

NATIONAL HISPANIC COALITION OF FEDERAL AVIATION EMPLOYEES

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

**FY-2019 – 1st Quarter
EXECUTIVE BOARD MEETING
October 7-9, 2018**

LOCATION

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2019 1st Quarter Executive Board (EBoard) meeting at the Condado Plaza Hilton in San Juan, Puerto Rico

EXECUTIVE BOARD ATTENDEES

Faviola Garcia , President
Oscar Torres, Director of Administration
Randall Resto, Director of Education

Bill Fernandez, Vice-President
Dolores Leyva, Director of Resources
Susie Diaz, Director of Public Affairs

Sunday October 7, 2018

On October 7, 2018, the Executive Board held its FY 2019 – 1st Quarter Executive Board meeting. Meeting was called to order at 9:24 a.m. Roll call, administrative/logical matters and the presentation of the agenda were conducted by Susie. Faviola provided welcoming remarks as the President.

Executive Board Expectations

- Bill: Would like to promote the conference as much as possible.
 - Would like us to come together with a plan to move forward as a group.
 - Would like to focus on Aviation and Education Outreach
- Randall - Would like to help as much as possible
 - Education of 501c3 and work with Corporate on that, also more collaboration with colleges to increase Aviation & Education
 - AJI- National training for the FAA introduced in our conference.
- Dolores - Concerned about our current revenue
 - Would like to keep 1st Qt Expenses to a minimum.
- Susie - Communication is must
 - I have not been motivated lately
 - Would like to leave with a clear understanding of all positions and duties, especially with the new Eboard members
 - Would like to see agenda ready and on time.
- Oscar - Continue to focus on membership retention and working together to achieve the president's goal
 - Open to all different opinions from everyone to develop better cohesion among the board. Since we have new board members we would like to let them know that honest and open communication is welcomed in all discussions.



- Looking forward to a productive FY19 and Im very excited to be in Puerto Rico which is an area where the organization can grow tremendously.

PRESIDENT'S UPDATE – Faviola Garcia

- Faviola welcomed everyone to San Juan
 - Part of the morning was spent shuffling the agenda a little bit since Oscar was arriving later in the afternoon.
- Discussion later centered around membership and recruitment.
 - It was mentioned that we always do a great job recruiting members but always face challenges with the retention.
- Favi touched on some goals
 1. La Palabra
 - Favi would like to see a publishing schedule for La Palabra with Deadlines and or subjects that will be included in each volume.
 2. Aviation & Education/ Outreach
 - The Acting Administrator has shown commitment in promoting all type of Aviation Education Outreach programs around the country and has also committed his support to the Employee Associations to be the driving force behind this initiative.
 - *Oscar suggested that maybe we should have Jim Brough or someone from his office attend our Training Conference in Puerto Rico so he can address the RCD's and the members and provide some insight and guidance on the paperwork required to request time for an ACE camp.*
 - The Agency is promoting Ace Camps but there are issues where the support falls short at the local management Level and some our members have to attend their ACE Camps on their own time and or Annual Leave.
 - Favi mentioned that these are issues that are being address at the National Employee Forum and Jim Brough has been invited to the Employee Forum and always states that there are guidelines that need to be followed which frustrates the forum a bit.
 - Favi said that there is memo that was drafted along with Jim Brough back in January of 2018. This memo is to support Ace Camps around the country and it could be used to educate local management to grant duty time to the all volunteers holding an ACE Camp. This memo would be distributed to all Lines of Business. This memo is still being currently reviewed HR and Legal before it can be distributed.
 - The Employee Action Committee (EAC) which advises all executives of the agency is also aware of the drafted memo and is eager to hear from the Agency once it is reviewed.
 - In the meantime Favi would like everyone to continue to hold their Ace Camps and or Career Days. There may be some circumstances where the Ace Camp may have to be called an Aviation Safety Event in order to meet the guidelines that Jim Brough has mentioned but there will have to be more clarification on that.



3. Conference

- The goal is to have 150 to 200 people attend the training conference
- Favi would also like to see other Employee Associations represented at our conferences and she would like to see that we also show support by attending conferences around the country.

4. Succession Planning

- Favi discussed the importance of succession planning and also using the solicitation of the new committee members as an avenue for this.

5. Recruitment and Incentives

- Favi discussed a recruitment campaign where the goal is to have our members reach out to one or two individuals and recruit them in to our organization. The discussion entailed naming the campaign and also creating incentives. Details are still being worked out for its launching.
- Favi will discuss a membership campaign later in the meeting.

