




NATIONAL SOCIETY OF BLACK ENGINEERS

 Think Green! Please do not print unless absolutely necessary

2014-2015 National Executive Board



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National Executive Board (NEB) Meeting Minutes

May 22, 2014

Call to Order: 10:03pm- Sossena Wood

Roll Call- Neville Green

Administrative Zone		Present	Late	Absent
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills			X
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melrick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	VACANT			

Communications Zone:		Present	Late	Absent
National Communications Chairperson	Steven Strouble		X	
National Public Relations Chairperson	Porsche Williams		X	
National Publications Chairperson	Jeseekia Vaughn		X	

Finance Zone:		Present	Late	Absent
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy			X
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer			

Programs Zone:		Present	Late	Absent
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson-Elect	Noral Walker	X		
National Leadership Institute Chairperson-Elect	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis	X		

Membership Zone:		Present	Late	Absent
National Membership Chairperson-Elect	Richard Brinkley II	X		
National International Chairperson-Elect	Peter Frank	X		
Region I Chairperson-Elect	Denzel Drye			X
Region II Chairperson-Elect	Ashley McCray	X		
Region III Chairperson-Elect	Tiffany Sithiphone	X		
Region IV Chairperson-Elect	Gregory Griffith			X
Region V Chairperson-Elect	Roy Moye III	X		



Region VI Chairperson-Elect	Lakeisha Hampton	X		
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Other Attendees	<i>Reggie Ewing, S.Gordon Moore Jr,</i>
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Presentation Content/ NEB Expectations Overview-NLI Chair

- CPC and Zone Chairs will attend NLC this year
- Should have received an email from the Business School
 - If you have not received an email let Makita know ASAP.
- Zone Function
 - Non-cross
 - Goals etc
 - Cross Function
 - Zone lead
- Potential Functions
 - Speak to your counterparts proved strategy on how you would like to your goals
 - Emphasis on partnership and show how they fall in your goals and you in there
- Positions Skills Lab
 - Boot camp training
 - Communications Chairs learn how to set up and run their regional website
 - Aptify training
- Operation Conference Prep
 - Competition to help Regions plan RLCs
 - Conferences align vertically and horizontally
 - Effective utilize WHQ personnel and NAB
- Interactions
 - Sit beside someone you have not met
 - During Breaks, Mingle
 - Set goals of what you want your zone and counterpart to take away from NLC
 - Follow Up
 - Review Pre-Set Goals
 - What did you want from your counterparts when you were a regional Leader
 - Network → build bonds

Overview of NLC Agenda- NLC Chair

- See Agenda for details

Notes:

- Everyone will be issued a key card to be able to swipe for your meals at the cafeteria
- 2nd Card will be issued for the dorm rooms

Travel Information and instructions - National Treasurer

- Shuttle bus be provided to transport individuals from the airport to campus and back.
- Further details will be emailed next week.

Action Item

1. Email Makita by COB 5/23/14 if you didn't receive email from Sukari Brown regarding the NLC Presentations.
2. Ross School of Business Leadership Assessment



- a. If you are attending, you should have received an email from Dean Lynn Wooten regarding an assessment for the Ross Leadership Model. This assessment should be completed by Friday, May 29, 2014. If you have not received the email from Dean Wooten, please respond to this email.

Meeting Adjourned at 11:02pm



National Executive Board (NEB) Meeting Minutes

June 5, 2014

- I. **Call to Order** at <3:30pm> ET by <Sossena Wood >
- II. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting			X
National Professionals Chair	Melrick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	VACANT			
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble			X
Finance Zone				
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer	X		
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson-Elect	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis	X		
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



Additional Attendees			
<i>Anthony Harris, Brianna Hammond, Nicole Yates, Tom Price, Andre Willis, Virginia Wolmak, Sharon Southerland-Smith, Pamela Sharif, Don Nelson, Shon McGhee, Erica Maseko, Vi, Roena Cox, Angela Jackson O, Lashonda Winston, Sylvester Harriett, Felicia Carter, Tracy Posey, Sherry Galway, Danielle Blunt, ,Chris Hunt, Katrina Hill, Reginald Ewing, Brianna Hammond, Chris Hunt Karl Reid</i>		x	

III. Minute Approval: National Secretary

Motion Made			
Motion:	I move to approve the meeting minutes from the 2015 National Transition Meeting and May NEB Call with the correction: <ul style="list-style-type: none"> • Correct spelling of Corey Baker's name in the 5/3/14 minutes from "Korey Baker" • Correct the time zone from EST to EDT • Correct typo in 5/4/14 minutes from "Southerlan-Smith" to "Southerland-Smith" 		
Maker:	Neville Green		
Seconder:	Jeseekia Vaughn		
Discussion:	- Call to Questions		
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair			
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 16	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-0-0			



Motion Made			
Motion:	I move to suspend the rules and name today's meeting the first of the 2014-2015 National Executive Board		
Maker:	Tasha Zephrin		
Second:	Neville Green		
Discussion:			
- Question Denzel Drye: What does it mean to suspend the rules?			
- Answer Tasha Zephrin: Because governing documents dictate that certain appointments be made on the first meeting it is important that this be the first meeting of the NEB. As well as NTM was just training and no official business was actually conducted and voted upon by the board it is fitting that this be the first meeting of the 2014-2015 NEB.			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair			
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 16	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-0-0			

- I. **Executive Director NEB Address: Dr. Karl Reid**
 - a. Dr. Karl Reid Introduction to the NEB and discuss his vision for the year.
 - b. 16 years increasing access to college for students of color
 - c. UNCF (United Negro College Fund)
 - i. Senior VP of Research, Innovation and Membership College Engagement
 - d. MIT
 - i. Associate Dean, Director of Office of Minority Education
 - e. Poor elementary education in math and sciences in minority communities disqualifies them from being accepted into flagship universities later in life.
 - f. See NEB_NLC_MEETING PPT for further Details
- II. **NSBE Momentum: Kevin Harris**
 - a. Kevin Harris from Bedrock Assets will give a presentation addressing feasibility of NSBE moving toward having a 3 year Strategic Plan.



- b. Kevin Harris
 - i. President/CEO Bedrock Assets
- c. Helped shape the vision of NSBE to be the mission that we have today
- d. Goals: Academic Excellence, Engineering Graduation, Community Engagement, Successful Careers
- e. 2014-15 Board will set goals for 2015-2016... Each board will set goals for the next year's board.
 - i. Ideally set goals 2 years in advance.
- f. Board Role:
 - i. Workshops on how to do Strategic Planning incorporated into NTM and NLC
 - ii. Annually develop goals 1-2 years in the future
- g. Strategic Planning
 - i. Annually conduct environmental scan, capability assessment, financial strength analysis
 - ii. Annually test core assumptions and modify as necessary
 - iii. Refine strategy based on revised long-term outlook
 - iv. Review goal progress and address areas of concern
- h. My Experience
 - i. Writing the strategy is the easiest part. Long term execution requires significant, ongoing leadership attention
 - ii. Problems in NSBE excessive reliance on the BCA,
 - iii. By in from all stakeholders would. To complete the strategy and goals it needs to be a part of your daily conversations.
 - iv. We should only have a few goals 3<
 - 1. Examples of a few things that started of small and strong but grew into large national programs.
 - a. Summer camps were started in Region 6
 - b. National Leadership institute
 - 2. To be effective take commitment
 - i. See NEB_NLC_MEETING PPT for further Details

Discussion:

Q. What is, and is not strategy from a high level perspective? (Mathew Nelson)

A. **Vision:** Future of where you want to be. **Strategy:** how are you going to get there **Goal:** the steps you take that are a part of the strategy

Q. Regional roles (Operational) vs. National Role (Strategic)

A. Executive Director reports to the NEB, the WHQ staff reports to ED. National leaders shouldn't be doing work at Regional conferences. National leadership is a lot more oversight and delegation and the regional level it's more day to day work and interaction with the membership

Anthony Harris:

- Purpose for the presentation is the pending need to redevelop a new Strategic plan and the need to pending some resources on that effort.
- NEB manage task all the way down to tactics. Q. Delegate the tactics to the world headquarters staff instead of starting from scratch



Chair's Follow up: There will be further discussion on strategy.

III. NEB Appointments: Sossena Wood

Motion Made			
Motion:	I would like to entertain a motion to appoint the following individuals to the respective positions to National Academic Excellence Committee for the 2014 - 15 term: Dr. Njema Frazier, Dr. Gary May, Kristopher Rawls, Stanley J. Cantrell, Danitrov Ortes, Shuffarel Bonaparte, Samantha Kendrick, Racheida Lewis		
Maker:	Jeseekia Vaughn		
Secunder:	Sarah Brown		
Discussion:			
<ul style="list-style-type: none"> - Sarah Brown: Vetting all the candidates and feels strongly about it. - Ashley McCray: Racheida Lewis is a competent leader and manager as was displayed in here leadership as vice-chair of Region 2 (2013-2014), however cautioned in regards to attitude with ideas that aren't in line with her personal views. 			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair			
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
In Favor: 16		Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-0-0			



Motion Made	
Motion:	I would like to entertain a motion to appoint the following individuals to the Document Review Committee (DRC) for the 2014 -15 term: Tasha Zephirin, Neville Green, Peter Frank, Onte McClendon, Cheryl Adams, S. Gordon Moore, Andre Willis
Maker:	Denzel Drye
Seconded by:	Ashley McCray
Discussion: - Call to Question Vote: Motion passes by Consensus	

Motion Made	
Motion:	I would like to entertain a motion to appoint the following individuals to the 2014-15 Administrative and Personnel Committee (APC): Sossena Wood, Victoria Hills, JaRod, Reggie Ewing and Regenia Sanders
Maker:	Victoria Hills
Seconded by:	Denzel Drye
Discussion: - Call to Question Vote: Motion passes by Consensus	

Motion Made	
Motion:	I would like to entertain a motion to appoint Dr. Stephanie Adams as Chair of the Standards and Ethics Committee (SEC) for the 2014 - 15 term and the committee:
Maker:	Neville Green
Seconded by:	Jessekia Vaughn
Discussion: - Call to Question Vote: Motion passes by Consensus	

Motion Made	
Motion:	I would like to entertain a motion to appoint the following individuals to the 2014-15 Funds Management Committee: JaRod Collins, Matthew Nelson, Treasurer Emeritus, Shon McGhee, Cheryl Adams, Reggie Ewing
Maker:	JaRod Collins
Seconded by:	Ashley McCray
Discussion: No discussion was had. Vote: Passes by Consensus	



Motion Made	
Motion:	I would like to entertain a motion to renew the appointment of the following individuals to the National Advisory Board for a four year term: - Mr. Tony Harris - Dr. Gary May - Ms. Cheryl Adams - Mr. S. Gordon Moore
Maker:	Jeseekia Vaughn
Seconded by:	Sarah Brown
Discussion: No discussion was had.	
Vote: Passes by Consensus	

Chair Emeritus Discussion:

- Problem 1: There is an issue with the wording in the Constitution “The previous national chair will serve as the chair emeritus”
- Problem 2: Chairs serving in 2 consecutive terms cannot serve as chair and emeritus
 - In the event that there is no emeritus appointed, the wording of the governing documents do not explicitly say that position remains vacant if the previous national chair isn’t that individual.
 - By laws talks about appointing an NEO member to serve in the role of the emeritus on various committees
- An amendment
 - Do we appoint someone else in the position
- Question (Porsche Williams): How did the last 2 term chair handle the situation?
 - Phelps chose Stacey-Anne twice
- Suggestion (Ashley McCray): To have vertical alignment where sitting Chair can choose who the last chair would be
- Virginia Womack: As first 2 term chair she didn’t have an emeritus either year
 - The previous chair did not want to serve as emeritus
 - It has occurred where the current chair didn’t want to the previous chair to be the emeritus so they appoint a previous chair from several years prior
- Where does the chair emeritus play a role?
 - Admin, FCC, SEC, APC and in the event the national Parliamentarian is running for a position at the Convention the emeritus runs Elections committee.
- S.Gordon Moore
 - Chair Emeritus is a part of the National Advisory Board with immediate past perspective
 - Some wording is left ambiguous on purpose for interpretation
- Peter
 - Would we put a restriction on how far back in the pool of past National Chair’s the sitting Chair can pull from?
- Sossens’s Recommendation: For Parliamentarian to provide recommendation to the board by the last Joint PEB NEB meeting at NLC Saturday at 1:10pm

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



Motion Made			
Motion:	I move to appoint Corey Baker as the Treasurer Emeritus for 2014-2015 Term		
Maker:	JaRod Collins		
Seconded by:	Tiffany Sithiphone		
Discussion: <ul style="list-style-type: none"> - Maker: 2 term treasurer great in site - Seconder: Yield - Sossena: systemic issue with conduct when isn't in agreement - Joshua: What is the role as Treasurer Emeritus - Advise the Finance Zone, Transition Treasurer, see out the official audit, assist with the National budget , - Sit on Funds management comm - Noral: what do we risk losing by not having him as the National Treasurer - Metric driven approach to Lose: this is how you do it not the outcome			
Roll Call Vote			
National Vice-Chair		X	
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair		X	
National Communications Chair			
National Finance Chair		X	
National Membership			X
National Academic Excellence	X		
National PCI Chair	X		
National International Chair		X	
Region I Chair	X		
Region II Chair		X	
Region III Chair	X		
Region IV Chair		X	
Region V Chair		X	
Region VI Chair	X		
In Favor: 8		Opposed: 7	
		Abstentions: 1	
Motion Passes/Fails 8-7-1			

House Keeping:

- Opening Session 6:30pm
- APC Meeting
-

Action Item Review:



Action Item	
Assigned to:	Tasha Zephrin
Assigned by:	Sossena Wood
Required Action:	Present a recommendation to the NEB regarding Chair Emeritus topic at the last NEB/PEB meeting at NLC.
Deadline:	1:10pm 6/7/14

Meeting Recess at 5:28pm until 10:15pm 6/6/14 NEB



National Executive Board (NEB) Meeting Minutes

June 11, 2014

- I. **Call to Order** at <7:50pm> ET by <Sossena Wood >
- II. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melrick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin			X
National Chair Emeritus	VACANT			
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
National Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith			X
2015 CPC Chairperson	Andreas Schauer	X		
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson-Elect	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips			X
National Leadership Conference Planning Chairperson	Andrew Ellis	X		
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		



Region VI Chair	Lakeisha Hampton	X		
Additional Attendees				
<i>Dr. Fraizer, Dr. Adams Nicole Yates, Regenia Sanders, Andre Willis, Virginia Booth-Wolmack, Sharon Southerland-Smith, Pamela Sharif, Don Nelson, Shon McGhee, Sylvester Harriett, Reginald Ewing, Onte McClendon, Anthony Harris, Dr. May</i>		X		

Order Of The Day
Approval Meeting Minutes

III. **Minute Approval: National Secretary**

Motion Made	
Motion:	I move to approve the meeting minutes from the 2014 National Leadership Conference
Maker:	Neville Green
Seconder:	JaRod Collins
Discussion:	
- Approve by consensus	

International Committee Updates

1. Purpose of IC
 - a. Drive and Coordinate international expansion of NSBE
 - b. All members are able to take on leadership roles
2. Vision
 - a. Interdependent network of NSBE sister chapters
3. IC started in 1989
 - a. Only Region 1 has an active international chapter
4. Objective:
 - a. Promote International Opportunities and Awareness to NSBE Chapters
 - i. International Events
 1. RLC, FRC, Conventions etc,
 - ii. Align IC website and other Social Media
 - iii. IC Programming: CDO, CBS, NSBE Ambassador
 - b. Promote operations excellence of the International Committee and NSBE international Expansion /Inclusion efforts
 - i. Revise International Expansion Plan
 1. Ready by Fall Meeting for approval
 - ii. Visa Support letter Processing
 1. Start process in the fall so members can attend Convention in the Spring
 - iii. Utilize eNews
 - iv. Increase Intl Participation in NSBE program



v. Long term sponsors for IC

Discussion:

- Problem: a lot of middle men involved in the process to get international members here
 - During registration add a letter of support to direct the flow straight to Nicole
- Currently working with Nicole and Sossena
 - Spoke with embassy in Ghana to emphasis the temporary visit to the U.S to give the letter
- Are positions being added to the Global Contact Sheet?
 - There is an international Global Contact sheets. Goal is to make sure all Regions have IC Chairs
- What is being done differently to make sure that we can get finances for a program that isn't very successful?
 - Effective transition. Already working to make sure that all Regional International C hairs have already draft transition reports.

