributed to the membership by the RCD's in order to create an additional form of engagement between RCDs and their members.
- **Puerto Rico 2019**
 - Discussion was open to setup the dates for the Puerto Rico Training conference since the organization has had to move our dates around other Employee associations conferences.
 - It was debated with the board and with Edward since he was present that we narrow down some dates to give our conference coordinator something to work with. It was decided that we look at 2 weeks in August. The weeks of August 5 and the 12th were decided and one of these weeks will be decided on before the year is out to be the date where our conference will take place.
- RCD Officer Term/Elections Update
 - An email will be sent out to the RCD's to solicit elections for the positions of Deputy RCD and Director of Resources

Manuel Orozco Video Conference (Motivational Speaker)

- Manuel spoke with the Eboard via Video Conference. He introduced himself and gave the eboard his background.
- Questions were exchanged by the board and Mr. Orozco and he is looking forward to address our members at the Training Conference.
- He suggested various links on youtube which highlight some of his speaking engagements.
- He will provide a free copy of his book to all participants of the conference. This will be an ebook.



LEGISLATIVE UPDATE – Andy Quinn

- FAA reauthorization has passed and the Privatization of ATC amendment was withdrawn
- We currently don't have any data on the 2152's that have were hired to evaluate their progress in the agency. This data is important and Andy is waiting for it to be released because it can be a good tool to form a strategy and identify potential barriers.
 - *Favi discussed the success rate list that she has which identifies all the candidates that have recently gone through the academy. The list has pass and fail candidates and it will be shared with Andy Quinn*
 - *Favi asked if they have heard anything on the current resolution and funding of the agency.*
 - Andy answered that the budget is complete and there has been an increase in the FAA line items and there is a 2 year budget deal.
 - Nextgen money has been made 2 year money and that is a good thing.
 - The goal is to look for a 5 year budget resolution.
 - *Favi would like to follow up and see if some articles can be submitted by Andy's office and Catherine has said she will submitted by May 11th*
- Status on Executive order for Hispanic hiring. The current order on Hispanic on Diversity and Inclusion is still binding until its repealed or weaken with additional language.
 - *Favi has some concern about the support with the new Administration and one of the main goals is to ensure they continue to see the benefit our partnership with the FAA and our members.*
 - Favi asked on the status on Dan Elwell the Acting Administrator and Andy has not heard anything about him becoming permanent.

CORPORATE SPONSOR CHAIR UPDATE- Raquel Ysasi-Huerta

- Powerpoint Presentation.
- Raquel's vision is to have a conference that is not funded by Coalition Seed Money and completely funded by corporate sponsors.
- Potential sponsors have been contacted and legacy sponsors as well.
- We have Commitments from 2 Long Term Care and Skyne one and Dina will donate an additional 1,000 dollars to tentatively be used to fund members to attend the conference.
- Favi and Barbara will draft an email message to reach out the sponsors who have been solicited to follow up their status on the their potential donation.
- Corporate Sponsors have until June to confirm their sponsorship but Raquel is confident that they will confirm before then.
- Potential Corporate Sponsorship numbers stand at \$41,000. Raquel is working to get that number higher.
- The eboard is aware and First Command who use to donate \$12,000 is a big loss but she will work hard to make that amount up elsewhere.



CONFERENCE CHAIR UPDATE- Ed Cardenas, Misty Pena (Called In)

- Power Point Presentation. (Attached)
- Ed stresses that we all continue to communicate to spread the word and encourage the members to register.
- It has been decided that the Presidential reception and Corporate sponsor mixer will be that Tuesday of the Conference
- It has been discussed that maybe Michael Huerta could be invited to speak the night of the banquet. His perspective and thoughts now that he is out of government service.
- We would also like to thank him again for everything that he did for our Organization and the FAA as well.
- Conference Coin logo is good to go and order. The amount is 200 coins but Favi would like to consider ordering more coins and distribute them to the rest of the membership while advertising the 2019 Conference in Puerto Rico.
- Oscar suggested that if we can give away the coins as a thank you for members who update their information on the membership data base and then send them the coin and advertise Puerto Rico.

Ed needed more time to complete several items regarding the conference so he will continue tomorrow Wednesday.

INFORMATION FOR THE GOOD OF THE ORGANIZATION

Motion made, second, and adjourned at 5:13 p.m.

The Eboard will attend membership solidarity event set up by the Great Lakes nearby from 530pm to 730pm

Wednesday May 2nd, 2018

LOCATION

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2018 – 3rd Quarter Executive Board (EBoard) meeting at the FAA FSDO in Cleveland, Ohio.

- Favi opened the meeting and went around the room with thoughts about the week:
 - Barbara- would like to do some type of “strength finders” type of training for the EBoard first then extend to EComm.
 - Favi – goal for today is for us to walk away with where we are now. Finalize everything conference. Finalize awards and wrap things up.

Invited a local new member –Julio Galarza – Board answered his questions.