6. 501c3

- The paperwork for the establishment of the 501c3 has been completed and Erik Salazar has been selected by the Eboard to be the Chair of the 501c3 due to fact that he is the person who was involved in setting up and has the most knowledge about it.
- The 501c3 can open up many opportunities for the organization in generating additional revenue. With the 501c3 established Bill said that this give the chapters the opportunity to reach out in their local areas and see if there are potential donors that can help the organization. The important part of the 501c3 is that all donations would be tax deductible. This help can possibly help fund local and or national drives for recruitment and or outreach.
- The 501c3 can also give all the chapters the opportunity to have drives that challenge each to raise for funds. For example a national drive to see which Chapter can raise the most funds for scholarships. Another good way to raise funds is to maybe even host a golf tournament.

VICE-PRESIDENT’S UPDATE/ Constitution and Bylaws update– Bill Fernandez

• **RCD Calendar**

- Bill continues to try to set up some kind of calendar on Google where all the RCD’s can input their events but he is still trying to make it work.
- This idea will allow Bill and the board access to the events of the chapters around the country. Other RCD’s will also be able to see this information which can also help other chapters with ideas.

• **Future Conference selection and meetings**

- Bill began discussion the location for the 3rd Qt meeting in FY19. 1st Qt meetings have been held in the city that is hosting the conference that same year. For the 3rd Qt meetings it has been discussed that the Eboard should visit the host city of the Conference for the Following year. For example since Indianapolis has been discussed as hosting FY2020 Training conference then



that's where our FY19 3rd Qt meeting will be held. The idea behind this is to begin promoting the following year conference while at the same time make an effort to scout hotels.

Constitution and Bylaws

- Bill advised the board that he has began discussions with Misty Pena who has been selected as the CB&L Chair.
- The deadline to notify our members of the proposed changes has already been added to our calendar to ensure that the deadline will not be missed this year.

DIRECTOR OF PUBLIC AFFAIRS – Susie Diaz

Website

- The Website is live but the only issue seems to be that sometimes it shows a Forbidden message when you try to access the website from an FAA Computer.
- FAA IT has said that its an issue on our side but Abdul says that its not. Abdul spoke to FAA IT and they could not up for a fix. Abdul said that he will be making some phone calls to see if he can come up with a solution to the issue.
- At the end of the day Abdul was able to fix the issue with the website and then Susie noticed that the website was back to having issues again.

Action item: Susie will get back to the board and update us on the situation of the Website and at that time she will ask for help from the board

- Oscar asked if it could be a problem with the encryption but Susie was not sure.
- Randall chimed in and suggested a friend of his who works at the CERAP who is named Jose Arroyo and said that he is well versed on all things computers and that maybe we can talk to him about the issues of the website.
- Susie noted that she has found several broken links on the website and has corrected them but she is asking for everyone to go ahead and visit the website and if they find anything that does not work to please notify her asap.
- Susie does plan to add ATO LCD information to the website since ATO always supports our organization.

Action Item: Susie to add ATO LCD information on the NHCFAE website. (links)

- Favi in the near future would like to see some kind of a table posted on the website with the following items:
 1. La palabra magazine publishing schedule which would include the topics which will be written about in the volumes.
 2. Activity throughout the year for example
 - a. Hispanic Heritage Month and events around the country
 - b. Holidays
 - c. Training Conference

Facebook page

- Susie has reiterated that the facebook page is for members only but she has received 2 requests from corporate sponsors to be added to the page.



- The consensus around the room was that it would be ok to add the sponsors to the page but with limitation so they do not overwhelm our members with marketing and advertising. The Corporate Chairs will be involved in setting these up these guidelines.

Action Item: The eboard will collaborate with the Corporate Chairs to establish corporate sponsor guidelines for their marketing and limited advertising on our FB page.

- It was mentioned that our Facebook page currently only has about 192 members out of over 500. There was an agreement that more work can be done to enhance and or promote the FB page so the message and announcements can reach more members. I.e Training Conference.
- Susie mentioned that many people think that she is the only one can post information on the FB page but in reality anyone of our members can post in that page.
- There will be effort to promote the page and get more people on it.
- The Facebook will continue to be monitored by the Administrators and ensure that no inappropriate content is posted.