Motion Made	
Motion:	I entertain a motion to appoint the following individuals to the 2014-2015 International Committee Oghogho Igbineweka Soyo Awosika-Olumo Casey Tompkins-Rhoades Temiloluwa Adeniyi Bradley Aka Vivian Ojogun *note – only listed individuals who needed to be approved. Regional/Prof Reps, NAB member, WHQ member automatic <ul style="list-style-type: none"> • (Friendly Motion: to add Kiera Mosley to be International Professional) • Add International Committee to the NEB Committee of the standing
Maker:	Jeseekia Vaughn
Seconder:	Sarah Brown
Discussion: <ul style="list-style-type: none"> - Bradley was finance chair from NYU Poly raise funds on chapter level. Highly recommended by Sukari Brown - What to they do - IC Vice: works on operations (Transition Documents, organizing files, etc) - Finance - Vivian is well traveled in her - Casey - Soyo if from Nigeria lives in U.S - Temiloluwa has a lot of international experience - What does each Regional IC Chair do? - Membership Supporting room - Region IC chairs executes. 	



- Purpose of adding positions like IC Programs is to link IC with the
- How does it affect the budget?
- Bradley has already reached out for contacts.
-

Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
International Chair	X		
Region I Chair	X		
Region II Chair		X	
Region III Chair	X		
Region IV Chair		X	
Region V Chair	X		
Region VI Chair	X		
	In Favor: 16	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-2-0			

Motion Made	
Motion:	I entertain a motion to appoint the following individuals to the 2014-2015 National Leadership Institute Committee Sukari Brown - Director of Leadership Development Solomon Mason-Director Leadership Sustainability Anndrea Butler- Director of Leadership Recruitment S. Gordon Moore – NAB Member Dr. Stephanie Adams – NAB Member Dr. Njema Frazier – NAB Member
Maker:	Vernon Cutting
Seconder:	JaRod Collins



Discussion: -			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
International Chair	X		
Region I Chair	X		
Region II Chair		X	
Region III Chair	X		
Region IV Chair		X	
Region V Chair	X		
Region VI Chair	X		
	In Favor: 16	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-2-0			

Motion Made	
Motion:	I entertain the motion to appoint the Calvin Phelps as Chair Emeritus
Maker:	Victoria Hills
Seconder:	Ashley McCray
Discussion:	
<ul style="list-style-type: none"> - Phelps willingness to assist in NSBE leadership, 2 term chair - Appointing someone who has served under similar environment will help as a good advisor. - Case 1: Previous chair - Chair Emeritus serves as advisor to chair, also sits on several committees - If the parliamentarian would like to run at National Convention for a position then the Emeritus would step in. - Case 2: Chair Emeritus is the immediate preceding Chair 	



- APC: NEO member would step in as Chair Emeritus but it throws off quorum
- Bylaw change would be necessary to make it le

Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair		X	
National Publications Chair	X		
National Communications Chair		X	
National Finance Chair	X		
National Membership	X		
National Academic Excellence		X	
National PCI Chair	X		
International Chair		X	
Region I Chair		X	
Region II Chair	X		
Region III Chair		X	
Region IV Chair		X	
Region V Chair	X		
Region VI Chair		X	
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-8-0			

1. How does Calvin P. Align?
 - a. Strategic Planning/ Good with finances/ Pipeline implementation
 - b. Advisor to the board
 - c. Regional Chair, PCI, Collegiate, NSBE Professional

2. How is your previous chair emeritus not align but the one 2 years before us
 - a. C.P and S.W have done Similar strategic goals
 - b. C.Y wasn't supportive due to time constrains with school
 - c. Phelps has more time

3. Q. What is the definition of the previous chair?
 - a. Term

Motion Made	
Motion:	Move the question.

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



Maker:	Victoria Hills		
Seconder:	JaRod Collins		
-			
Roll Call Vote			
National Vice-Chair		X	
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
International Chair		X	
Region I Chair		X	
Region II Chair	X		
Region III Chair		X	
Region IV Chair	X		
Region V Chair	X		
Region VI Chair		X	
	In Favor: 13	Opposed: 5	Abstentions: 0
Motion Passes/Fails 13-5-0			

Action Item Review:

Action Item	
Assigned to:	Tasha Zephrin
Assigned by:	Sossena Wood
Required Action:	Present a recommendation to the NEB regarding Chair Emeritus topic at the last NEB/ PEB meeting at NLC.
Deadline:	1:10pm 6/7/14

Meeting Recess at 5:28pm until 10:15pm 6/6/14 NEB



National Executive Board (NEB) Meeting Minutes

June 22, 2014

- I. **Call to Order** at <9:00pm> ET by <Sossena Wood >
- II. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melrick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin		X	
National Chair Emeritus	VACANT			
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
National Finance Chairperson	Matthew Nelson		X	
National Financial Controller	Anwar Billy		X	
Assistant Treasurer of Special Projects	Lauryn Smith		X	
2015 CPC Chairperson	Andreas Schauer			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James		X	
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairpers	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips		X	
National Leadership Conference Planning Chairperson	Andrew Ellis	X		
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank			X
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		



Additional Attendees				
Dr. Fraizer, Andre Willis, Sharon Southeland-Smith, Nicole Yate, Tom Price, Pamela Sharif, Virginia Booth Wolmack, Regenia Sanders,		x		

Agenda

- Call to Order at 9:00PM
- Roll Call [5 mins] - National Secretary
- Orders of the Day [1 mins] - National Vice Chair
- Approval of Meeting Minutes for NLC [5 mins] - National Secretary
- Chair Briefing [8 mins] - National Chair
- Torch Bylaw Update [15 mins] - National TORCH Chair
- Board Confidentiality Agreement [10 mins] - National Chair
- Summer Meeting Agenda Discussion [15 mins] - National Vice Chair
- Questions Comments Concerns [10 mins]
- Adjournment [1 min] - National Chair [10:10PM]

TORCH

- What would be the effect on the budget?
 - The budget would need to be increase to provide greater resources to help push this movement. There is a lot of support from companies like Chevron. Gives more support for chapters. Regional TORCH budget is about \$500.
- What is the impact of adding it on the NEB?
 - Given the body of work that comes along with the position exceeds the. Guaranteed Travel, Influence and inform the conversation. It is important for the voice of TORCH to be full represented and aligned on the National level.
- Why wasn't this position on the Board before?
 - Proposal has been in the works for the last 2 years. The Societies attention has been elsewhere.
- How does the proposal fit under the National metrics and under what metrics does it capture
 - TORCH is as the core of Pipeline development, engagement vehicle. Run programming.
- Metrics... NSBE works at the intervention method. How many of the kids coming out of our programming are taking
 - TORCH as an alignment between SEEK and STEM engagement. Getting rising 6th graders to become a NSBE Jrs and using TORCH centers as a vehicle to make that happen.

SUMMER MEETING



- All members of the board are expected to travel in business professional attire.
 - If arriving 2hrs or less before the ED Reception

Chair's Briefing

- Seek Camps have begun
 - Jackson, Houston and New Orleans are about to end
 - NEO members visited campus
 - Virginia, Reid, & Sossena visited parent meetings
 - The Focus is Year-long engagement...
 - Washington DC, Chicago and Houston
 - Board evaluation and assessment of what is happening at the camps ...
 - SEEK Strategy meeting plan 3 years
- Steve Harvey
 - Conducted Solar panel cars, and used battery replacement because of weather.
 - 1 Day ALL Girls SEEK Curriculum in September
 - Leverage black media to put NSBE's name out there
 - Coming back from Oakland
 - Jackson (Closing) → DC (Parent meeting)
- Potential NSBE expansion in the Bahamas starting early in the academic year
- Public Policy
 - Foster relationship with the white house
 - have a national presence
- Task Force Chair... Notify Sossena about it ASAP
- ED... meeting with ppl building relationships

Questions... comments... Concerns

- Q. Overview of the Reception
 - WHQ planned and coordinated.
 - Meeting on Tuesday to go over logistic
 - Purpose is to introduce Dr. Reid to our stakeholders
- List to go out to the regional chairs by June 28 or 29th so they know who on their board hasn't paid.
- Purpose of list serve
 - Remove unnecessary traffic to your email
- Reminder



- National Treasurer would like an assessment of all programs for the last 5 years with the financial breakdown of where your money is traditionally spent.
 - Due on the June 25th
- If you haven't received travel authorization for Summer meeting please send email to Lauren
- Committee packet has been updated and will be emailed out in National enews see Tasha if you have an update

I entertain the motion to adjourn the call at 10:10pm.

Mover: Ashley

Secunder: Porsche

Passed by consensus



National Executive Board (NEB) Meeting Minutes

July 12, 2014

- I. **Call to Order** at <10:15am> ET by <Sossena Wood >
- II. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin			X
National Chair Emeritus	VACANT			X
Communications Zone				
National Public Relations Chairperson	Porsche Williams			
National Publications Chairperson	Jeseekia Vaughn			
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer	X		
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson-Elect	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips		X	
National Leadership Conference Planning Chairperson	Andrew Ellis	X		
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		



Additional Attendees				
<i>Onte McClendon, Anthony Harris, Brianna, Nicole Yates, Tom Price, Andre Willis, Virginia Booth Wolmak, Sharon Southerland-Smith, Pamela Sharif, Don Nelson, Shon Sylvester Harriett, Hunt Karl Reid, Donna O Johnson, Dr. May, Reggie Ewing, Regeina Sanders, Dr. Adams, S. Gordon, , Dr. Frazier</i>		X		

Chair’s Briefing

1. Seek
 - a. Pilot to integrate in to our 6th Grade and NSBE Jr.
 - b. Strategy:
 - i. 11 Cities 3000 kids
 - ii. Parent Orientation
 - iii. NEO Attendance
 1. Opening/ Closing Sessions
 2. Competition
 - iv. Media Exposure
 1. Steve Harvey
 - c. Chair’s Travels
 - i. Steve Harvey Mentoring Camp & Live Radio Show
 1. 80+ Inner City boys
 2. Willing to connect NSBE with his Marketing team
 3. Continue donation of NSBE programming with Steve Harvey
 4. Dates:
 - a. Sept:19th-21(All Girls Camp)
 - b. (All Boys Camp)
 - ii. Roundtable at SWE HQ (July 28th)
 1. Develop strategy of make effective impact in Women in STEM
 - iii. BECA Camp (Bahamas)
 1. Group of past NSBE graduates who are taking what NSBE taught them back to Bahamas
 2. Start 1 week SEEK camp model program
 3. NSBE will be able to do in-kind donations
 4. Sossena to travel there this summer
 - d. ED Briefing
 - i. DAPCEP and administration of U of Michigan at NLC
 - ii. Houston TX
 1. Active BCA support and participation
 2. All girls, All boys, and general NSBE Jr. Chapters
 - iii. SEEK Atlanta & Chicago
 - iv. Meeting with all Staff
 1. 1 on 1
 2. Operational meeting with Deloitte, Rutherford and Associates
 3. Media Interviews
 4. Networking with various stakeholders



- a. ASCE, ASEE, NSPR
 - b. Sponsors: Nissan etc
 - 5. NSBEprenuer™
 - v. Strategic Planning Task
 - 1. North Start: NSBE 2025 "10 in 10"
 - 2. Organizational Structure
 - 3. Strategic Plan
 - 4. One-Year Plan
 - 5. Great 8
 - e. APC Briefing
 - i. Transition of ED
 - ii. Review of 3rd Quarterly Report FY '13-'14
 - iii. ED Review and Goal Setting
 - iv. Recommendations for
 - v. Ed Goals for FY '14-'15
 - f. Discussion:
 - i. 10 in 10 is preliminary and just a vision of
 - ii. Suggestions:
 - 1. Provide parent, student etc info to local chapters (Pres, PCI Chair)so they can engage as well
 - a. Match the mentors with the parents
 - i. Alignments with the NSBE Jr schools and bonding between mentors and Chapters
 - 2. 2 SEEK cities are TORCH focused cities alignment for Strategic Planning
2. WHQ Update
 - a. 1st 45 Days
 - i. Questions about the Past
 - 1. Performance
 - 2. Historic Change
 - ii. Questions about the Present
 - 1. Vision and Strategy
 - iii. Questions about the Future
 - 1. Challenges and Opportunities
 - 2. Culture
 - b. Strength based approach Staff
 - i. "On the bus but not in the right seats"
 - 1. Not the right people in the right place
 - ii. Entitlement and favor
 - iii. Better optimize Staff
 - c. Board Relations
 - i. Unsure of how to utilizing WHQ
 - ii. Fragmented planning & execution (NEB, PEB, CPC)
 - 1. Going to Chair before going to WHQ
 - 2. Keep the focus in the same direction
 - 3. Mutual Accountability
 - d. SEEK



- e. Association
 - i. Build partnerships with other chapter (NSPE, ASCE, ASEE, etc)
 - f. Fund Development
 - i. BCA
 - ii. Want to assist and participate more than check writers
 - iii. Better performance evaluation lead by BP
 - iv. Development, external relations and governing affairs, Research (Take our data and turn it into tangible information)
 - g. Aptify
 - i. July 31st Launch
 - ii. Revised Plan
 - 1. Solution Design
 - a. 4 Months
 - 2. Build & Validation
 - a. 3 Months/ Phase
 - i. User Acceptance Testing
 - 3. Deployment
 - a. 2 Months
 - h. Higher Logic
 - i. Secure Social media platform
 - 1. Mobile Capabilities
 - 2. May 30th: Kickoff call with Project Manager
 - a. Site URL: my.nsbe.org
3. Discussion:
- a. Dashboards will be implemented by launch in August
 - b. NSBE
 - c. Position will determine what queries you will be able to run
 - d. What is the financial implication of the extend of Aptify launch past the July 31st
 - i. No financial implication s
 - ii. The Money is not coming out of the operational budget it is coming out of the Reserves so it can come out any time
 - iii. Stevens Question
 - iv. Roll out for Aptify prep for the regional chairs
 - 1. There will be a roll out plan and training module with videos etc
 - v. What type of
- e. SEEK
 - i. 2014 Camp Status Update
 - 1. Goal raise 2.2 Million
 - a. Won't need to use reserves to fund SEEK
 - 2. NEB/PEB engagement
 - ii. Transition/Matriculation
 - iii. Year-long engagement Pilots
 - 1. DC, Chicago, Houston
 - f. Retention/ Summer bridge
 - i. Building an Image of Retention
 - ii. Deans and MEPs Roundtable at 1014 Convention



