

**September 24-25, 2018**  
**NLC MEETING AGENDA**  
**NATCA National Office – Forrey Room**  
**Washington, DC**

**NLC MEETING PARTICIPANTS** – Steve Weidner, Dawn McFalls, Richard Kennington, Trisha Pesiri-Dybvik, Corey Soignet, Allison Schwaegel, Erin Phelps, Andre Jean, Kristena Jones, Samantha Giberson, Stan Parulski

**ALTERNATE NLC MEMBERS** - Richard Fagg, Anthony Schifano, Jason Holland

**NLC MEMBERS ABSENT** – Samantha Giberson

**NLC MENTORSHIP PROGRAM PARTICIPANTS** – Caryn Smith, Juan Ledesma, Berkley Atkins

**GUEST PARTICIPANTS** – Mike Orr

**INTRODUCTIONS**

**MEETING DATES**

Future Meeting/Class Dates

- Future NLC Meeting Dates
  - December 2-3, 2018 (TBD)
  - January 21-22, 2019 (All NLC/Alternate/Mentee – Out of DC – Team Building). Steve to send out an email to see who is willing to share a room. These dates may change depending on if a venue can be found to accommodate them or not.
  - April 15-16, 2019 (Washington DC)
  - September 27-28 (Washington DC). Steve to ask for permission to have a second meeting outside DC. If approved, meeting will be rescheduled to September 6-7 in LAS so that NLC may attend basic class if desired.
- 2018 Basic Legislative Activism Classes are complete.
- 2018 Advanced Legislative Activism Class Dates
  - November 27-29 (Washington DC) - Richard Kennington/Steve Weidner
- 2019 Classes
  - Training committee is asking for 3 basic and 2 advanced classes. These are just proposed at this time and require the finance committee's approval.
  - Basic Legislative Activism Class Dates
    - Feb 20-21, 2019 (Las Vegas, NV)
    - Apr 9-10, 2019 (Las Vegas, NV) TENTATIVE
    - Sept 4-5, 2019 (Las Vegas, NV)

- Regional classes are encouraged with approval of the RVP. All expenses will come out of the regional budget except for the instructors which will come out of the NLC budget.
- Advanced Legislative Activism Class Dates
  - Apr 16-18, 2019 (Washington DC) These dates need to change due to NiW planning meeting. Steve to request they be moved to April 17-19.
  - Nov 19-21, 2019 (Washington DC)

## **OLD BUSINESS**

- Adding NLC member and state coordinator contact info on the portal when members sign in. Steve and Jonesie to work on NLC members getting a higher level of portal access. (Steve sent an email during the meeting). Steve to see if a link can be added on the member home page to be able to see who a member's leadership is.
- GFI graphic to show state coordinators (Steve)
- Create a subfolder in Sharefile for regional class information. Update: The subfolder already exists and all NLC members are included. Richard to update with the documents and PowerPoints once the revisions are done.
- Andre/Jonesie will work to clean up and organize NLC files in Sharefile.
- Legislative in NATCA 101. Richard to work with Dawn.
- Bill Highway Update by Steve.
- Trello update by Jonesie. NLC will consider for sub-committee use.

## **NEW BUSINESS**

- Facrep Onboarding Documents Presentation
  - Documents were edited and approved with exception of Jonesie to add a Hatch Act piece. Richard will post in Sharefile once complete.
  - Anthony will let the NLC know who the on-boarders are. He will also send the documents to the on-boarders to see if we need to expand on the content. Anthony will brief the NLC on the process to notify NLC members that a facrep has received the on-boarding discussion.
- NLC Member on-boarding
  - Trisha, Erin, Andre, Jonesie will review and update the current NLC on-boarding documents. Steve will send them the documents and PowerPoint he uses.
  - Steve will still conduct the on-boarding.
- NLC/NOC FCT PAC Workgroup
  - Members will be Steve, Stan, Corey, Caryn, David
  - Steve needs to put out the PAC distribution list once a month.
- Member of Congress Appreciation Plaque/Award Wording.
  - Trisha, Allison, Dawn to create wording to propose to the NLC.

