National Onboarding Committee Meeting Minutes
April 9, 2024

Committee Members:
Aaron Merrick (Chair)
Anthony Schifano (NSO, Co-chair)
Clint Lancaster (NAL RVP)
Rob Kindred (NAL)
Todd Mariani (NCE)
James "Tiny" Lovett (NEA)
Bryan Krampovitis (NNE)
Sam Navarro (NNM)
Rob Wenc (NGL)
Ed Szczuka (NRX)
Scott Martinez (NSW)
Kristin Simms (NWP)
Aaron Mauzy (FCT) - absent

- Welcome to Scott

- Budget
    - Same numbers as 2023
    - Just enough for one in-person meeting

- Charter
    - Reviewed and no changes needed

- Regional Reviews
    - NAL
        - Small turnover, using virtual as needed
    - NCE
        - Two open facilities, looking to update team
    - NEA
        - Working on expanding team, made checklist into powerpoint to stay on track
    - NGL
        - Working on adding more team members to keep up with turnover, new FCTs and hard to get a hold of, sprucing up the initial email
    - NNE
        - Small turnover since last meeting
    - NNM
        - Working on updating team as well, incorporating RVP into Day 1 call, follow-up with leads/leadership when new rep
    - NRX

- - - Not a lot of turnover
  - o NSO
    - Relationship with ESC on notification of new rep, still having issues with FCTs
  - o NSW
    - "Day 1" with RVP/ARVP and new reps, hitting key points regarding regional stuff, and then follow-up with Onboarding Day 1
  - o NWP
    - Constant turnover, still working on a team so doing a lot of virtual, uses the powerpoint

- Checklist via PowerPoint
  - o Tiny and Kristin shared Day 1 PowerPoints that their regions use
  - o Conversation about how to move forward with the use of a regionally made powerpoint
    - Regions may opt to use a PowerPoint, and we can discuss more this fall in person as to how to move forward
    - The Onboarding checklists are the standard that have to be maintained

- Day 1 Guide changes
  - o RVP bullet – changed to just ensuring someone has the RVP's contact information
  - o Added bullet for local update worksheet
  - o SkyOne needs updated – Sam IOU
  - o Local Update Worksheet updated
  - o Aaron confirmed that using local-update@natca.org is still the preferred method of submitting a new local update worksheet. This may change in the near future as the MyNATCA capability will be rolled out.
  - o Have worked to update the internal document links and they appear to be working but may function differently depending on the device that they are being accessed from.

- Face to Face Checklist
  - o Changed RVP intro
  - o Confirm you're added to email list(s)?
  - o Under Portal, changed email to support@natca.org

- FCT Conversation
  - o Anthony put forward to punt to the in-person so that he has time to dive into CBAs
  - o NNE has a contract tower rep that does onboarding and works with the contract tower district manager
  - o Turnover in FCTs is high, so most are doing them virtually

- o Is there a contract tower controller that belongs under each CBA that would be able to join a call with us to answer questions as to what they want/need to know from us as Onboarding?
- o Aaron contacted John Bratcher Chair of the National Organizing Committee and asked about the FCT Rep class and viability of teaching that or a condensed version to the Onboarding Committee so that we are better prepared for onboarding our newest FCT reps. Chairman Bratcher advised he has a meeting set to discuss this and will get back to the Onboarding Committee with additional information.

- Concur discussion for new facreps
  - o Aaron and Anthony reached out to EVP LeBovidge on whether we should be directing new facreps to setup a Concur account during our face-to-face meeting. EVP LeBovidge's response is as follows and Onboarding will use this guidance moving forward
  - o I don't know that there is a need to direct new facreps to set up a Concur account as a matter of course. When a new facrep registers for RT-1 (or any NATCA Academy training) they are provided instructions on setting up an account from Carolyn Kamara as part of the registration/confirmation process. Similarly, for NiW and CFS, there isn't a need for Concur as the lodging expenses are direct billed to the master account (if National covers) and the other expenses are covered by the Local. For Convention - there are specific subsidy and lodging coverages that are advertised and set up specifically for the event.

    It would be worthwhile to inform reps that we have a system for reimbursement and that instructions on setting up an account will be provided at the time they are scheduled for a class.

- IOUs

  - o Aaron will check links on Day 1 FacRep Guide
  - o Sam will verify SkyOne contact(s)
  - o Aaron will verify email on Local Update Worksheet
  - o Aaron will update Day 1 FacRep checklist (onboarding member checklist)
  - o Kristin will talk with Mauzy
  - o Aaron and Anthony will talk about next steps for FCTs
  - o ALL – do you have an FCT controller that you can talk to and get some feedback on common questions, concerns, etc to bring to the table for the conversation. This can/should be added to the Common FCT Question doc in the TEAMs folder.

- Next Meeting
  - o To be determined