1. Foot soldiers
- iii. ExxonMobil
 1. Revising proposal to continue engagement with retention in Summer Bridge
- iv. Summer Bridge
 1. Increase funding
 2. Tracking students as they go through College
- v. 2013 Results
- vi. 2014 Results
- g. Next 45 Days
- h. Salary, incentives, should all be linked to shared goals



National Executive Board (NEB) Meeting Minutes

July 13, 2014

Call to Order:

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melrick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin			X
National Chair Emeritus	VACANT			
Communications Zone				
National Public Relations Chairperson	Porsche Williams			x
National Publications Chairperson	Jeseekia Vaughn			x
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
National Treasurer Emeritus	Corey Baker			x
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy			x
Assistant Treasurer of Special Projects	Lauryn Smith	x		
2015 CPC Chairperson	Andreas Schauer	X		
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James			x
National TORCH Chair	Makeda Stephenson			x
National PCI Chairperson-Elect	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips		X	
National Leadership Conference Planning Chairperson	Andrew Ellis	X		
Membership Zone				
National Membership Chairperson	Richard Brinkley II			x
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III			x
Region VI Chair	Lakeisha Hampton	X		
 				



Additional Attendees			
<i>Dr. Fraizer, Dr. Adams Nicole Yates, Regenia Sanders, Andre Willis, Virginia Booth-Wolmack, Sharon Southerland-Smith, Pamela Sharif, Don Nelson, Shon McGhee, Sylvester Harriett, Reginald Ewing, Onte McClendon, Anthony Harris, Dr. May, Mary McWilliams, Sylvester Harriet, , Dr. Reid, Tom Price, Dr. Frazier,</i>	x		

AEx Presentation

- GPA Verification
- Change in terminology from transcript submission to GPA Verification
- Policy

Electronic Transcripts

- Required Verified Sender
- Allow student upload/email
- Not accept electronic

Discussion:

- Professionals → online courses how do we verify
- No research was done with the registrar’s office to see how they submit
- Transcript Share Service: way for schools to share transcripts between each other may be
- No conversations to implement GPA range ... doesn’t verify GPA
- Aptify has the ability to have GPA range and also an ability to upload GPA.
- Scholarship Review to make sure that the transcripts are already confirmed before it reaches the committee

Action Item:

From: AEx Chair

To: Comm Zone & Membership Zone

Due 8/1/14

- Promote using GPA Verification instead of transcription
- Remove from documents and website

**Next NEB call July 27th*

Meeting Adjourn

I entertain the motion to the Meeting Adjourn:

Mover: Vernon Cutting

Second: Greg Hardy



National Executive Board (NEB) Meeting Minutes

July 27, 2014

- I. **Call to Order** at <9:01pm> ET by <Sossena Wood >
- II. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell			X
National Parliamentarian	Tasha Zephrin			X
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams			X
National Publications Chairperson	Jeseekia Vaughn			X
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson-Elect	Noral Walker			X
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis	X		
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III			X
Region VI Chair	Lakeisha Hampton	X		
Advisors				

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr		X	
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid			X
	Sharon Southerland-Smith			X
	Virginia Booth Womack			X
	Pamela Sharif	X		
	Sylvester Harriett			X
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee			X
	Don Nelson			X
	Tom Price			X
	Franklin Moore			X
Additional Attendees				

Motion Made

Motion:	I entertain a motion to appoint the following individuals to the 2014-2015 National Senate/Historical Committee Aggrey Jacobs - National Historian & Lead Document Auditor Stanley Terrell Anderson II - Senate Research and Development Chair			
Maker:	Tasha Zephirin			
Seconder:	Victoria Hills			
Discussion:	- Call to Questions			
Roll Call Vote				
National Vice-Chair		X		
National Secretary		X		
National Treasurer		X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair			
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-0-0			

Motion Made

Motion:	I entertain a motion to appoint Lynesha Sweeney as STEM Festival Program Director for the 2014-2015 National TORCH Committee
Maker:	Makeda Stephenson
Seconder:	Vernon Cutting
Discussion:	- Call to Questions

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair			
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		



Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-0-0			

1) Conference Updates [40 Mins]

a) Andreas- Convention Update [5 mins]

- i) Registration if open.
- ii) Encourage lifetime members to attend
- iii) **CPC Meeting in July**
 - (1) Final CPC training
 - (2) Finalized Brainstorming Ideas
- iv) **NEB Desired Input**
 - (1) Technology
 - (2) Innovation
 - (3) Membership Engagement

• Q. Define innovation

- Immerging technologies. Green energy, biotechnology. What's to come for engineers

b) Makita- RLC – Role of the NEB [5 mins]

- i) Be there to support REB, Assist as they need. General sessions, Zone workshops, Functional Sessions. Down time and entertainment (Enforce transparency), meeting and mingling with Chapter members
- ii) Form to be emailed tonight to verify who will be attending RLCs
- iii) Senate Recruitment more than senate engagement encourage the chapters to make sure they have senators and the importance the senators play in the Society
- iv) Film festival: isn't
- v) Attire of Attendees: Have a workshop in February. PDF with how to dress to be distributed. Potential workshop at FRC.
- vi) Sarah to touch bases with Andreas to make sure that the content is synchronized with Teiko and WHQ staff and what will be presented at FRC.
- vii) What needs to be done to
 - (1) Convention Website
 - (2) Information was submitted to Brenda
 - (a) Will be similar to PDC website

2) Review of Action Items [5 mins]

Action Item	
Assigned to:	Makita Phillips
Assigned by:	NEB
Required Action:	Send a google form to NEB to gage who will be attending which RLC



Deadline:	11:59pm 7/27/2014
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Action Item	
Assigned to:	Neville Green
Assigned by:	Sossena Wood
Required Action:	Update the board with updated recommendation for regarding Guidebook testing.
Deadline:	1:10pm 6/7/14

I entertain the motion to adjourn this call at 10:05PM EDT.

Peter Frank: Mover

Neville Green: Seconder



National Executive Board (NEB) Meeting Minutes

August 27, 2014

- I. **Call to Order** at <9:00pm> ET by <Sossena Wood >
- II. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melrick 'MeI' Mitchell		X	
National Parliamentarian	Tasha Zephrin		X	
National Chair Emeritus	Calvin Phelps		X	
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker			X
National Finance Chairperson	Matthew Nelson			X
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer		X	
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James		X	
National TORCH Chair	Makeda Stephenson		X	
National PCI Chairperson-Elect	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye		X	
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith		X	
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				



	Reginald Ewing			X
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris	X		
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid		X	
	Sharon Southerland-Smith	X		
	Virginia Booth Womack			X
	Pamela Sharif	X		
	Sylvester Harriett	X		
	Nicole Yates	X		
	Roena Cox			X
	Shon McGhee			X
	Don Nelson			X
	Tom Price			X
	Franklin Moore			X
Additional Attendees				

Meeting Agenda for August 27, 2014 at 9:00PM EST

Meeting Commence

- Call to Order
- Roll Call
- Orders of the Day

Old Business

- Agenda Overview for Pre-Planning and Fall Meeting
 - o Final Content for Meetings are due Monday September 8th
 - o Meeting begins Friday 19th at 7pm PST
 - See Agenda for rundown of the meeting
 - o NEB/CPC Meeting
 - Goal: Establish transparency between what the CPC is doing and what the CPC desires



- Fine tune the programming for 2015 Convention
- Cross Zone Collaborative meetings
 - Make sure that we eliminate silos
- E Business Protocol for Committee Appointments
 - Mass appointment to email will go through the process will be sent out first thing on Monday
 - Discussion Period: 3 business days
 - Voting Period: 24 Hours
 - *Note:*
 - *Policy Document must be established for the International Committee to be more structured in maintaining the same positions from year to year*

New Business

- 2014-15 Public Relations Strategy
 - Overall Communications Strategies being put in place to lead a metric driven approach on how we communicate
 - Incorporate content owners in strategy discussion
 - Link to submit website content going live soon.
 - See associated PPT for more details.
- 2015 Strategic Planning Recommendation
 - Visionary Documents (2)
 - NSBE 2025
 - NSBE LRP 2004-2014
 - Strategic Plan (3)
 - NSBE 1997
 - NSBE '08- '13
 - NSBE '12- '14
 - Connecting the dots
 - NSBE 2025: 10 in 10
 - Organizational Structure
 - Strategic Plan (3 years)
 - Guides annual planning
 - One Year Plan
 - Operational plan
 - Great 8
 - Corrections to the Slides:
 - Greene → Green
 - Missing Mary McWilliams in the list of the committee members
 - Avoid Attention Deficit
 - Improve visibility
 - Have true business meeting at annual convention



- Elections
 - Require candidates to review NSBE 2025 White paper
 - Candidates will be vetted on their plan to of the plan in their platforms
- Have the incoming NEB review and revise the strategic plan to make sure it is aligned with NSBE 2025
- Questions

Closing Protocol

- Review of Action Items
- Open Discussion
 - Bear with WHQ as they focus on the
 - A lot of personal lost and death in families of WHQ staff
 - Regional Chairs: don't feel as if they are being included in major decisions being made on the National level

Motion Made

Motion:	I entertain the motion to have the National Executive Board accept the recommendation by the Strategic Planning Task Force to approve the concept and timeline in "Strategic Planning Initiative 8.5.14.docx"
Maker:	Jeseekia Vaughn
Seconder:	Greg Hardy

Discussion:

- Q. # for graduates are you looking at GDP projections etc.
- A. We aren't that far yet. (October) we will be doing further research on where that goal measures up
- Missing Out-reach component
- Preliminary document from the brain storm
- Recommendation to include outreach in the direction of the Society
- In the deeper research phase we will be using benchmarks (other societies and experts to help us get that)
- MOU: Memorandum of Understanding , contract between multiple parties that establishes the project into an agreement
- Vendor: outside source that specializes in Strategic planning and is well verse to make recommendations
- Self-realizing of NEB and PEB: Updating the boards on the progress of the plan. Opportunity for feedback
- Make sure a version of the strategic plan is public is available to the membership and all stakeholders.
- Promotion to the senators and the members that shows what we are doing. Something that we discuss in all our business meeting, implemented in FRC General Sessions.

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair			
National Membership	X		
National Academic Excellence		X	

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National PCI Chair			
National International Chair		X	
Region I Chair	X		
Region II Chair			
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 13	Opposed: 2	Abstentions: 0
Motion Passes/Fails 13-2-0			

Meeting Adjourned at 10:40pm



National Executive Board (NEB) Meeting Minutes **September 15, 2014**

- I. **Call to Order** at <9:02pm> ET by <Sossena Wood >
- II. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills			X
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melrick 'MeI' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps			
Communications Zone				
National Public Relations Chairperson	Porsche Williams			X
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker			X
National Finance Chairperson	Matthew Nelson		X	
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James			X
National TORCH Chair	Makeda Stephenson			X
National PCI Chairperson-Elect	Noral Walker			X
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye			X
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone		X	
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				



	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris	X		
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Virginia Booth Womack			
	Sylvester Harriett	X		
	Nicole Yates	X		
	Roena Cox			X
	Shon McGhee			X
	Don Nelson			X
	Tom Price			X
	Franklin Moore			X
Additional Attendees				

Meeting Agenda for August 27, 2014 at 9:00PM EST

- WHQ End of Year Review (Dr. Reid)
 - Staff Promotion:
 - Sharifa Vinson (Sr. Manager, SEEK)
 - Erika Maseko (Program Manager)
 - Staff Additions:
 - Jay Holmes (IT Technician)
 - Membership Year-End Totals
 - 31,291 (July 31, 2014)
 - SEEK Results 2014
 - Total students attended: 3,438
 - Returning students: 925
 - Please See “WHQ Update - Pre-Fall NEB Mtg 9.13.14” for more detailed corresponding graphs and analysis on finances, membership breakdown and 4th quarter corporate relations update.



- 4th Quarter Financials (JaRod Collins)

Budget Snapshot

	13-14 Budget	YTD Actuals Unaudited
Revenue	\$10,105,998	\$9,545,962
Expenses	\$9,937,511	\$10,182,600
Change in Net Assets	\$168,487	-\$636,638

- Please see “2013-2014_4Q_Financial_Assesment” PPT for detailed explanation of performance of each budget.
- NLC
 - Financial Overview
 - Revenue : \$137,118
 - Expenses: \$132,487
 - Attendee Trend
 - 2012=131
 - 2013= 132
 - 2014= 198
 - Goals
 - Restoring the cycle
 - Appointing 2 NLC Chairs during this term (October/November)
 - Involvement in leadership activities/workshops at Conferences (FRC, AC)
 - Attending Winter and Spring Meeting
 - Secure host site before Winter meeting
 - See “NLC Presentation_updates” for more feedback details.

Motion Made

Motion:	I entertain the motion to have the National Executive Board accept the recommendation by the Strategic planning Task Force to approve the concept and timeline in Strategic Planning Initiative 8.5.14.docx
Maker:	Jeseekia Vaughn
Seconder:	Greg Hardy
Discussion: <ul style="list-style-type: none"> - # for graduates are you looking at GDP projections etc. - We aren't that far yet. (October) we will be doing further research on where that goal measures up - Missing Out reach component - Preliminary document from the brain storm - Recommendation to include outreach in the direction of the Society - In the deeper research phase we will be using benchmarks (other societies and experts to help us get that) - MOU: Memorandum of Understanding , contract between multiple parties that establishes the project into an agreement - Vendor: outside source that specializes in Strategic planning and is well verse to make recommendations 	

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



- Self-realizing of NEB and PEB: Updating the boards on the progress of the plan. Opportunity for feedback
- Make sure a version of the strategic plan is public is available to the membership and all stakeholders.
- Promotion to the senators and the members that shows what we are doing. Something that we discuss in all our business meeting, implemented in FRC General Sessions.