Recruitment and Retention Discussion

- o Oscar mentioned in the discussion that we do a great job recruiting but the we always face challenges with the retention, He stressed that communication is key in order to retain our current members.
- o The Chapter directors play a key role on this and that is why Oscar has always emphasized to the RCD’s the importance of engaging their members. Engagement which is achieved with items like Solicitations of Vacant positions, telcons with their members and sharing minute notes with their members, outreach events and membership drives.
- o As an executive board we have to do all we can to support the RCD’s in order to accomplish this.
- o Bill Suggested that there should be a focus on establishing and filling our current committees with volunteers in order to increase that engagement.
- o Favi would like to start creating this list and have all the committee positions filled with volunteers that have submitted their names in the solicitations that were sent out by Favi in the last few weeks.

DIRECTOR OF ADMINISTRATION UPDATE- Oscar Torres

• **FY19 Focus**

- Oscar would like to continue to with the RCD’s around the country to ensure that they have all the necessary tools to be successful. This will include follow up with the RCD’s to ensure that there is communication with the members which is key to have an engaged chapter.
- We would like all RCD’s to maintain the dialogue with the Executive Board in order to meet any needs. This should include Chapters keeping the Board updated with the status of their local boards. I have sent out an email to the



RCD's to update the Eboard and identify who are the members of their local board.

- It is well documented that a chapter with a complete local board are more successful in keeping their members up to date with all pertinent information and also holding outreach and solidarity events.
 - *Randall mentioned that there should be an effort on our part to have an eboard member present at as many outreach and social events as possible which can only help.*

- **2nd Quarter meeting**

- In our 2nd Qt meeting I would like to see all the RCDs come together have open discussions about best practices from chapters around the country. We can only gain from learning what is working for some chapters and try to implement similar practices where needed.
 - *Bill chimed and in and said that we should explore how the 501c3 can help us in getting more funds donated to the organization and see if these funds can be used to help fund not just the scholarship funds but also events around the country to chapters who have these events.*

This is something that will have to be looked at further once the 501c3 is established.

- **Local Elections**

- Oscar briefed the eboard and advised them that all RCD's have been emailed regarding soliciting volunteers to fill local positions on their boards. Emails have been sent out for a couple of weeks now and there were some responses from several Chapters. Some chapters did not reply and Oscar will follow up.
- Oscar has stressed that solicitation to members creates engagement with the membership and it turn opens up the possibility of having an active chapter.

- **NATCA CFS 2018**

- All logistics for NATCA CFS have been arranged and we will have a table again at not charge.
- Discussion did revolve around the donation to the NATCA Charitable foundation. Oscar has mentioned that we should increase the donation from \$250 to \$500. Everyone in the room did acknowledge that NATCA has given us a lot over the last few years and it would make sense to increase as a symbol of our appreciation.
- This year National will not incur any costs on travel because Oscar will travel on his own dime. Oscar always attends NATCA CFS and he made it a point that there was no need to charge anything to National since he was already attending. Oscar will be accompanied by Jonathan Eagle and they will both be attending to the table. Jonathan will incur minimal charges to the Western Pacific Chapter

Logistics for visits while the Eboard is in Puerto Rico.

- Logistics for the University visits has been confirmed and there is a lot of thanks that have to be given to Randall Resto for coordinating with the POCs.



- Tower visit and CERAP has also been confirmed by Daniel Melendez and we will be meeting with the SJU Twr manager. We will also sit down with Managers at the CERAP. The FSDO Front line Manager has also confirmed that he will attend.

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COMMITTEE CHAIR SELECTIONS AND DISCUSSION

- Favi over the last few weeks has sent out several emails asking for volunteers who may be interested in chairing and or joining current committees.
 - Each volunteer’s letter of interest was read and their experience was considered for each position. There are several committees that will consist of volunteers that will serve as additional support to that committee which are also noted below.
 - The following selections were made.
 1. Elections Chair – David Gonzalez will continue as Chair
 2. Conference Chairs – Edward Cardenas and Ida Marrero
 - o Conference Committee members: Mark Chavez and Bernice Merly
 3. Membership Chair – Yami Gonzalez
 - o Membership Committee members: Bernice Merly, Carlos Rios, Veronica Salazar
 4. Legislative Chair – Lolly Martinez
 5. Constitution & By laws – Misty Pena
 6. Corporate Sponsor chairs – Raquel Ysassi Huerta and Davey Irrizary
 7. Outreach – Carlos Rios
 - o Outreach Committee members: Rose Dailey and Gerard Acevedo
 8. Communications – Laurie Ortiz
 - o Comm. Committee volunteer: Gerard Acevedo
 9. Social Media Chair – Misael Goicuria
 - o Social Media Committee member: William “Bear” Velazquez
 10. Historian – Hilda Banda
 - o Historian Committee : Bernice Merly and William “Bear” Velazquez
 10. 501c3 Chair – Erik Salazar
 - o 501c3 Committee member: Severiano “Pete” Rosa
 - Some of these positions are new and some have been in place per our SOP but those positions had not been filled. There is guidance being developed now so the chairs and their committees are clear about the goals and strategies.
 - There are several volunteers in more than one committee and this is because some committees will have to work together in order to achieve their strategic goals and they can help each other in order to achieve that.