- Anthony will let them know what wording was used on Ileana Ros-Lehtinen Plaque.
- Suggestion made to create a Hatch Act email address for members to submit questions. Richard will include in the Hatch Act portion of the basic class. Steve to create email account.
- NIW Planning Committee Action Items
  - State Coordinator Training presented Sunday afternoon
    - Review Survey Monkey Feedback
    - Taught by Jason Arnold/Noel Kingston
    - Possibly include preview of the “ask” by GA
    - Paul & Trish speak
    - Expectations of State Coordinators
    - Best practices
    - Specific targeted questions that lead to discussion/stories
    - Provide a workspace during NiW for State Coordinators
  - Change Congressional Reception time to 5-7pm
    - Committee agrees this is a good idea.
  - Discussion on Criteria for “thinning the herd” at Congressional Reception. Committee discussed numerous solutions including a “shift change” one hour into the event and waiting until the start time to determine who to cut loose. Committee agreed to the following criteria:
    - Anyone who wants to attend will not be turned away
    - State Coordinators and anyone who has the relationship will be required to attend.
    - First Timers are required to attend.
    - NLC will use discretion on who to release from attending.
    - Explanation of the purpose of doing this will be included in the congressional reception briefing NiW. Then NLC members will make determination and notification during regional breakout.
  - Discussion on swapping nights of group and regional dinners
    - Committee voted 7-3 to swap the nights of the events.
  - Steve to ask someone (possibly Sandy) to do the rooming list
  - Committee suggests upping the number of business cards given out at NiW to 50.
- Mid-Term Election Briefing by David.
- Erin and Steve will look into possible project management training for the NLC.
- NLC members should NOT ask that checks be sent to the campaigns when putting in a request for PAC funds in the PAC Tracker.
- Government Affairs Briefing

- The link to order business cards is hard to find. Andre/Tiny to look into having a link put on the legislative section of the website and other ideal locations so activists can more easily order business cards.
- NLC would like to be able to deliver PAC checks in a nice-looking envelope. Steve to check with Jose about designing an envelope to put inside the envelopes that get sent to the activists.
- Sub-Committee Discussion. Need to reorganize the committee structure or at least how they are used. Committee decided to reorganize and redefine the tasks of the sub-committees. Committee Chairs will take the following input and work with committee members to create a vision/mission statement and duties for the sub-committee. Will present to the full committee at the next meeting.
  - Task Masters
    - Responsible for working with sub-committee chairs for accountability and communication between sub-committees.
    - Track birthday's, major events etc.
    - Jason and Rory serve in this role.
  - Mentorship Committee- DELETED
  - Recognition/Clothing Committee
    - Responsible for all clothing including PAC swag
    - Determines the NiW yearly design winner
    - Determine event attire
    - Chair: Allison. Members- Jenny, Dave R., Dawn, Ryan, Caryn, Trisha, Corey, Berkley
  - NiW Planning Committee
    - Steve to name committee members
    - Update the rest of the NLC. Share meeting minutes and hold a telcon after each meeting
    - Responsible for NiW objectives/goals
    - Chair: Steve
  - PAC Committee
    - Responsible for planning big NATCA events (NiW, Convention)
    - Needs year-round goals and objectives
    - Responsible for creation and oversight of a "go-team"
    - Provide tools for planning/holding solidarity events
    - Chair: Jonesie. Members- Stan, Corey, Bill, Ryan, Jenny, Jason, Berkley, Rory, Anthony, Dawn
  - Education Committee

- Responsible for developing courses for convention/NiW etc
  - Update/maintain class material
  - Create courses for regional use (ie: PAB class)
  - Internal committee Training
  - Chair: Richard. Members- Denise Spencer, Caryn, Ray Adams, Paul Behan, Jenny, Allison, Jason Arnold
- Grassroots/Outreach Committee
    - Develop/teach in-district relationship building techniques
    - Facility tours. Also responsible for tracking them
    - Responsible for keeping a POC list. Consider using a google doc.
    - Election/Race Analysis/Follow Through
    - Campaign work
    - Activist/MoC picture collection/usage
    - Activist involvement
    - Rolling Lobby Week execution
    - Chair: Andre. Members- Corey, Bill, Anthony, Juan, Tiny, Berkley, Dave R.,
- IT/Communication Committee (comm comm)
    - Create/maintain a platform for keeping NLC organized.
    - Serve as a data collection point (for example: collect and store NiW whitepapers and leave behinds for future use by activists)
    - Track tasks
    - Website review. Work with IT to update as needed
    - Work with communications department and GA as needed
    - Conduct surveys
    - Manage listservs
    - Manage Projects
    - Chair: Sam, Members- David S., Jason, Andre, Erin, Jonesie, Tiny, Juan, Stan