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair			
National Membership	X		
National Academic Excellence		X	
National PCI Chair			
National International Chair		X	
Region I Chair	X		
Region II Chair			
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 13	Opposed: 2	Abstentions: 0
Motion Passes/Fails 13-2-0			

Meeting Adjourned at 10:40pm



National Executive Board (NEB) Meeting Minutes

September 19-20, 2014

- I. **Call to Order** at <6:01pm> PDT by <Sossena Wood >
- II. **September 19, 2014**
- III. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith			X
2015 CPC Chairperson	Andreas Schauer		X	
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson-Elect	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		



Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr		X	
	Andre Willis	X		
	Dr. Gary May			
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier			
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson	X		
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett			X
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price		X	
	Franklin Moore		X	
Additional Attendees				

Meeting Agenda

1. Roll Call
2. Orders of the Day
3. AEx Bylaws Proposal
4. TORCH ByLaws Proposal
5. Academic Workshop
6. CPC/NEB Strategy Session Briefing
7. Strategy Session with CPC Counterpart
8. Action Review
9. Recess



AEx Bylaw Approval

Motion:	I move to approve the following changes to the academic excellence committee as outlined in "AExBylawsUpdateProposal.pdf"		
Maker:	Sarah Brown		
Seconded:	Makita Phillips		
Discussion: - Call to Questions			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0
Motion Passes/Fails 18-0-0			

TORCH Bylaws Amendment Get notes From the PPT

- TORCH
 - Works to support Chapter TORCH initiatives
 - Develops programs
- Challenges experienced from not being on the board
 - Has a budget, but the TORCH chair can't directly interact with the budget
 - Several years back there was no TORCH Chair on the board



- Without being in the room there is no direct advocacy for TORCH

Motion Made

Motion:	<i>I move to amend the National Bylaws to establish the National TORCH Chairperson as an appointed office on the National Executive Board and the TORCH Committee as a National adhoc committee as outlined in "APF_14-002_BYLAWS_TORCH_Rev2.pdf"</i>
Maker:	Makeda Stephenson
Seconder:	Vernon Cutting

Discussion:

- Difference between OutReach and TORCH programing
 - o Outreach to Non-NSBE members
 - PCI OutReach (NSBE Jr. are members of NSBE)
- TORCH was created as the solution to the Digital Divide (Dre Willis)
 - o TORCH Center
 - Meant to teach individuals how to
- How are you going to sustain TORCH if it were to be on the Board
 - o 1 putting it on the board so that it doesn't vary from year to year
 - o Apply a metric base approach
 - Chapter Initiatives are having a measurable approach
 - o National Initiatives have allocated \$ millions in funding
- In the event that the Programs Chair leaves the position, or the position is not filled there is no one to advocate for that position on the Board
- Revenue Generation?
- Putting TORCH on the board opens new streams of revenue
- What is the your implementation goal
- Create a structure in the Society that allows for TORCH to continue to grow with NSBE

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer		X	
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair		X	
National Communications Chair			
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 15	Opposed: 2	Abstentions: 0
Motion Passes/Fails 16-2-0			

**Meeting Recess 7:20pm
Re-Adjourn 7:30pm**

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melrick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith			X
2015 CPC Chairperson	Andreas Schauer			X(EXCUSED)
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson-Elect	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		



National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr		X	
	Andre Willis	X		
	Dr. Gary May			
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier			
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson	X		
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett			X
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price		X	
	Franklin Moore		X	
Additional Attendees				

Academic Excellence Presentation

- Guaranteed 4.0 for consulting free NEB members (Contact Donna O)
- Garry May Myths about Grad School
- Mel Presentation

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NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



Call to Order at <8:00am> PDT by <Sossena Wood >

September 20, 2014

Roll Call: Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams		X	
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer			X(EXCUSED)
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker		X	
National Leadership Institute Chairperson	Makita Phillips		X	
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		



Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		
	Andre Willis	X		
	Dr. Gary May	X		
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett			X
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price	X		
	Franklin Moore	X		
Additional Attendees				
Sharifa Vinson, Erica Maseko				

Agenda

- Roll Call
- Order of the Day
- Chair Briefing
- WHQ Briefing
- 2015 CPC Update
- Convention Walkthrough
- Lunch {50 mins}

Chair's Briefing

- GE committed to 2 more years of funding for SEEK
- Bud Billiken Parade
 - "Covered on all media"
 - Great exposure for NSBE



- **SEEK in Bahamas**
 - 1 week (7-9th Graders)
 - 77 students
 - 92 % high level of interest
 - 85% better understanding
 - **Fonzworth Bentley**
 - Was a GTA Host for Las Vegas
 - **NSBE & University of Michigan**
 - In kind donations
 - **SEEK DeBrief**
 - NEO, SEEK Team, Team Leads, BCA rep, SEEK site Lead
 - **Summer BCA Meeting**
 - BCA more leadership role taking recommendations to board
 - Personal Performance Review (PPR)/Human Resources (HR) Taskforce
 - Fall Recruitment
 - Recommendation to have a greater recruitment process in the fall
 - **AAWiSTEM Meeting**
 - Position paper on the lack of AA women in STEM
 - “Ignored Potential a Collaborative Roadmap for Increasing African American Women in Engineering”
 - To be released in March for Women’s History Month
 - **Chair’s Travels and Visits**
 - Senate Engagement Google Hangout
 - Professional Development Conference)
 - **Executive Director Briefing**
 - PEB Summer Meeting
 - SEEK Denver
 - Focus on Aptify – 1st Phase
 - AAWiSTEM White Paper
 - Organization Assessment
 - Roles and responsibilities at WHQ
 - Unexploited growth and opportunities for the
 - ADP new PEO

Discussion

- Bulk of internship an full time hire is done by October
- November is late
- Recommendation
- Recruit in March for the Next Year
 - Concern with crossing over fiscal years
 - Few of the companies are considering it
- Just Received Proposal
- 3 year lease on renting a location for the Ghana headquarters



Dr. Reid

- Constituency Engagement
- **SWE,**
- **NEW WHQ Structure**
 - ED Focus
 - Externally-facing functional reports
 - Operations (Sr. Director)
 - Marketing & Communication
 - SDO Focus
 - Internal facing Functions

Questions/Comments:

- Team that participated in the Hackathon created a product called NSBE Connect
- Getting Information out to the board in an earlier amount of time

2015 Annual Convention Update

- **CPC Timeline and Deadlines**
 - Finalized Agenda Dec 31
 - GTA Deadline October 17th
 - GTA Host
 - Laz Alonzo, Steve Harvey
- **Website**

Registration Goals

- **Dec**
 - Target Registrants 3250
- **Jan- Feb**
 - 6500 Registration
- **Currently 225 registrants**
- **October 700**
- **50% off ends on October 28th**

Opening Session Update

- **Speaker:** Devon Franklin
- **Thursday:** Chapter Empowerment

NSBE Fire Pit

- Business Plan competition
- NSBEPrenuer™ as a track how do those 2 align

Discussion

High light different



Serita

- Work with Serita to brand Reimagine of each workshop etc
- Pushing out a preliminary agenda
 - A lot of chapters use the agenda to get funding head

Silicon Valley

- Included into TPC

Hotel

- Waitlist will get members in a hotel that has transportation to the necessary

Agenda

- Classification to the Agenda by concentration
 - **What it will cover**

Convention Walk through 11:30 am followed by lunch and meeting with CPC/NEB counterparts

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12:55pm

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting		X	
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps		X	
Communications Zone				
National Public Relations Chairperson	Porsche Williams		X	
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker		X	
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer			X(EXCUSED)
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



National TORCH Chair	Makeda Stephenson		X	
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II		X	
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye		X	
Region II Chair	Ashley McCray		X	
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith		X	
Region V Chair	Roy Moye III		X	
Region VI Chair	Lakeisha Hampton		X	
Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr			X
	Andre Willis			X
	Dr. Gary May	X		
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett			X
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price	X		
	Franklin Moore	X		
Additional Attendees				
Charles Walker (Former NSBE Parliamentarian)				



Meeting Called to Order 5:50pm PDT

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood		x	
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams		X	
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker		X	
National Finance Chairperson	Matthew Nelson		X	
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer		X	
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II		X	
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye		X	
Region II Chair	Ashley McCray		X	
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith		X	
Region V Chair	Roy Moye III		X	



Region VI Chair	Lakeisha Hampton		X	
Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		X
	Andre Willis			X
	Dr. Gary May	X		
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett			X
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price	X		
	Franklin Moore	X		
Additional Attendees				
Sharifa Vinson				

CPC & NEB interaction

Going to

- Refer to Presentation
- REB, PEB, NEB & WHQ
- Regional Vice-Chair would be evaluating National Vice-Chair.
- Time Line
 - Monthly Reports
 - Due Last day of the month from (Sep 30th-Feb 28th)
 - April 30th
 - Zone Report
 - Compile Report: March
- Suggestion to use Anthony McMichael Template (Former R2 T-Comm)
- Focus should be the day to day things that each position really does
- Question of the month arbitrary (ie. Vent)



- Concerns:
 - Getting information quickly and easily
- Individual transition reports
 - Board accountability (Vice crack the whip)

NEB/CPC Report Out

Admin

- Membership focused, membership driven
- Monthly presentation
- Consistent communication
 - CPC/NEB understanding what each other needs.
- Report out will be a consistent living document that is updated after every CPC meeting
 - Update Slides
 - Info, etc

Communications

- Position expectations
 - Supports
- Biweekly Calls
- Info and direction on signage
- Support on Marketing from outside vendor
- Communications Best practices

Finance

- Concerns with entertainment and security
- Status of sponsorships and event
- Strain of not having a CPC Finance Chair
- No CPC access to the treasurer portal
- Sponsorship updates currently
- Entertainment expectations vs.
- Consolidating activities
 - Focus sponsorship for primary events

Membership

- Hospitality
 - Getting volunteers
 - Communications with
 - Updates with
 - Improved marketing targeted to individuals not in the 6
 - Travel schedule

Programs

- Addressed concerns program
- Meet sub group to sub group
 - PCI to PCI
- Implementing Strategic Plan of the NEB
- Working Session
- Process to get things on to the Agenda
- Better relationship between the 2 entities



- CPC program function vs NEB

Budget Modifications

- Collegiate regional pool (From the Scholarship Budget)
 - Extra 2-3k will go back to the regions
 - So they don't have to
- BCA Programs Fund
 - Scholarships
 - TORCH City Engagement
 - PCI Mini Conference grams Fund
 - Majority of money across regions going to PCI
- Push programming for things that support the Great 8
- New Allocations of money
 - TORCH engagement city will come from this
- Budget Changes
 - Academic Excellence 3800
 - TORCH City Engagement 2,000
 - PCI 16,733
- No NSBE Scholarships are restricted for US citizens



Motion:	I move to allocate \$46,881 from the reserves to the 2013-2014 WHQ Budget for staff monetary incentives.
Maker:	JaRod Collins
Secunder:	Victoria Hills

Secunder: in the midst of changing an Executive Director the WHQ as a whole met their budget line items, fit financial and programmatic structure for SEEK,

Staff as a collective met all the criteria of the APC.

Management of expenses among the staff is controlled. Came in below budget (Did this with 3 EDs in a year)
Requesting to incentives staff to continue the work that they have been doing.

Where is the money coming from?
When we have a great year how do we measure it?

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations			X

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



Chair			
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0
Motion Passes/Fails 17-0-1			



Motion:	I move to approve <ul style="list-style-type: none"> • Sr. Director, resource and business development • Development Coordinator • Director of Marketing and Communications
Maker:	JaRod Collins
Seconder:	Makeda Stephens
Discussion:	- Moneys need to be polled this way so as not to mess up any budget

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0
Motion Passes/Fails 18-0-0			

- Sr. Director, Resource and business Development
 - Chief fundraising officer
 - **Jan 1st, 2015**
- Development Coordinator
 - Conducting Prospect research
 - Updates maintains donor database
 - Prepare briefing documents for fundraising meetings and calls
 - **Feb 1st, 2015**
- Director of Marketing and Communications
- **Nov 1st, 2014**

SEEK Discussion

Break Out

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer			X(EXCUSED)
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr		X	
	Andre Willis	X		X
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett			X
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price	X		



	Franklin Moore	X		
Additional Attendees				
	Sharifa Vinson			

Open Discussion

- Be more proactive in your discussion with things you are comfortable or not comfortable with
- How to operate in the middle ground between an Operational board and a board of directors
- Leadership Training from the NAB
- Take advantage of the University Partners
- Make a conscious effort to engage with your counterparts offline
 - WHQ, PEB, Cross functional

3) Review of Action Items [5 mins]

Action Item	
Assigned to:	Sarah Brown
Assigned by:	NEB
Required Action:	To make an appointment with Donna O
Deadline:	Due 9/23/14

Action Item	
Assigned to:	Ashley McCray
Assigned by:	SEEK Team
Required Action:	Send a list of attendees contact to Regional Chairs and cc Regional Programs Chairs for continual contact
Deadline:	9/22/14

Action Item	
Assigned to:	Greg Hardy
Assigned by:	Andreas Schauer
Required Action:	Send out the email to the regional chairs as soon as the website is up with Hotel Reg
Deadline:	

Action Item	
Assigned to:	JaRod Collins
Assigned by:	NEB
Required Action:	Get the rate that it is coming out verse the rate that it is going into the reserve
Deadline:	9/22/14



Action Item	
Assigned to:	Victoria Hills
Assigned by:	NEO, NEB
Required Action:	Have a cross functional call before 9/28
Deadline:	

Action Item	
Assigned to:	PCI
Assigned by:	Treasurer
Required Action:	Send out all the new line items to the NEB
Deadline:	9/28/14

Action Item	
Assigned to:	Vice Chair
Assigned by:	Programs, International, Porsche
Required Action:	Send a list of FRC programs matrix to regional Chairs
Deadline:	

Action Item	
Assigned to:	Regional Chairs & Peter
Assigned by:	Porsche Williams
Required Action:	Send social media account passwords
Deadline:	5pm EDT 9/24

Action Item	
Assigned to:	Nat. Chair
Assigned by:	Makeda Stephenson
Required Action:	Put together what TORCH is so that the Board can take it back to their counterpart
Deadline:	9/28



National Executive Board (NEB) Meeting Minutes

September 28, 2014

- I. Call to Order at <9:00pm> EDT by <Sossena Wood >
- II. September 28, 2014
- III. Roll Call: Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills		X	
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chairperson	Vernon Cutting		X	
National Professionals Chair	Melrick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin		X	
National Chair Emeritus	Calvin Phelps		X	
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker			X
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith		X	
2015 CPC Chairperson	Andreas Schauer			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James			X
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank			X
Region I Chair	Denzel Drye			X
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		



Advisors				
	Reginald Ewing			X
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		
	Andre Willis	X		
	Dr. Gary May			
	Cheryl Adams			
	Tony Harris			
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson	X		
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett	X		X
	Eric Addison	X		
	Nicole Yates	X		X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price	X		
	Franklin Moore	X		
Additional Attendees				

- SEEK Meeting Update
 - Looking for untapped financial resources NSF Grants etc.
 - Enhance the current curriculum and introduce new curriculum into the seasoned camps
 - Refine data collection through contracting of Impaq LLC.
 - External evaluation Company
 - Strategize an expansion plan for SEEK
 - Set up an RFP Process
 - Go into cities were we will be having Convention
 - Matriculate 3rd graders to other grades
 - **Goals**
 - Create standard process for fundraising to support SEEK
 - Enhance math proficiency, basic engineering concepts, and introduce computer literacy in SEEK
 - Conduct a robust comprehensive evaluation of the SEEK program to measure short, mid-and long-term program effectiveness
 - Create an expansion strategy for SEEK



- Create a marketing campaign to increase awareness, interest, and enrollment in current and new cities
- Matriculate SEEK rising 6th graders and above to NSBE Jr. chapters
- Engage all grades of SEEK students in year round programming to continue engagement in all grades of SEEK
- Hire 45 high-quality mentors for each location
- Minimize overall risk factors by establishing standard procedures for The SEEK Program
- Please refer to *“9-28-14 NSBE SEEK Planning Meeting NEB Update-final”* for more details

NEB Suggestions/ Questions:

- Pre and post-test are not revisited throughout the program. Integrate the results from the pre-test into the curriculum so that they would cover the duration of the camp.
- Keep the Regions involved with year-long engagement by sharing the contact information from the participants with regional chairs
 - Pair local NSBE Jr & Collegiate chapters with SEEK students
- Is there a protocol for how SEEK integrates into current programs for the year?
 - Coordinate with already existing programs for year-long engagement
- Partner with existing NSBE chapters/ groups
- WHQ Team consider a regional chair on the Planning committee
- Having an engineer come in to discuss what an engineer does.
- Switch the curriculum passed on grades. Switching toys. Students get bored from doing the same toys as a previous year
- Incorporate training for handling students with special needs
- Work with the school districts to gain information about student with special needs or behavioral concerns
- Utilize Teach for America (TFA) and local teachers to provide “Master Teachers” for advising and to participate in the camp
- Formalize process for marketing and recruitment of SEEK Students
 - Partnerships with Urban League and YMCA for promotion
 - Approximately 30% retention rate
 - Goal to increase this