o **INFORMATION FOR THE GOOD OF THE ORGANIZATION**

Motion made to adjourn, second, and all in favor at 8:37 p.m.



DAY 2
Monday October 8, 2018

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2019 1st Quarter Executive Board (EBoard) meeting at the Condado Plaza Hilton in San Juan, Puerto Rico.

Meeting was called to order at 8:30am

- **Agenda for the day was reviewed and any changes were discussed.**

DIRECTOR OF RESOURCES UPDATE – Dolores Leyva (Power Point)/ Erik Salazar via phone

- For her Presentation Erik Salazar called in to present with Dolores as part of the transition and to ensure that if there any questions Erik could provide support to Dolores in answering.
- Dolores did give many thanks to Erik for being so helpful in the transition and for having all documentation and file readily available.

Fiscal Year 18 Budget Review

- All the line items were reviewed individually and discussed
- Revenue numbers were reviewed and it was noted that we did not meet the revenue numbers that we wanted for FY18 but the Eboard is optimistic that more members will be recruited in FY19 to increase that revenue. A strategic membership plan was mentioned by Faviola which will should increase member numbers .

National Accounts

- Dolores had a powerpoint presentation and broke down the account balances in our National Skyone Account
- One of the topics of discussion was the reimbursement of travel to the eboard. The Eboard had buy their own airfare to make the trip to Puerto Rico due to the limited funds available at the moment. In the following pay periods funds will be replenished and the eboard will be reimbursed.
- Dolores mentioned that she will begin to prepare all proper documentation for our accountant in order to file the organization's tax returns.

Chapter Rebates, Ace Camps, Recruitment

- All chapter rebate amounts were reviewed and we always like to see this number to go up which is a sign of more members.
 - The usual chapters made requests for Ace Camps and recruitment events during FY18. Dolores would like to see more chapters and hopefully all chapters make these requests for FY19
- **Quickbooks**
 - Dolores notified the Eboard that there will be a substantial increase in our subscription to Quickbooks online. We are currently paying about \$1,200 for all the subscriptions for every chapter and this is scheduled to increase to \$2,100. Quickbooks was called and they said that we had initially received a discounted



new customer rate. Dolores said she will call Quickbooks back and try to negotiate something lower.

- Dolores would like to ensure that we keep all spending to a minimum in the Equipment line item in order accommodate the budget for this increase on Quickbooks.
 - *Randall mentioned that if any equipment is needed for purchase here in Puerto Rico that he has family in Best Buy that could possible offer a great discount to the organization.*

- **Conference Budgets**

- 2018 Dallas Ft. Worth Conference numbers were reviewed and it was noted that there was a deficit on the final numbers. There were some shortfall in registration revenue and sponsorship revenue.
- Dolores as always will like to see as much revenue as possible.
 - *Favi mentioned that there are plans that will move forward in order to secure this revenue and there have been some discussions with Mcallaster and Quinn in order to assist the organization in gaining a larger number of sponsorships and partnerships to increase revenue.*

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CORPORATE CHAIRS UPDATE – Raquel Yssasi Huerta & Davey Irrizary