- New Member Julio Galarza was invited to join the eboard. He engaged the eboard by asking several question regarding our organization and its efforts.



CONFERENCE CHAIR UPDATE – Ed Cardenas (Continued)

- **Conference Marketing**

- NHCFAE Facebook
 - All regional chapters need to spread the work regarding the conference
 - Susie will also promote the conference using the NHCFAE Facebook page.
- Email
 - Ed and Lydia (ASW RCDP) have been sending email to all members. Will continue to send email reminders. Lydia will send an email description of the Boots and Bling and Banquet Gala.

Action Item

- Mailers
 - Susie will create a postcard once logo is complete and Lydia or conference committee will mail out all members.
- - NHCFAE, Conference Website
 - No change to the website yet. Conference website is up and running. All links are available there to register and book the hotel.
 - La Palabra magazine
 - There will be efforts to have it complete and delivered by early to mid-June
 - FAA Facilities/Flyers, Posters
 - Once flyers are created by DOPA, will be sent to the RCDs so they can post at facilities and/or disseminate to members at different facilities.
 - In facilities where monitors are available it would be great to have the flyer displayed in those screens and make it visible to everyone.
 - NHCFAE App
 - App will have all updated pic and bios of the board and speakers.
 - Oscar will coordinate with Edward and submit all VIP Bios and Pictures.
 - These Bios and pictures will be on the agenda as well.
 - Focus FAA
 - Ed has a POC to submit an article
 - Article will be submitted once the Conference Agenda is approved
 - RCD communication
 - RCDs should email and speak to their members to get the word out
 - LinkedIn
 - Favi will share the conference information via LinkedIn

Action Item:

President's message will be emailed to all members w/ agenda and letter of approval once it's approved.



NATIONAL ELECTIONS CHAIR UPDATE- David Gonzales

- We have a good list of candidates for this fiscal year elections and they are as follows:

VP: Bill Fernandez (AWA) & Jonathan Eagle (AWP)

DOE: Ofelia Medina (AWP), Laurie Ortiz (ACE) & Randall Resto (AWA)

DOR: Dolores Leyva (AWP)

- Campaign Do's and Dots
 - There will be a formal announcement to all members soon
 - May 27 all ballots will be sent for voting.
 - Voting will be open until 7/11/18
 - Only one campaign email per month per candidate is allowed to all members and they message gets sent to David first.
 - Candidates will get 5 minutes to talk to the general membership meeting and address the members directly.
- There will be a Telcon with the candidates and Favi scheduled for May 9th, 2018
- David will over see all counting of the ballots and each candidate will select a representative to evaluate the counting with David.
- David will send an email to all members formally announcing the candidates.

CONSTITUTION & BYLAWS UPDATE – Bill Fernandez

- Proposed Amendments were emailed to the Eboard See attached proposal.
- Cynthia/Sophia Scholarship
 - MMAC chapter took up a collection for Sophia's scholarships. Coalition looking into setting a 529 OKC college savings plus program to set up an account to create a scholarship fund.
 - There was discussion around the room regarding options on how to honor Cynthia's memory.
- Bill advised the board that work will begin on the language in our member guide in selecting a city for our national training conferences and share with the eboard once its complete.



GREAT LAKES CHAPTER UPDATE – Brendan Villegas Chapter Director

- **ACE Camps**
 - Brendan requested \$1000 for 2 camps.
 - Chicago Vanessa is the Lead partnered with the Black Coalition and PWC
 - An additional \$500 was requested for 2 of Indy's ACE camps (\$250 each)
 - Brendan will inform Favi if there is any collaboration on these ACE Camps with other Employee Associations.
 - After discussion among the board it as decided that Brendan would be granted \$750 for his ACE Camps.
- Great Lakes Chapter will receive \$250 for the recruitment event held here in Cleveland..
 - Great Lakes gained a new member Julio Galarza
- **2020 Conference**
 - Brendan would like to start planning for it. Ed will send him the standard operating procedures on how to plan a conference.
- **Local Elections**
 - Brendan is looking for elections guidance. David Gonzales Elections Chair will send guidance to all RCDs.
- On a side note, Breandan would like to see a new member's packets; with a folder with our logo on it. Will find out how much that would cost. This is something that FAAMA does and the folder does look very professional with all the pertinent information about the organization inside.

- Barbara Lindsay was given a few minutes to discuss Nominations for National awards and selections of the winners was discussed among the Eboard

- There was also additional discussion regarding the Business Plan that was presented at the 2nd Qt Ecomm meeting and Celsa and Favi would work on finalizing it.

INFORMATION FOR THE GOOD OF THE ORGANIZATION

- Pending Actions items were reviewed and or completed
- There was an open discussion around the room about the week and the progress that was made

Motion made, second, and adjourned at 4:20 p.m.



Minutes prepared by



Oscar Torres
National Director of Administration

Celsa Rodriguez
Special Assistant to the President