BCA Taskforce

- Group of BCA reps established to address
 - Challenge: Leverage best practices to identify mutually-beneficial, **fall recruiting** options for the BCA in concert with NSBE under a spring Annual Convention model
- September - Early October for recruiting
- Combining the FRCs and RLCs
 - Save money and time for leadership who attend both
- Hiring decision is made in the Mid October for the next year
 - Bulk of jobs are offered then
 - With current timeline NSBE gets what is left over or a few that have been carved out
 - Please refer to *“NSBE - BCA Taskforce Discussion (8-2014) FINAL”* for more details



NEB Comments/Suggestions:

- REB needs face-time with the chapter leaders to cultivate chapter leadership
- Poll the membership and ask if changing the date and will affect registration numbers
- The timeline is short between election season and planning RLCs, to then combine FRCs
- What would the regional chairs be willing to compromise to attend
 - Region wide career fair
 - BCA and Non BCA
 - BCA provide more money for more technical driven competition and professional development at FRCs
- How do we help the BCA get our members to the event?
- Emphasize Zone Summits in Spring
 - February or April
- 3 Days Conferences
- Any change will not take effect until 2017
 - Will affect NSBE membership 3 years out
- Matthew and Don will be leading the discussion with the BCA at FALL BCA meeting
- Recommendation to approach the situation as if we didn't have a tradition timeframe that we do things and look at what would be best and then come to recommendation
- The discussion and review of the 2019 sites is happening
 - Sites being considered
 - *Columbus, OH*
 - *Detroit, MI*
 - *Cincinnati, OH*
- **APC**
 - Discussing cost impact of new positions to WHQ structure
- **Strategic Planning**
 - Currently vetting through the vendors that have submitted a proposal
 - Will keep the board posted on each step
 - Strategic Plan may be incorporated into FRC
 - No decisions have been made at this point
 - Regional Chairs will be consulted

Review of Action Items

From: Sossena Wood

To: NEB, NAB, Team Leads

Submit all suggestions for Fall Recruitment BCA Meeting to Matthew Nelson and Don Nelson by 11:59pm EDT Monday 9/29/14

Meeting adjourned 10:39pm



National Executive Board (NEB) Meeting Minutes

October 19, 2014

- I. **Call to Order** at <9:01pm> EDT by <Sossena Wood >
- II. **October 19, 2014**
- III. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chairperson	Vernon Cutting	X		
National Professionals Chair	Melrick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin			X
National Chair Emeritus	Calvin Phelps			X
Communications Zone				
National Public Relations Chairperson	Porsche Williams		X	
National Publications Chairperson	Jeseekia Vaughn			X
National Communications Chairperson	Steven Strouble			X
Finance Zone				
Treasurer Emeritus	Corey Baker			X
National Finance Chairperson	Matthew Nelson		X	
National Financial Controller	Anwar Billy		X	
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Andreas Schauer			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James			X
National TORCH Chair	Makeda Stephenson			X
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank			X
Region I Chair	Denzel Drye		X	
Region II Chair	Ashley McCray			X
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith			X
Region V Chair	Roy Moye III			X



Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		
	Andre Willis			X
	Dr. Gary May			
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett			X
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson			X
	Tom Price	X		
	Franklin Moore	X		
Additional Attendees				
Eric Addison, Mary				

Meeting Agenda

- Purpose: To inform the NEB of the current phase of planning of the Strategic Planning Task Force (SPTF) and
 1. To make a recommendation to the NEB of SPTF recommendation of a vendor and
 2. the allocate funds necessary to pay for the vendor’s scope of work.

- Past Meetings
 - NLC: Initial White Board Meeting
 - Summer Meeting - 7.13.2014: Review of Last Meeting
 - SPTF Meeting – 8.5.2014: Meet and Agree on Concept and Timeline
 - SPTF Meeting – 9.19.2014: Determine Vendor Process
 - SPTF Meeting – 10.8.2014: Choose and Evaluate Vendor to Recommend to the NEB



- Future Meetings
 - Region 3 FRC – Meet with the Vendor
 - At least meet monthly and/ or on an as needed basis

- Vendor Recommendation: Upper West Strategies, LLC
 - Timeline to Completion
 - Cost and Price Fixture
 - Methodology/ Approach
 - Plan to Address Organizational Structure
 - NSBE Engagement Plan
 - Quality of References and Reputation of Previous Work
 - Innovation and Visionary

- Vendor Cost
 - Upper West Strategies, LLC Cost:
 - \$60,000 projected cost plus \$5,000 max travel cost (two onsite meeting at WHQ);
 - Travel and attendance at the 6 regional conferences and the Platform Summit can be conducted as an option for an incremental \$15,000 fee, which includes project work and travel expenses.
 - **\$65,000 - (includes \$5,000 travel and accommodations)**

- Deliverables
 - A branded “NSBE 2025” vision
 - Baseline benchmarks for 2025 goals
 - “Straw man” organizational models that reflect hypotheses on the future direction of NSBE based on a landscape analysis and an assessment of distinctive organizational capabilities and strengths
 - A three year strategic plan that comprises projected revenue and expense streams, staffing, and an organizational structure necessary to move toward the long range vision and execute the plan

Please see the accompanying PPT “SPTF_Vendor_Recommendation” located on the Sharepoint Portal for more details:

Motion:	I entertain the motion to authorize the expenditure of funds not to exceed \$65,000 for the services of the selected vendor, Upper West Strategies, LLC.
Maker:	Victoria Hills
Seconder:	JaRod Collins



Discussion:

- Maker: They have extensive experiences with organization
- Seconder: Payment will not affect any budgets but will be coming from the change in net assets.
- Interaction with the NEB in developing the plan will be as needed and directed by SPTF. Surveys may be over the phone or actually balloted surveys.
- Q. What are they not focused on in scope of our strategic plans
- A. Membership dues, WHQ operational structure, are all things thwy will be focused on . They will focus on all that we direct them to focus on

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair			
National Communications Chair			
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair			
Region III Chair	X		
Region IV Chair			X
Region V Chair			
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0
Motion Passes/Fails 13-0-1			

Note:

There may be an incremental cost depending of \$15,000 to meet the travel needs of the vendor, if additional travel is deemed necessary by the SPTF.

Review of Action Items

From: Victoria Hills

To: NEB, NAB, Team Leads

If you are attending a FRC please notify the respective Regional Chair ASAP.

From: JaRod Collins

To: NEB

Submit all travel authorizations request for FRCs to National Treasurer 30 days prior to the start date of the FRC. There will be a grace period extended for Thursday 23rd for the one FRC that is less than 30 days away.



From: Tiffany Sithiphone
To: NEB, NAB, Team Leads
If attending R3 FRC Tiffany must be notified by 11:59pm Monday 10/20/14

Meeting adjourned 9:44pm



National Executive Board (NEB) Meeting Minutes

October 26, 2014

- I. **Call to Order** at <9:00pm> EDT by <Sossena Wood >
- II. **October 26, 2014**
- III. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chair	Vernon Cutting		X	
National Professionals Chair	Melerick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams		X	
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble		X	
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson		X	
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	VACANT			
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson		X	
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone		X	
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		



Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing			X
	Regenia Sanders			X
	S. Gordon Moore, Jr		X	
	Andre Willis			X
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett		X	
	Eric Addison	X		
	Nicole Yates	X		
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price	X		
	Franklin Moore	X		
Additional Attendees				
	Alonzo Williams,			

1) Appointment of the 2015 CPC Chair.

- Upcoming Deadlines
 - Call for Workshops (Nov 8th - extended)
 - NSBE Story-bridge deadline (Nov 14th)
 - GTA Winners Announced (Nov. 21st)
 - Workshops Confirmation (Dec 1st)
 - Convention Magazine Ideas Due (Dec. 2nd)
 - Finalized Agenda (Dec 31st)
- Registration Trends
 - For last year, you see a spike in registration due to expiration of 50% discount promo code on 10/13 (similar situation with 2010)



- Other years well under 200 registrants
- Above trend for all other years since 2006
- Security Concerns
 - Cheerleaders
- Entertainment
- Ways to continue engagement and drive registration further
 - Video shot 10/26
 - Tailoring a message for regional chairs
 - Preliminary plan to have the entertainer speak to the theme or STEM topic
 - Sossena’s focus on continued partnership
- Areas of Concerns
 - Cheerleaders present during convention
 - Security and logistics issues
 - Finance Areas
 - Feasibility of entertainment in relation to budget
 - Obtaining sponsorship
 - STEM Festival
 - Communication
 - Marketing plan, costs associated and process moving forward

2015 CPC Appointment [National Chair]

- The CPC needed a change and with that the CPC Chair decided to resign
- In the interim Alonzo stepped up to perform both duties
- Best CPC meeting this previous meeting

Motion:	I entertain the motion to appoint Ethan Smith as the <i>2015 CPC Chair</i>
Maker:	JaRod Collins
Seconded:	Lakeisha Hampton
<p>Mover:</p> <ul style="list-style-type: none"> - Currently Speaker of workshops - Original member of the board - Created 14 day plan to address the issues the CPC has - Wants to work closely with the CPC to increase transparency - Very confident in his abilities to do the job well <p>Seconded:</p> <ul style="list-style-type: none"> - Passionate about Conventions effect on the membership - Well versed in the - Solid 14 plan that address Sossena’s concerns as well as CPC concerns - Communications strong - He has the bandwidth and time to accomplish this - Breath of fresh air <p>Discussion:</p> <p>Sossena:</p>	



- CPC as a whole agrees that Ethan is the man for the job
- Was originally an ambassador of his chapter grew into chapter secretary and then president
- Regional Programs Chair
- Initially wasn't considered for the position because he wasn't a full time student
- Currently works as a project engineer & Assistant business manager
- Greatest Challenge: management and communication: overcame that and is an active listener and communicator
- Strength: communication and personable
- Weakness: Over commit
- Very comfortable with his ability to come in and sell the Convention to the membership in such a successful manner

Q. What is the 14 day plan address

- FRC Marketing plan
- Conference call with all the Regional chairs. Get their feed back
- 1 on 1 with CPC members addressing concerns and showing them support
- Communicating with the NEB to keep everyone in the loop
- Replacement for Speakers & Workshops person

Q. What is the plan to address the Communications Gap

- He will be reaching out to the event owners and NEB to give an exact status update
- CPC/NEB communication has been addressed
- There is no strife or hard feelings between the

Alonzo wasn't considered because he is not a full time student

Q. How will he manage school, work and managing the CPC?

- He will use all his resources. His communications will help him with this task. He will be delegating and speaking to more people. From conversations had by Sossena, Jarod and Lakeisha

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair			
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair			
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0

Motion Passes/Fails 15-0-0



APC/SPTF Briefing [National Chair]

- Senior director for Resource and Business Development
- Internal timeline to cross check by certain dates to interview candidates for that position
 - Date to have someone in place by February 5th
- Grant person will come in a month after him
- Will vote on appointment at Winter meeting at WHQ in January
- Delay the appointment to marketing
- APC will meet again at R3 FRC

SPTF

- Had a productive call with the Vendor
- Shared where we are because of our last Strategic plan
- Challenges with that plan
- He met with the Team leads at WHQ
- Will start to reach out to individuals to pulse for surveys
- Will survey various stakeholders at R3 FRC
- Will attend R1,R3,R4
- Granted funds from Executive Leadership Foundation
 - Dr. Reid will attend and accept on NSBE's Behalf
 - Hilary Clinton, Deborah Lee (BET), etc.
 - Requested 250,00 over 5 years period
 - Will receive 225,000 over a 2 year period

PEB Amendment Discussion [National Professionals Chair]

- Professional Membership
 - Add person with professional certification and license
 - Perform working in STEM area for 4 or more years
 - Will require additional information
 - Will increase reach of the professional
 - Revision of proposal that was presented at 2014 Convention
 - Adds specificity of types of licenses and more definition of membership
 - Q. What is the workload added to WHQ?
 - A. primary verification will be done when people run for positions and that verification would be done by the Parliamentarian
- Standards and Ethics Committee
 - Add the National Professional Parliamentarian to the SEC
 - Add a professionals perspective to the body that represent and
- Professional Chair Voting
 - Allows the Professional Chair to vote on the NEB
 - Representation and ability to vote on issues that affect the PEB
 - Link the NEB and PEB
 - Increase relationships
 - DRC found no conflicts in the way the proposal was written



- Q. What type of Precedence does this would this bring in the future for other PEO
- A. Because the PEB Chair is the only one that sits on the NEB no one else would be able to vote on the NEB unless there has been a change in the NEB structure to include them.
- **These proposals to be voted on at the next NEB call**
- **Tasha's Recommendations:**
 - 3 separate votes. By law amendment would be voted by the NEB to put into the Bylaws. The NEB votes on the items that will be proposed to the senate on the behalf of the NEB at convention at the November meeting.

Monthly Reports and WHQ/REB Survey [National Vice-Chair]

- **Monthly Report**
 - October 31st
- **WHQ "Customer satisfaction survey"**
 - October 31st
- **Last 2014**
 - November
- **NEB Winter Meeting**
 - **At WHQ**
 - January 23rd – 25th
- **PEB Winter Meeting**
 - January 23rd – 25th

Review of Action Items

From: Ashley McCray

To: Alonzo Williams

Alonzo to send the video to the Regional chairs and secretaries ASAP With respective

From: Ashley McCray

To: Melerick Mitchel

To send the PEB proposals to the Regional parliamentarians

Meeting adjourned 10:39pm EDT



National Executive Board (NEB) Meeting Minutes

November 25, 2014

- I. **Call to Order** at <9:01pm> EST by <Sossena Wood >
- II. **November 25, 2014**
- III. **Roll Call:** Neville Green

Agenda

- I. **Annual Convention Update – Syreeta Thomas**
- II. **APC/ SPTF Briefing - Sossena Wood**
- III. **Professionals Bylaw - Tasha Z. and Mel. M**
- IV. **2019 Convention Vote - JaRod Collins**
- V. **NSBE Connect - Sharon Smith**

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chair	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams			X
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble			X
Finance Zone				
Treasurer Emeritus	Corey Baker			X
National Finance Chairperson	Matthew Nelson			X
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Ethan Smith			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown			X
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker			X
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye		X	
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Griffith	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton			X
Advisors				
	Reginald Ewing			X
	Regenia Sanders	X		
	S. Gordon Moore, Jr	X		
	Andre Willis			X
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris	X		
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson	X		
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett	X		
	Eric Addison	X		
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson		X	
	Tom Price	X		
	Franklin Moore			X
Additional Attendees				
	Syreeta Thomas			

CPC Update

- Call for workshop received 120
- GTA workshop winners will be announced soon on the website



- **Pending Items**

<i>Item</i>	<i>Status</i>
• <i>Programs – Entertainment Contracts</i>	• <i>Sent to JaRod</i>
• <i>Finance – Updated Sponsorship Spreadsheet</i>	• <i>Needed from Corporate Relations</i>
• <i>Comm - Monthly Social Media Analytics</i>	• <i>Received for October</i>
• <i>Operations – New events to be added</i>	• <i>Send to CPC Counterpart</i>
• <i>Comm – Approval of Marketing Vendor RFP</i>	• <i>Sent to JaRod for Approval</i>

- *Registration to date: 2225 (2014) ; above trend*
- *Areas of Concern*
 - *CPC Comm Zone communication with NEB Comm Zone*
 - *Sponsorship received for events*
 - *STEM Festival*
 - *PCI Mini-Conference*
 - *Convention Housing Reservations for attendees*
 - *Contract approval turnaround time*
 - *NSBE Expo Logistics*
 - *Lack of convention registrants in host Region*
 - *FRF submittals from outside of the CPC*