- **Power Point Presentation**

- **Lessons learned at the Conference**
 - One of the items on this list was the handling of the registration of the corporate sponsors and the handling of any unused banquet tickets.
 - Another item is that we have to make it known to the individuals who come to our conference representing LOB's that lunch is not provided and if they wish to have lunch it would have to be purchased. Raquel stated that this happens every year where we end up having this discussion and feeling a little bad denying some one a lunch because it was not made clear to them.
 - Raquel also suggested that any lunch tickets should probably be handled by the corporate sponsor chair and give them out each day so there is better track of the tickets because some sponsors leave without using the ticket.
 - Raquel mentioned that the all the sponsors were very happy that Favi as the President personally delivered the Conference Coin to all the sponsors. This is definitely a practice that should be repeated and scheduled as the conference goes on throughout the week. The photo ops were also well received.
 - The short videos that were made were also a great success and well liked by the sponsors. NATCA and PASS made a request for the videos because they will use them on their websites and share it with their members which in turn gives the NHCFAE more exposure.
 - Raquel would like to set up some of pre coordination in order to upload all the videos taken to Facebook, Website and the APP. This would entail maybe having administrative rights to the Facebook to upload videos and also adding the sponsors to our page because it is a page only open to members.
 - *Favi mentioned that the social media chair will be the person who will work on ensuring that those videos reach the proper audience and our corporate sponsors*



- **New Strategies**

- The videos were a great success throughout the conference
- Increasing Sponsorship levels
 - Raquel Davey increased Livingston Federal sponsorship from 4k to 5k and this was done by offering them advertisement on our Facebook page a couple of times a year. This strategy could be presented to other sponsors as well and hopefully they can contribute more.
- Conference Dates
 - Knowing the conference dates and locations way in advance is also helpful when speaking to potential sponsors. The goal is to have sponsors commit to two years in advance and this has been done with Livingston Federal. Having the dates for Puerto Rico really helped. This allows the sponsors plan their budgets.
 - *Bill mentioned to Raquel that there is a calendar being developed by the Eboard and this will have all the Quarterly meetings and city locations. Once this is established it will be shared with the Corporate Chairs which in turn they can communicate the information to potential sponsors.*
- Working with Andy Quinn
 - Catherine Edmonson reached out to Raquel and they will set up a telcon next week and she is going through the list of potential sponsors she was provide by Raquel. Andy's office will evaluate all the potential conflicts of interests on this list and move forward with sponsors that will not fit that category.
 - Raquel presented the eboard with a list of companies that have contracts with the FAA and she will talk to Andy to strategize who and how these companies will be contacted.

- **Davey**

- Puerto Rico
 - Since Davey is not physically in Puerto Rico he has partnered with his mother and she has been visiting with local vendors in the area and seeking local sponsorship. Logistics is an issue since she is about a 2.5 hr drive from a major city but she has made it around Cabo Rojo where she lives and Mayaguez. She has been in contact with the local office of tourism but their information has been limited.
 - *Bill advised Davey that the board is meeting with Discover Puerto Rico tomorrow and he will provide Davey with their contact information so Davey and his mom can work with them directly.*
 - *Randall did mention that there should be some local help from the chapter so Davey's mom can limit excessive travel.*
 - Raquel has been in contact with Maria Franqui who use to be involved with the NHCFAE in PR until she retired and Maria is gathering some information for Raquel. Maria has told Raquel that some organizations have re structured and after the hurricane the process is slower.
 - Davey has received feedback and most of the potential sponsors want samples of where the advertising will be. It has been a bit of challenge to explain to the potential sponsors where their product will be advertised without some hard copy samples of the advertising.



- *Bill told Davey that he brought about 30 issues of LA Palabra with him and he will give some to Davey so they can be used when they are canvassing the areas for potential sponsors.*
- *Favi advised Raquel and Davey that we are not sure if there will be vendors present since we are not sure what kind of room we are working with but she will like that option to be kept in mind by Raquel and Davey*
- *Randall and the Eboard have told Davey and Raquel that we are working on getting the Corporate Chairs some help nationally. What is being proposed is that there should be a corporate committee. This committee will consist of one, two or more people at each region so there can be local help to the corporate chairs so whenever the Conference comes to a city there would be local committee ready to help. Locals know their city best and it would be great support to the corporate chairs.*