APC/SPTF Briefing

- Personal performance committee comprised of members of the BCA
 - BP, CIA, another company
 - Make recommendations to APC and WHQ. Will have a recommendation by winter BCA meeting
- Series of Grants have been submitted
 - Exxon Mobil
 - NSF (SEEK)
- WHQ more customer service related
- NSBEconnect
 - Concerns submitted to team and meeting with the regional chairs was held to improve the system and its roll out
- APC
 - Met in October Director of Business Development etc, _____, Dec 2nd
- SPTF



- Met at R3 FRC
- Created vision and goals for NSBE
- Getting to 10 in 10 ... what would it take for NSBE to get there, the Great 8 and if those are the right metrics to get us there.
- Analysis of programs... as matched with demographic
- Feedback from Corporate sponsors
- Weekly updates
- NSBE Survey from Strategic Plan (Share share share with everyone)

Convention Task Force Update

- Site selection of 2019 National Convention
 - Standardizing the process of planning convention from 2016
 - Growth plan of National Convention participants to get ...
 - One more thin
- Timeline
- Selecting the site
 - Came down to Detroit, MI and Columbus, OH
 -

Motion			
Motion:	I move to select Detroit for the 2019 Annual Convention site.		
Maker:	JaRod Collins		
Seconder:	Jeseekia Vaughn		
Plans in place to mitigate the high crime rate in Detroit? Buddy system. Educating the membership to traveling at night/ If approved there would be a 5 year build up and engagement with NSBE and SEEK. Strong relationship with University of Michigan. Collaborate with other colleges to pool Engineering community Big monetary investments in the city. Press conference announcing the decision. Rep from the mayor's office that is a NSBE alumni #comebackcity			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair			
National Finance Chair			
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		



Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-0-0			

Professional Amendment

Motion:	I move to add the PEB Parliamentarian to the Standard & Ethics Committee (SEC)		
Maker:	Melerick Mitchell		
Seconder:	Neville Green		
<p>Mover: Helps align the organization as a whole. PEB voice and insight on the committee</p> <p>Seconder: SEC deals with behavioral concerns of the membership this appointment will complete that the SEC to assess and deal with those concerns that affect the professional demographic.</p> <ul style="list-style-type: none"> • SEC is activated when a formal complaint is filed. • Historically there haven't been a lot of professional cases but in the last year they have been 2 relevant or near relevant cases. • PPL maybe invited to serve as an expert (fact finding) but not to vote • There are no active PEB members currently on the board. • PEB Parliamentarian serves as additional context, insight, impact of rulings as they relate to professional members • Current Breakdown: 5 advisors, 2 student members, chair emeritus and national parliamentarian (ED ex officio) • Purpose is to add transparency to the deliberation • The SEC does not handle strategic matters? 			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair			
National Finance Chair			
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair		X	



Region II Chair		X	
Region III Chair	X		
Region IV Chair		X	
Region V Chair		X	
Region VI Chair		X	
In Favor: 11		Opposed: 5	Abstentions: 0
Motion Passes/Fails 11-0-5			

WHQ Update:

- **New Hire**
 - Ada M. Phillips, CMP - Sr. Manager, Corporate Relations
- **Temporary appointments**
 - Joann Brown
 - Sherry Galloway, Corporate Relations Assistant (medical leave)
 - Greg Meeropol
 - Katrina Hill, PCI Coordinator, (maternity leave)
- **Promotions**
 - Sylvester Harriett – Director, Information Technology
 - Teiko Akufo – Manager, Career Services and Strategic Initiatives
- Internal Functions (Sharon Southerland-Smith)
- External Functions (Karl Reid)
- Change in the layout of the offices to improve communications and flow of business
- NSBEconnect Update
 - **NSBEconnect Support**
 - Answers to Frequently Asked Questions: <http://www.nsbe.org/NSBEconnect/FAQ>
 - Instructional Videos: <http://www.nsbe.org/NSBEconnect/Training>
 - Most Common Problems and How to Address Them: <http://www.nsbe.org/NSBEconnect/Common-Questions>
 - Reporting NSBEconnect Issues: <http://www.nsbe.org/NSBEconnect/Issue-Form>
 - Discussion Board: *Hear what other users are saying about their experiences with NSBEconnect:* <http://www.nsbe.org/NSBEconnect/Forum>
 - E-mail Address for Help: connect@nsbe.org
 - Telephone for Assistance: [703-549-2207](tel:703-549-2207) *prompt #1 for assistance with NSBEconnect*
 - Hosted three conference calls with NSBE leadership
 - **Next Steps**
 - Continue to gather feedback from leadership and membership
 - Incorporate feedback in next releases
 - Solicit leadership to participate in planning phase for Phase 1.5 (Higher Logic) and Phase 2.0
 - Finalize timeline for Phases 1.5 and 2.0
 - **Phase 1.5**



- Higher Logic (Chapter Management/Member Engagement)
<http://my.nsbe.org/home>
- High Roads (Email Marketing system)
- Expo Logic (Event Registration and Lead Retrieval System)
- **Phase 2.0**
 - Sales Force Automation through CES (Composite Engagement Scoring)
 - LMS (Learning Management System)
 - Education Management (for the SEEK and future programs)

PEB Amendment Discussion [National Professionals Chair]

- Professional Membership
 - Add person with professional certification and license
 - Perform working in STEM area for 4 or more years
 - Will require additional information
 - Will increase reach of the professional
 - Revision of proposal that was presented at 2014 Convention
 - Adds specificity of types of licenses and more definition of membership
 - Q. What is the workload added to WHQ?
A. Primary verification will be done when people run for positions and that verification would be done by the PEB Parliamentarian
- Standards and Ethics Committee
 - Addition of the National Professional Parliamentarian to the SEC
 - Add a professionals perspective to the body that represent and
- Professional Chair Voting
 - Allows the Professional Chair to vote on the NEB
 - Representation and ability to vote on issues that affect the PEB
 - Link the NEB and PEB
 - Increase relationships
 - DRC found no conflicts in the way the proposal was written
 - Q. What type of precedence does this set for future PEO
A. Because the PEB Chair already is the only professional that sits on the NEB no other professional would be able to vote on the NEB unless there has been a change in the NEB structure to include them.
- **These proposals to be voted on at the next NEB call**
- **Tasha's Recommendations:**
 - 3 separate votes. By law amendment would be voted by the NEB to put into the Bylaws. The NEB votes on the items that will be proposed to the senate on the behalf of the NEB at convention at the November meeting.

Meeting adjourned 11:16pm EST



- I. **Call to Order** at <8:01pm> EST by <Victoria Hills >
- II. **January 20, 2015**
- III. **Roll Call:** Neville Green

Agenda

- Voting Items
 - Proposal for Strategic Plan Socialization - \$20,000
 - The grant from The Executive Leadership Foundation approved for NSBE last fall requires documents to be approval by the governing body of the grantee (NEB).
- Briefing Items
 - CPC Briefing
 - NEB Winter Meeting Walkthrough
 - NLC 2015 Briefing

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood			X
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chair	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps		X	
Communications Zone				
National Public Relations Chairperson	Porsche Williams			X
National Publications Chairperson	Jeseekia Vaughn			X
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson		X	
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Ethan Smith		X	
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye			X
Region II Chair	Ashley McCray		X	
Region III Chair	Tiffany Sithiphone		X	
Region IV Chair	Gregory Griffith			X
Region V Chair	Roy Moye III			X
Region VI Chair	Lakeisha Hampton			X
Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris	X		
	Dr. Njema Frazier			X
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson	X		
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett	X		
	Eric Addison	X		
	Nicole Yates	X		
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price	X		
	Franklin Moore	X		
Additional Attendees				



- NSBE 2025 Vision- January Socialization Consulting Services
 - Services
 - Attend RAB meeting on January 16th
 - Attend Winter Meeting January 23-25
 - Weekly or more frequent check in calls
 - Help SPTF strategize best way to demonstrate to NSBE stakeholders the benefits and needs for recommended changes
 - Respond as necessary to questions from SPTF and other stakeholders

Motion:	I move to approve the Proposal for Strategic Plan Socialization - \$20,000		
Maker:	JaRod Collins		
Seconder:	Victoria Hills		
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair			
National Finance Chair			
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor:	Opposed: 0	Abstentions: 0
Motion Passes/Fails 16-0-0			

- The grant from The Executive Leadership Foundation approved for NSBE last fall requires documents to be signed by the governing body of the grantee (NEB).
- Please see EXHIBIT C
- RESOLUTIONS OF THE BOARD OF DIRECTORS OF THE NATIONAL SOCIETY OF BLACK ENGINEERS



- Documents to be signed at Winter Meeting

CPC Update:

- Opening Session sponsored by United Technologies Corporation
 - Show look: Late-night talk show
 - Keynote: Devon Franklin
- Thursday, March 26, 2015
 - **Chapter Empowerment – Sponsored By Chevron**
 - Keynote: Sossena Wood “Madam Chair”
- Friday, March 27, 2015
 - **Culturally Responsible Behavior – Sponsored By Johnson Controls**
 - **Panel Consisting of the Following**
 - **Charles Belk** – *Producer and President, I Will Make You a Star Productions (Confirmed)*
 - **Dr. Freeman Hrabowski**, *President – University of Maryland, Baltimore County (not yet confirmed)*
 - **David Johns**, *Executive Director of the White House Initiatives on Educational Excellence for African Americans (not yet confirmed)*
- Saturday, March 28, 2015
 - **Academic Excellence – Currently No Sponsor**
- **Golden Torch Awards**
 - **Sponsored By: Northrop Grumman Corporation**
 - *Inspiration: Exploring the Possibilities*
 - **Show Look:** Hollywood Awards Show – The Oscars
 - **Host:** Laz Alonzo (Not yet Confirmed, contract pending)
- **Open Sponsorship Items**
 - **Pocket Agendas:** Need sponsorship
 - **Conventions Bags:** Currently not enough sufficient funding for convention bags has been obtained therefore, bags at convention are contingent upon funding.
 - Alternative to bags would be a T-shirt for purchase. Currently, T-shirt designs are being developed for each region.
 - **TPC Events** (mainly for F&B)
 - **GSC Events** – Reaching out to Colleges and Universities for Sponsorship
 - **PCI:** To alleviate cost of F&B
 - We will solicit for sponsorship at the upcoming BCA meeting.
- NEB Assistance
 - **Registration:** Spread the word about convention and get members to register!!!
 - **Housing:** Encourage convention registrants to reach out to Wyndham Jade for questions about housing. We don't want attendees booking housing outside of the contracted hotels. Contact information can be found on the convention website
 - Most of the properties are completely full. Wait list active and new properties are being contracted



- **Social Media Presence:** Help us spread the word! Tweet, Facebook Post, Instagram, etc.
#ReimagineNSBE
- **Travel:** Spread the word NSBE travel incentives
- **Add a Personal Touch:** Share your story about the National Convention and why you'll be in Anaheim this March

NEB Winter Meeting Walkthrough:

NLC 2015 Briefing:

- Proposals received from University of Michigan and University of Pittsburg
- Included a 2 year commitment included in proposals
- June 2-7th, 2015
- Planning calls starting in Feb
- NLC Chair not appointed as yet
- Change in Training Approach
 - Earlier calls to allow for better use of in person

Action Item:

- **Ethan to send out Descriptive programming document that explains InnovExcellence to NEB by 11:59pm 1/20/15**

Meeting adjourned 9:14pm EST



National Executive Board (NEB) Meeting Minutes

January 23, 2015

- I. **Call to Order** at <4:09pm> EST by <Sossena Wood >
- II. **January 23, 2015**
- III. **Roll Call:** Neville Green

Agenda

- 4th Qt Financials
- Fall Minutes Approval
- WHQ Update
- Audit Briefing

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chair	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps		X	
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy			X
Assistant Treasurer of Special Projects	Lauryn Smith			X
2015 CPC Chairperson	Ethan Smith			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson		X	
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye		X	
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone		X	
Region IV Chair	Gregory Hardy	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing		X	
	Regenia Sanders		X	
	S. Gordon Moore, Jr			
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris			
	Dr. Njema Frazier	X		
	Steven Jarrett	X		
	Dr. Stephanie Adams			X
	Donna O, Johnson	X		
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett	X		
	Eric Addison	X		
	Nicole Yates	X		
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price		X	
	Franklin Moore			X
Additional Attendees				
Virginia Booth Wolmack				



4th Quarter Financials

The detailed presentation of the 4th Quarter Financial may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/Q1%2014-15%20NEB%20Final.pptx](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/Q1%2014-15%20NEB%20Final.pptx)

	14-15 Budget	YTD Actuals	Trend Dec. Actuals
Revenue	\$10,008,613	\$5,333,260	\$5,255,875
Expenses	\$9,770,812	\$2,795,921	\$2,419,426
Change in Net Assets	\$237,801	\$2,537,339	\$2,836,449

- Conclusion
 - Performance to Budget
 - Continue working with the PEB and publications team to better manage expenses for the remainder of the fiscal
 - National Convention Sponsorship is up, but Registration numbers are low
- Next Steps
 - Develop a budget for 2015-16 aligned with the strategic plan
 - Budget Book
 - Timeline of completion:
 - First Draft for review: Early February
 - Second Draft due: Mid February (2/16/15)
 - Final Draft for review by board: Early March (2/5/15)
 - Vote at convention on New budget
 - Reduce cost of travel and accommodations
 - Reduce expenses per SEEK camp
 - Increase the support of nationally sponsored programs for the Regions and Professionals
 - Increase NLI spending for LMS
 - National Convention budget redesign

Discussion:

Q. how do we know how affective our programs are?



A. Only SEEK has a comprehensive review

Motion:	I move to approve the minutes from 7/27, 8/27, 9/15, Fall meeting (9/19, 9/20), 9/28, 10/19, 10/26, 11/25		
Maker:	Neville Green		
Seconder:	Victoria Hill		
No Discussion			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer			X
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	x		
National Finance Chair	x		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair			
Region II Chair		x	
Region III Chair			
Region IV Chair		x	
Region V Chair		x	
Region VI Chair		x	
	In Favor: 11	Opposed: 4	Abstentions: 1
Motion Passes/Fails 11-4-1			

WHQ Update: Dr. Karl Reid

The detailed presentation of the WHQ Update may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/WHQ%20NEB%20Update%20-%20Winter%202015%20-%20final.pptx](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/WHQ%20NEB%20Update%20-%20Winter%202015%20-%20final.pptx)

Talking points from Good to Great Social Sectors

- From *Good to Great*
- Disciplined People
 - Staff Changes



- Disciplined Thought
 - WHQ Goals
 - Strategic Plan Update
- Disciplined Action
 - Project Management
 - Customer Service Metrics
 - *NSBEconnect*
 - Fund Development
 - Strategic Plan Rollout
- New Hires in WHQ (Approved from the Fall meeting)
 - Sr. Director, Resource and Business Development (SDRBD)
 - Reviewed – 25 resumes
 - 1st round interviews – 5 candidates
 - 2nd round interviews – 3 candidates
 - Final round – 2 candidates (interviewed with APC – January 23, 2015)
 - Final selection and offer – Week of January 26, 2015
 - Director, Marketing and Communications
 - Reviewing resumes (25)
 - Pre-screening (6) candidates
 - Goal to hire an individual by March 1st
 - Development Coordinator
 - Hiring process to begin when SDRBD is on board
- Rediscover our Hedgehog
 - Intersection of Passion/ Best in the World/ Resource Engine
 - The Mission
- Project Management (Lead by Erika Maseko)
 - SEEK
 - NSBE Connect (1.5 & 2)
 - FRC 2015+
 - CPC 2016+
- NSBE Connect Phase 1 Summary
 - **NSBEconnect Phase 1 Implementation Overview**
 - Launched on Monday, October 13, 2014
 - Select Aptify modules with NSBE customizations were implemented
 - System tests and key third-party applications were integrated
 - **Key Phase 1 Modules Implemented**
 - **Membership/Subscriptions:** Ability to create, renew and manage memberships
 - **Chapter Management:** Ability to manage chapters and SIGs
 - **Accounting:** Functionality to process transactions and view purchase history
 - **Fundraising and Grants:** Ability to manage donors, prospects and campaigns
 - **Advertising:** Provide tracking of ads and e-blast with the integration of other applications
 - **Abstracts/Speaker Management:** Ability to submit, edit and manage submissions for GTA, & workshops
 - **Committee Management:** Functionality for tracking members, meetings and more
 - **Awards Management:** Provide the ability to nominate and reward members



- **Campaign Management:** Ability to send targeted emails, newsletters with the integration of High Roads
- **Subscription Management:** Functionality to manage the magazine subscription and renewal process
- **Feedback on NSBEconnect**
 - Hosted three conference calls with NSBE leadership
 - Participated in town hall meeting at Fall Regional Conference
 - Incorporating feedback into the next releases
 - Continually gathering feedback from leadership and membership
- Proposed Implementation Summary
 - **Implementation will consist of the following stages**
 - Technical Designs and Build Preparation
 - Build
 - Validation
 - Deployment
 - **Phase 1.5 – Third-Party Integrations**
 - **Expo Logic** (event registration and lead retrieval system)
 - **High Roads** (email marketing system)
 - **Higher Logic** (enhanced chapter management/member engagement)
 - Integrations to be completed by 3/2/2015
 - **Phase 2.0 – Grouped Solution Delivery (6 months)**
 - Group 1 Release: 3/13/2015
 - Group 2 Release : 6/15/2015
 - Group 3 Release : 7/27/2015
 - Fund Development
 - NSF: 2.8M proposal submitted to fund SEEK for 5 years cover 4 sites. Middle school and research through the year
 - Surpassed BCA goal of 52 now 54
 - SEEK Program Locations
 - New Cities
 - Los Angeles, CA
 - Birmingham, AL
 - Harrisburg, PA
 - Boston, MA
- Q. Expo Logic corporate didn't see the value in Lead retrieval portion of Tool
- A. Corporate already has other tools that capture the similar metrics. It is option for a company to use the that tool
- SEEK expansion:
- LMS (Learning Management system) is going to be used primarily for SEEK to train but can be used for NLI

Audit Briefing

The detailed presentation of the audit may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/Audit_Briefing%20Discusiion%20NSBE%202015.pptx](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/Audit_Briefing%20Discusiion%20NSBE%202015.pptx)



Action Item:

Action Item	
Assigned to:	Treasurer and Programs Chair
Assigned by:	National Chair
Required Action:	Finance Team to collaborate with Regional chairs to establish the BCA Funds and report out to National Chair.
Deadline:	11:59pm: 2/13/15

Action Item	
Assigned to:	Treasurer
Assigned by:	National Chair
Required Action:	Add restriction portion to the budget book.
Deadline:	2/28/15

Action Item	
Assigned to:	Treasurer
Assigned by:	Region 1 Chair
Required Action:	Send Boston Convention Contract to Region 1 Chair
Deadline:	11:59pm 1/24/15

Meeting recess at 6:51pm EST



National Executive Board (NEB) Meeting Minutes

January 24, 2015

- I. **Call to Order** at <8:10am> EST by <Sossena Wood >
- II. **January 24, 2015**
- III. **Roll Call:** Neville Green

Agenda

- Chair Brief
- Professionals Brief
- Strategic Plan Presentation

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chair	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps			
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith			X
2015 CPC Chairperson	Ethan Smith	X		
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Hardy	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing	X		
	Regenia Sanders		X	
	S. Gordon Moore, Jr			X
	Andre Willis			X
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris			
	Dr. Njema Frazier	X		
	Steven Jarrett	X		
	Dr. Stephanie Adams			X
	Donna O, Johnson	X		
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett	X		
	Eric Addison	X		
	Nicole Yates			X
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price		X	
	Franklin Moore			X
Additional Attendees				

Chair Brief: Sossena Wood, Dr. Karl Reid

The detailed presentation of the Chair's Briefing, ED Briefing and APC Update may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/Chair's%20Briefing_2015_WinterMeeting_final.pptx](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/Chair's%20Briefing_2015_WinterMeeting_final.pptx)

- Chair's Travel and Visits: The Road Ahead to Winter Meeting



- Senate Engagement Google Hangouts with Parliamentarians
 - Professional Development Conference (PDC)
 - Administrative and Strategic Planning Task Force Meeting (R3)
 - Fall Regional Conferences (R1,R2, R3,)
 - *Recommendation:* For the Society to be more efficient with conference planning execution and beginning all events **properly on time**

 - BCA Taskforce Meetings (PPR Taskforce)
 - Increased involvement of the BCA in recommendations and guidance to NSBE's evaluation of its operational planning and organization and staff personal performance
 - Personal Performance Review (PPR)/ Human Resource (HR) Taskforce
 - Reviewed PPR process for BP, Bechtel and CIA
 - Recommendations to be made to remainder of BCA at January BCA Meeting (Thursday, January 29, 2015)
 - Recommendation to be finalized to the APC while notifying the NEB.

 - Senate Engagement Virtual Meetings
 - Second quarterly report held to discuss 3 Professional proposals, the T.O.R.C.H. amendment passed by the NEB, and the National Chair's quarter report
 - Attendance was too low and pre- and post- broadcasting with WebEx should be streamlined more through the communications and membership zone.
 - *Next:* February 5th – Third Quarterly Report – Will focus on next steps for the organization and the strategic plan that will be released
 - Please publicize
 - [2nd National Chair Quarterly Report](#)

 - Professional Development Conference (PDC)
 - Hosted the 1st first Fall BCA Meeting at Intel Phoenix HQ
 - Addressed the membership with the State of the Society at Town Hall Meeting
 - Participated in TORCH Outreach event that impact students from urban Phoenix, AZ ~ 100 students
 - Working to build partnership with speaker Ramsey Jay, Jr.
 - Recommendation: The NEB and PEB consider how to increase the profile and marketing of the event over the next 3 years.
 - Evaluate the past 3 years of PDC in all aspects and share it with the NEB

 - 1st Official NSBE Day in Pittsburgh
 - Met with the Mayor of Pittsburgh, Mayor Peduto
 - Verbal commitment to support having SEEK in Pittsburgh
 - Met with VisitPittsburgh to speak to the advantage of our relationship
 - Engaged in dialogue with both the University of Pittsburgh honors college & school of engineering administration to discuss how to increase the number of African American engineers and faculty.

 - Gender Empowerment and Mentoring
-



- AAWiSTEM Meeting at SWE Headquarters to discuss a position paper that shares how organizations and institutions can benefit from having African American women in engineering
- *Ignored Potential: A Collaborative Roadmap for Increasing African American Women in Engineering*
- In late November, we chose our plan B to go with Purdue's Engineering Education department to be the writers of the project due to the lack of funding.
- To be released on International Women's Day (*pending*)

- Strategic Planning Task Force Meetings
 - Developed framing statements, focused on goals – Getting 10k – Conversations of 10 and 10 and what's the right levers for NSBE
 - Surveys completed; n = 1,156 (923 United States)
 - Meeting with Regional Chairs, RAB Chairs, and select NAB members with Melerick, Sossena and Dr. Reid on 1/16/15 to review recommendation of current plan
 - Phase I Information Gathering, Phase II Analysis & Rec Generation, Phase II Implementation Planning all on schedule

- Moving Forward: Road Ahead to 2015 Annual Convention NEB Meeting
 - Winter BCA Meeting (1/29 & 1/30)
 - Senate Engagement – WebEx
 - Chapter Google Hangouts
 - Spring Regional Zone Summits (TBA)

Executive Director's Briefing

- Organization Health and Optimization
 - Assessing our challenges and unexploited opportunities
 - Suggested WHQ Budget for the present and next year
 - Recommend and adjust current and future staffing
 - Staff Retreat (Eliminating Siloes and Improving Operational Excellence)
 - Customer Service Orientation within WHQ
 - Code of Conduct (Strengthen current protocol in handling conduct matters)
 - Ops plan support and WHQ Goal Setting
 - Restructured office space at WHQ to breakdown siloes
 - Updated Brochure of NSBE as leave-behinds for various stakeholders

- Future Funding Opportunities
 - Grant Opportunities (ELF, NSF, ExxonMobil Retention)

- Stakeholder Relationship Building
 - Past Company Meetings: Bechtel, Genetech, Adobe, PPG, DOW, Comcast
 - Future Company Meetings: Alcoa, Johnson Controls, Eaton
 - New Partnerships with Organizations: NAE, ASME, NSPE, ASEE, ELC
 - Existing Partnerships with Organizations: ASAE, SHPE, SWE, ASCE



- Stakeholder Relationship Building
 - Work with key stakeholders to develop policy document
- Membership Support
 - Supported and Spoke @ PDC and @ 4 FRCs (R1, R2, R3, R4); R2 advisors
- Strategic Planning Efforts
 - Strategic Planning (Organizing SPTF Meetings, RFP, Scope of Work)
 - Weekly check-ins (Chair, Vice Chair, ED, and Sr. Dir. of Operations)
- Additional Efforts
 - 2019 Convention Site Visits
 - NSBEConnect: First Phase Release, Evaluation and Post Customer Service
 - AAWiSTEM White Paper

APC Briefing:

- Staffing and Organization Structure
 - 3 new positions and hires:
 - Sr. Director of Resource and Business Development
 - Development Coordinator
 - Director of Marketing and Communications
- 1st Quarterly Report FY 14-15
 - Current and Prospective Staffing
 - Strategic Planning: 10 Year Vision and 3 Year Implementation Plan
 - Customer Service
 - NSBEConnect Launch, Evaluation of Concerns, and Next Phase Implementation
 - FRC Program Evaluation, Logistics, and Implementation
 - Sponsorship to date
 - BCA Fall Recruiting Survey
 - SEEK EoY and 2015 SEEK planning

Professionals Brief:

- Professional Membership
 - Domestic: Goal 4100 | Actual 3249
 - International: Goal 3000 | Actual 2251
- Professionals Chapters
 - Goal: 65
 - Actual: 49
- 2014-2015 Professional Focus Areas
 - Chapter Empowerment
 - Professional Success
 - Organizational Excellence
- Next Steps- Chapter Empowerment
 - Rollout of a Pilot Virtual Chapter



- Finalize Selection Criteria
 - Create a Video for the Virtual Chapter Initiative
 - Rolling out NEW CHAPTER AID Kits to newly formed or re-chartering Professional Chapters
- 4th Annual PDC 2015
 - Hilton Hartford Hotel
 - 315 Trumbull Street, Hartford, CT
 - Room Rate: \$129/night for (single/double)
 - 15 minutes from Bradley International Airport
 - In the heart of downtown Hartford
 - Keynote Speaker
 - Founder and Principal of Capital Preparatory Magnet School in Hartford, Connecticut. Capital Prep has sent 100% of its predominantly low-income, minority, first generation high school graduates to four-year colleges every year since its first class graduated in 2006
 - Education Contributor for CNN and MSNBC
 - Advisor to President Obama's Education Secretary
- NSBE Professionals 2015-2016
 - Organizational Excellence
 - Professional Development
 - Chapter Empowerment
 - Increase Membership

Strategic Plan

The detailed presentation of the NSBE 2025 Strategic Plan Findings, Recommendations and Implementations may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/NSBE%20UWS%20Key%20Findings%20and%20Recommendations%201-12-15%20Final.pdf](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/NSBE%20UWS%20Key%20Findings%20and%20Recommendations%201-12-15%20Final.pdf)

- Project Overview
 - SPTF retained Upper West Strategies to develop an organizational vision and a strategic plan.
- Process
 - Interviews
 - Survey
 - 1156 total responses
 - Workshops
 - Fall Regional Meetings
 - Document Review
- 3610-> 10K
 - By 2025 perfect stretch goal
 - Filter for every decision, program, and resource allocation: “Will this Help us get to 10K”



- 100% of High school students -> to 4% of STEM graduates -> 1-2% AA STEM graduates

Key Findings

- NSBE Strengthens
 - Camaraderie, support and identity
 - Accomplished membership
 - Chapters: Heart and Soul of Organization
 - Clear sense of mission
 - History and reputation
 - Strong passions
 - Programs: Sponsor/ media friendly
 - Critical service towards societal challenges
 - Leadership development
- Trend shows a decrease in graduating seniors from 2003- 2013
- Board constantly in transition
 - First 2 months spent training
 - Sept: start to become competent
 - Oct-Nov: FRC
 - Nov-Dec: NSBE Shut Down
- Complex Organizational Structure
- Org not meeting stakeholder needs
- Collegiate
 - Programs worked on National level aren't reaching the collegiate
 - Academic Excellence not known
 - Students spending too much time raising money to attend conferences
 - Communication not effective
 - Nat Leadership great but only helping small % of membership
 - Students not prepared to interview/ resume
- PCI
 - Lacks data
 - SEEK scalability
- Professional
 - Membership drops significantly
 - Services dual objective
 - Competition from professional organizations
 - Loyalty is at local chapter more than Nat Org
 - NEB members needs to take a break from NSBE due to overload after post-graduation
- WHQ/Organizational structure
 - Lack of governance and WHQ accountability and demand results
 - All of resources go into day to day operations
 - 1.8M+ spending on overall travel, accommodations, meals
 - Lack of clear distinction of responsibilities between NEB & WHQ
 - Lack of tracking/ analysis
 - Annual board prevents continuity
 - NEB's primacy creates silos and prevents integration



- Allot of money put into HQ and staff but doesn't trust them
- BCA/ Corporate Partners
 - Funding largely comes from diversity recruiting
 - Strong corporate interest in more substantive...
- Feedback:
 - WHQ: students MIA
 - NSBE Jr: STEM, Pipeline development
 - Collegiate: Focus on planning and raising money for conference
 - Corporate: NSBE nickeling and diming us
 - Governance: *"You have to teach them everything. And by the time they get it, they leave"*
- NSBE not serving as traditional governance role
- Competition
 - Black girls code
 - Girls who code
 - IBM, Square, FB, Micro...
- Need to reduce fragmentation
 - NSBE was the only org like itself in 1975 but now they are many
 - "Many Flowers But No Garden"
- Similar findings in the previous strategic plans
 - NSBE 2025 (2003)
 - Long-Term Plan (2004)
 - Carroll Consulting (2009)
 - Strategic Plan (2012)
- Envisioning new NSBE
 - AEx and retention
 - More scholarship

NSBE Vision: We envision a world in which engineering is a mainstream word in homes and communities of color, and all Black students can envision themselves as engineers. In this world, Blacks exceed parity in entering engineering fields, earning degrees, and succeeding professionally.