DIRECTOR OF EDUCATION UPDATE – Randall Resto/ Ida Marrero via phone

- Randall was very happy to be present in his 1st Eboard meeting in his original home of Puerto Rico. He is looking forward to working with everyone and the make this conference and its agenda a successful one.
- Ida Marrero called in as well to support Randall on his first briefing as DOE.
- **Conference**
 - Randall Presented the Eboard with a rough draft of the agenda and all lines were reviewed.
 - The opening ceremony was covered and Randall mentioned that he will be in touch with the Puerto Rico Air National Guard since he was a member of the Guard and he will rely on them to provide personnel for the Color Guard.
 - Randall as DOE will focus on the educational portion of the agenda but it was discussed that due to his close ties to the island of Puerto Rico, Randall should definitely also be part of the conference committee.
 - Discussion moved on to the invitations of VIPs for the conference. It was discussed among the Eboard that all Dash 1s and the Acting Administrator would be at the top of the list. It was decided as in previous conferences that Oscar as DOA would be the person who will draft the invites for all Executives and they will be signed by Favi. Oscar would then send out the invites to the VIPs.
 - Local executive invites were discussed. Extending from the Governor of Puerto Rico to the local mayors of San Juan and Carolina. The Puerto Rico Representative in Congress Jennifer Gonzalez is also a person that will be considered as an invitee.
 - Randall continued and presented the eboard a possible motivational speaker that could come to minimal cost to the organization. More information on this individual will be shared if he is chosen as the speaker.
 - Randall would like to have the Training agenda completed by the end of January 2019. That is the goal and it will give time to ask for feedback from Puerto Rico members and members around the country to see what kind of training material they would like to see on the agenda of the Training Conference.



Speakers

- The eboard went over some feedback that was received from the 2018 conference in FT. Worth. One of the key items discussed was giving the executives enough time to answer questions from our members at the end of each presentation. This was agreed to by everyone and Randall will ensure that all executives are given adequate time.
- Some executives will be given more opportunity to address the members present and new executives will be considered to do other activities like the Mock Interviews which are always very popular among all attending.

Scholarships

- Randall went over some feedback with Ida that was received by some Scholarship recipients. One of these was that some of the scholarship applicants did not receive any notification of whether they had been awarded a scholarship or not.
 - *Bill suggested that maybe we should create a database of all the applicants which would contain their emails and this database could be used to notify everyone if they received a scholarship or not.*
- A change on the scholarship forms was addressed where all the scholarship form applications should state that all US citizen and Resident Aliens are eligible for the scholarships. There were some forms that said one but not the other. So now we will make sure both are noted on all applications
- All Scholarship deadlines will now be set for the same times of year. There are some scholarships that started and or ended at different times of the year and this was suggested to streamline the application process.
 - *Ida mentioned that there was an instance where a scholarship recipient did not receive their scholarship check due to a discrepancy with their address.*
- It was discussed that we should send an email first to all the winners and ask them to verify their address before any future checks are sent out.

Membership Recruitment Campaign

- Favi opened up the discussion by presenting a membership recruitment campaign where all members would be asked to recruit at least one person over a period of about 90 days.
- Some names were floated around for the campaign like “Plus One Campaign.” It was not decided but a name will be coming soon. A logo for the campaign was also discussed and Favi mentioned that this will be a working progress as well.
- Facebook would be the #1 source for marketing the campaign and it would be encouraged by everyone who does recruit a person to the organization to post a picture of the recruited person with a little bio or information about the person. We would highlight the campaign in a volume of La Palabra highlighting any recruitment stories.

Motivation

- The discussion continued on how we can motivate our members to get engaged on this campaign. Many ideas were discussed but there were several items that would remain in place. For example each chapter would still receive \$100 for each recruit. Also to serve as more than motivation and maybe as inspiration it



was suggested that maybe we should create some videos of ourselves and telling our story about who we are and how has the organization helped us in our careers in the FAA. These videos would be posted in the website.

- The current executive board would be the first volunteers to tell their story and have it posted in the website but we would also invite our current President and previous Presidents of our organization tell their story.
- We will also consider committee members as well to post a video telling their story.
- The board will work on trying to set up the logistics to launch this campaign in the near future.

Action Item: Favi will create some questions so all participants can answer on the video.

THE MEETING ADJOURNED AT 4PM SINCE THE EBOARD HAD TO TOUR THE CONDADO HILTON FOR POTENTIALLY HOSTING OUR TRAINING CONFERENCE.

Day 3

Tuesday October 9, 2018

LOCATION

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) hosted FY 2019 1st Quarter Executive Board (EBoard) meeting at the Condado Plaza Hilton in San Juan, Puerto Rico.

Meeting was called to order at 8:30am

LEGISLATIVE UPDATE - Andy Quinn & Catherine Edmonson (Via Telcon) Powerpoint

- Favi opened the discuss by introducing the new board members to Andy. She also advised Andy that she has updated the Eboard on some of the thing that Andy and his office have been working on on behalf of the NHCFAE. i.e Corporate sponsorship.
- **FAA Re-authorization**
 - Good news on this front since it was signed by the President. It was not expected to be signed until after the election but it was signed ahead of time.
 - This Reauthorization will take the agency until 2023 and it did not contain any language on privatization. It doesn't mean it will completely go away but it will slow any momentum for privatization.
 - Workforce numbers
 - The agency will be updating their critically staffed numbers in the coming months and Andy asked the eboard if anyone was privy of these numbers. No one was not so he will look into it. These numbers will be important to see where we can help the agency increase their diversity numbers.



- *Bill told Andy that he should probably reach out to PASS because they may have some data on actual numbers out on the field. Oscar mentioned the same thing regarding the Air Traffic Side. NATCA will definitely have some data as well. Andy agreed to reach out to these labor unions and report back top the Eboard.*
 - *Favi advised Andy and Catherine that she will provide them with notes from the National Employee Forum and the ATO LCD meetings because there could be some information there that can help in strategizing in the anticipation of these critically staffed numbers.*
- Online Courses
 - Andy Asked the Eboard how we felt about the pilot program where Airway Transportation Specialists (ATSS) and Aviation Safety Inspectors are receiving online courses.
 - *The board has not heard about this program but will relay back any information to Andy and his office.*
- Grant Money
 - The agency has created a \$5 million dollar grant program to develop the workforce. This is a grant program that can be beneficial to the NHCFAE and it is hopeful that the funds will be appropriated by the agency come Feb of 2019. Andy does think this maybe unlikely since some budgets have been submitted to OMB but its worth looking into.
 - Andy highlighted the huge gap in aviation when it comes to the private sector and government. This grant program will create pipelines from community colleges and universities to prepare the workforce of the future in aviation. Historically the NHCFAE has not asked for government funding and Andy feels that this money is an opportunity for our organization to apply for some of this grant money to do some of the outreach in preparing the workforce of the future. Andy highlighted that the NHCFAE has done this type of outreach on our dime and it would be great if a grant of 100k or 250k dollars given to the organization would be an amazing opportunity.
 - *Randall asked if some of this potential grant money be used in conjunction with the 501c3 and Andy said it is definitely possible.*
 - Andy will stay on top of this and follow up. He is suggesting that when we are in contact with FAA executives that we always stress that we would like them to consider the NHCFAE to be included in all workforce development initiatives.
 - Some of the targets for this workforce development are Youth, Women, the private sector like pilots and maintenance personnel. Andy advised Favi that in her next visit to DC that a meeting with HR should happen and the opportunity can be used to reiterate the agency and the HR department include the NHCFAE in these type of initiatives.
 - *Andy and Catherine were told by the Eboard will be heading to DC at the end of January for our 2nd Qt meeting and it will be perfect timing to hold meetings with HR and make the case for this funding.*
- Corporate Sponsorships



- Catherine has reached to Raquel and they are working on a time to speak so Catherine can update the chair on how they can catapult the initiative.
 - The list of possible sponsors is being evaluated and Andy's office has added a couple of more. At this point the office is just working on getting points of contacts and their office locations to possibly set up appointments to visit these companies.
 - If there are any other companies that our organization would like to Andy's office to reach out to they have asked to let them know. Andy's office has a 17 companies on the list.
- o FY19 Goals
 - Catherine has asked the entire board to submit any other ideas and goals that we may like to tackle in the upcoming year Catherine would like to receive them all and create a working document to begin strategizing and accomplish them.

MEMBERSHIP REPORT – Mindy Moreno

- Was not available to brief out

ELECTIONS CHAIR – David Gonzalez

- Did not have anything to report.

Motion made to adjourn and it was seconded at 9:45 am.

The eboard then relocated to the FAA San Juan Tower where we met with the Air Traffic manager who is a member of the NHCFAE.

There was a second meeting at the CERAP in San Juan where the Acting Air Traffic manager, the Tech Ops Manager and the San Juan FSDO manager joined us.

Various issues were discussed and all were made aware that the NHCFAE is holding the Annual Training Conference in San Juan in August of 2019.

**Meetings ended at 1PM. After lunch the Eboard had two Hotels to visit for potentially hosting the Training Conference. 1) Caribe Hilton
2) Marriott San Juan.**

After the Hotel tours, the Eboard joined local members and non members for a meet and greet at a local restaurant.



Minutes prepared by : _



Oscar A Torres
Director of Administration

Approved by :



Faviola Garcia
National President NHCFAE