Mission: To increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community

Goals: NSBE provides lifelong support for Black engineers by:

- Stimulating and developing public awareness and interest in engineering, leading to an increased number of Black engineering students
- Increasing the number of Black engineering students successfully completing undergraduate and graduate degrees
- Providing support and professional development to Black engineers to earn requisite licenses and certifications and continue growing in their careers
- Functioning as a representative body that influences policy and provides data and expertise on issues and developments that affect the careers of Black students and engineers
- Advocating for access for all Black students to engineering prerequisites including Algebra, Calculus and STEM at primary and secondary schools



- Cultivating NSBE members as leaders

Road Map:

- Collegiate: Improve academic excellence / retention by developing, strengthening and supporting programs, especially at chapter level
- Pre-Collegiate: Expand pipeline of Black students interested in engineering and persuade more to pursue engineering as a profession
- Professionals: Help Black engineers succeed professionally and provide professionals with opportunities to help next generations
- NSBE Organization: Strengthen organizational structure to best position all parts of NSBE to work to achieve mission of increasing number

New Proposed Organizational structure... see slide 38

Chapters (Heart and Soul)

REB (support chapters)

- Ambassador
- Story tellers

WHQ

- Implement programs and run operations
- Day to day

Task Force

- Student led task forces that advise WHQ to better serve regions and chapters

NEB:

- Policy, auditing, governance, strategy, compensation

Senate:

- Legislative Body Representing chapters

Change from Current board (operational structure) to...

New Proposed Board (Governance Structure)

- Nat Chair
- Nat Vice
- Nat Treasurer
- Regional Chairs (6)
- Professional Chair
- Parliamentarian
- Chair Emeritus
- Executive Director (Ex Officio)

How do we make it happen?

- Solicit feedback from key stakeholders
- NEB Vote:
 1. Vision / High-Level Goals + Strategic Goals
 2. Propose Senate vote at National Convention to enable Senate to change Constitution throughout the year



Discussion:

Slide 38: Put PEB on the other side of the NEB, Implement BCA more as a stakeholders

Note: if you do this... it will free up 1.8M, change wording to show that that allows for money to be looked at to reallocate funds more strategically

What will the PEB look like?

- As the NEB shifts over time the PEB may make similar changes but not an exact mirror of the structure

Task force will not have operational responsibilities like the like traditional board. Separating governance from operations

Note: Change R&A to “vendor”

PEB: Further develop Value Prop

WHQ support Professional

Lifelong mem from SEEK to silos

Tie in Prof at the chapter level

Suggestion to move Goal 3.c to organization

Graph 2003-2013 look at how many NSBE members graduated with an engineering degree.

Sol. requires a better data analysis

Motion:	I entertain the move to approve the vision, mission, and strategic goals as outlined in 2015StrategicPlanProposal.pdf		
Maker:	Jarod Collins		
Second:	Neville Green		
Discussion was had. Friendly to move goal 3c. to 1d Friendly in goal 2f add PEB to 2015,2016, 2017 columns			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence		X	
National PCI Chair	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



National International Chair		X	
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 16	Opposed: 2	Abstentions: 0
Motion Passes/Fails 16-2-0			

Action Item	
Assigned to:	NEB
Assigned by:	International Chair
Required Action:	NEB to discuss the new proposed board structure tomorrow at NEB meeting
Deadline:	1/25/15 NEB Meeting

Action Item	
Assigned to:	NEB
Assigned by:	PEB Publications Chair
Required Action:	Communicate preferred method of receiving the PEB eNews
Deadline:	2/2/15



National Executive Board (NEB) Meeting Minutes

January 25, 2015

- I. **Call to Order** at <8:15am> EST by <Sossena Wood >
- II. **January 25, 2015**
- III. **Roll Call:** Neville Green

Agenda

- FRC 2017
- 2016 CPC
- Discussion
- Upper West Strategies
- Grant Proposal
- Transition Meeting
- Review Action

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chair	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps			
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker	X		
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy			X
Assistant Treasurer of Special Projects	Lauryn Smith			X
2015 CPC Chairperson	Ethan Smith			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Hardy	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing	X		
	Regenia Sanders	X		
	S. Gordon Moore, Jr			X
	Andre Willis			X
	Dr. Gary May			X
	Cheryl Adams		X	
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett	X		
	Eric Addison	X		
	Nicole Yates	X		
	Roena Cox			X
	Shon McGhee	X		
	Don Nelson	X		
	Tom Price	X		
	Franklin Moore	X		
Additional Attendees				
Richard Robinson, Greg Meeropool				



Motion:	I move to add the discussion on the 2016 National CPC Chair discussion to the meeting agenda before the “Board Structure” topic.		
Maker:	Denzel Drye		
Second:	Ashley McCray		
Maker:	We will be doing a dis-serve to our positions on the NEB to not appoint a national CPC in January. <ol style="list-style-type: none"> 1. Late in the game 2. Key planning items not met 3. No opportunity to transition 		
Roll Call Vote			
National Vice-Chair		x	
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 17	Opposed: 1	Abstentions: 0
Motion Passes/Fails 17-1-0			

FRC 2017

The detailed presentation of the Fall Recruiting Taskforce Update may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/Fall%20Recruiting%20Taskforce%20Final%20NEB%20Version.pptx](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/Fall%20Recruiting%20Taskforce%20Final%20NEB%20Version.pptx)

- FRC Recruiting Challenges
 - Recurring theme
 - Driven by misalignment of corporate recruiting cycle and NSBE calendar year



- Usually framed as a recruiting problem
- Strong impact on membership as well
- **BCA Recommendations**
 - Change FRC model to two “Super FRCs” (east and west)
 - Move up FRC timing to align with optimal recruiting cycle (mid-September through mid-October)
 - Leverage timing of other conferences (PDC, RLC, etc.) to recruit
 - Focus on promoting change as a positive move for students
 - Increased access to jobs
 - Professional development opportunities
- **NEB Feedback**
 - Preserve experience for REB
 - REB preparedness to train chapter leaders in early fall
 - Lost opportunities for peer networking
 - Potential for low attendance in early fall
 - Concerned with attendee’s ability to pay for travel
- **Proposal 1: Super FRC**
 - East (Regions: 1,2,3,4)
 - West (Region 5,6)
 - Member Benefits
 - Increased financial support from the NEB/ BCA
 - Larger peer networking opportunity for membership
 - Increased internship and job opportunities for members
 - RLC expenses will shift to additional regional chapter relief budgets and travel assistance
 - Potential reduction in room and conference rates due to greater scale
 - NSBE Benefits
 - Collaborative conference planning between regions means less burden on REB leadership
 - Can focus more on programming & strategy
 - In line with strategic plan
 - Potential for increased FRC revenue to be divided among regions
 - Reduced conference-related expenses due to economies of scale
 - Maintains autonomy of Regions (for meetings) while leveraging joint plenary opportunities (keynotes, panels, meals, competitions, etc.)
 - Proposed Concerns
 - Less time for REB planning
 - Less time for members to come up with funds
 - Low attendance
 - Lack of Leadership training



- Implementation Timeline
 - May 2015: Negotiate 2017 Super FRC contracts
 - Nov 2016: Introduce Super FRC concept during FRCs
 - Mar 2017: Reinforce Super FRC concept at Annual Convention
 - Jun 2017: NEB conference planning support
 - Aug 2017: Reinforce Super FRC concept during RLCs
 - Sept 2017: First Super FRC events

- Proposal # 2: Regional APEX Career Fair
 - Concerns
 - Requirements
 - BCA: commit to support event and continue to support/ attend FRCs
 - REB
 - Chapter
 - WHQ

- Discussion:
 - Professional Endorsements **(PEB Chair)**
 - Decrease of the number of people needed to plan the event
 - Attendance doubled and quality of
 - Concern for R5 & R6: the membership being able to afford how to travel to Super FRC and Convention
 - Effect of Recruitment in the fall would affect National Convention? **(Corey Baker)**
 - PPL will still go to Nat convention to Network, Conduct NSBE Business
 - Surveyed companies that if they had more active recruiting in the fall if they would support the spring and only about 2 companies said they would. K. Reid confident in ability to keep financial support for both the fall and spring conference seasons.
 - Corey: Need to look at the Joint Career fair. Need to find other con
 - Help drive up non BCA moneys
 - Concerns with the 1day RLC/ before FRC **(NLC Chair)**
 - Regions should better market RLC in advance before making a 1 day RLC
 - Decision needs to go from idea to a plan
 - Effect of proposal on smaller BCA company funds and college campuses on their ability to accommodate an event on this scale
 - It will take away from Convention
 - End Goal:
 - Make sure that keep our Financial supporters happy
 - Keep our members going to Annual convention
 - Consult with owners of Joint R2&R3 RLCs **(Corey Baker)**
 - Regional chairs uncomfortable to make a full commitment at this time.
 - Suggestion: **(AEx Chair)**
 - Too many benefits to bug powerhouse schools
 - Will I still travel to convention if there is a fall career fair?
 - Professional boot-camp to help investment
 - Questions confirmed money for travel funding
 - Region 6 doesn't start school until September so October is midterms **(R6 Chair)**



- NSBE Jrs. Do a lot of their competitions at FRC (**PCI Chair**)
- Suggestions (**R2 Chair**):
 - It would make the most sense to pilot the first proposal in R2 & R3 since they are geographically near each other
 - Get a BCA projection for financial support for travel
 - Conditional proposal utilizing the R2&R3 FRC as a test
 - Logistical timing issues as contracting for FRC is done 2-3 years out

I move to spend 30 mins to take from the presented proposals to create a 3rd proposal

Mover: PR Chair

Secunder: International Chair

Yes: 7

No: 9

- New FRC Task Force to be created comprised of the following individuals to address the concerns in the 2 proposals presented: Matthew Nelson, Lakeisha Hampton, Makita Phillips, Corey Baker, Regeina Sanders,
- Matt to present to the BCA the general direction. And will make the final decision at convention in Anaheim
- Recommendation: Have NEB sit on a call with the BCA reps. (Regional chairs)

2016 CPC Chair Appointment

2016 CPC Chair Appointment			
Motion:	I move to appoint Jewels Oladeji as the 2016 CPC Chair		
Maker:	Denzel Drye		
Secunder:	Tiffany Sithiphone		
Maker:	Familiar with CPC structure, Led the largest FRC in Region 1		
Secunder:	Time sensitives... need to appoint and shadow current CPC chair, Good that she has prior CPC experience		
Concern:	<ul style="list-style-type: none"> • JaRod <ul style="list-style-type: none"> ○ • Makita <ul style="list-style-type: none"> ○ Boston has strong R&D ○ Strong STEM presence in Boston • Reggie <ul style="list-style-type: none"> ○ How will we she balance her fall schedule? ○ School and NSBE are priority ○ Suggestion: Staff additional support on her team to help her balance her priorities outside of NSBE 		
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		



National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 18	Opposed: 0	Abstentions: 0
Motion Passes/Fails 18-0-0			

Transition 2014-2015

The detailed presentation of the Transition Report 14-15 may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/Transition_1415.pptx](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/Transition_1415.pptx)

- Only 9 submissions for survey
- Training methods
 - NTM too high level, board members were not prepare to train others
- Communications high around NTM-NLC then drops off between RLC and FRC
- We will be using (Transition_report 2014_15)
- Submission Dates:
 - 1st Submission
 - May1st 2014-Feb15th 2015
 - Due: 2/15/15 11:59pm EST
 - Distributed to incoming board at Convention
 - 2nd Submission
 - Feb 15th-April 30th
 - April 30 2015 11:59PM EST
 - Distributed to incoming board at NTM
 - Zip files and send to Victoria Lastname_Position_20142015
 - Send to nebvicechair@nsbe.org and nebnli@nsbe.org

Transition Report Template: [http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/Transition%20Report%202014_15.doc](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/Transition%20Report%202014_15.doc)



Retention of Upper West Strategies for Socialization of plan.

The detailed presentation of the UWS_Proposal_for_NSBE_-_January_Socialization_1-11-15 may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/UWS_Proposal_for_NSBE_-_January_Socialization_1-11-15%20\(2\).pdf](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/UWS_Proposal_for_NSBE_-_January_Socialization_1-11-15%20(2).pdf)

Motion:	I entertain the motion to retain Upper West Strategies for additional services including the socialization of the strategic plan not to exceed \$20,000 to be allocated from the WHQ budget		
Maker:	Jarod Collins		
Second:	Neville Green		
Second: We are socializing the measures that we voted on yesterday: 2015-2017 Vision, Mission, Goal. These services by Upper West Strategies will help us determine how we present the strategic plan to our stakeholders.			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair		X	
Region I Chair	X		
Region II Chair		X	
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 16	Opposed: 2	Abstentions: 0
Motion Passes/Fails 16-2-0			

The detailed presentation of the Executive Leadership Foundation Grant Agreement may be found on the NSBE Portal at the link below.

[http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20\[Alexandria,%20VA\]/Meeting%20Documentation/ELF_Grant_Agreement.pdf](http://portal.nsbe.org/NEB/NEB%202015/2014-15%20NEB%20Meetings%20and%20Minutes/2015%20Winter%20Meeting%20[Alexandria,%20VA]/Meeting%20Documentation/ELF_Grant_Agreement.pdf)



ting%20Documentation/Need_for_NEB_approval%20(2).docx

Motion:	I entertain the motion to authorize the Executive Director to enter into the Executive Leadership Foundation Grant Agreement		
Maker:	Makita Phillips		
Seconder:	Sarah Brown		
Maker:	Let's get that money		
Seconder:	N/A		
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 18	Opposed: 0	Abstentions: 0
Motion Passes/Fails 18-0-0			

Discussion: Constitutional amendment for senate to vote on NSBE business outside of convention

- Change needs to be made to be closer to the members and empower the senate not for one reason
- Set up Senate criteria

Straw poll in favor for the SPTF to draft the proposal and send it to the DRC to come back to the NEB with a well vetted proposal to the senate.



What does the characteristics of the governing board?

- Trust between all bodies ie. WHQ etc
- Board needs consistency and vertical parallels
- More clarity in ownership and roles of the members
- Ownership of the programming belongs in the hands of students
- Invested interested of all aspect of the Society from day 1
 - No longer running to focus on position focus
 - Run to be on the board of directors
 - Criteria
- PCI isolation and need representation
 - Diverse demographic: Students, teachers, parents
 - NSBE Jr. representative of the demographic/ members
- Need for Board of director of a knowledgeable member who has experience on other board and NSBE experience
- Focus on operations not title
- Board members to bring different expertise
- New structure needs to bring the full body to work together
- Reps who can work across the board but have specialized skills

Action Item	
Assigned to:	Strategic Planning Task Force
Assigned by:	NEB
Required Action:	SPTF to come back to the NEB with at least 3 proposals for NEB on the new board structure.
Deadline:	Next NEB Meeting

Action Item	
Assigned to:	NEB
Assigned by:	National Chair
Required Action:	Talk to Matt today regarding concerns with proposal 1 and do further analysis before presented to BCA meeting.
Deadline:	Today 1/25/15



National Executive Board (NEB) Meeting Minutes

February 25, 2015

- I. **Call to Order** at <8:01pm> EST by <Sossena Wood >
- II. **February 25, 2015**
- III. **Roll Call:** Neville Green

Agenda

- **Meeting Agenda for February 25, 2015**
- **8:00PM – 10:00PM**
- **Meeting Commence**
 - Chair- Call to Order
 - Secretary - Roll Call
 - Vice Chair- Orders of the Day
- **New Business**
 - Approval of Winter Meeting Minutes
 - *Discussion*
 - *Voting*
 - Chairs' Briefing
 - Presentation
 - Discussion
 - **2015 CPC Chair Briefing**
 - Presentation
 - **2015 NLC Chair Appointment**
 - *Discussion*
 - *Voting*
 - **Special Meeting Amendment**
 - *Discussion*
 - *Voting*
 - **CPC Operating Guidelines**
 - Discussion
 - Voting
- **Closing Protocol**
 - Review of Action Items
 - Questions Comments Concerns
- **Adjournment**

All documents for this meeting are located on the NSBE portal at the link below:

<http://portal.nsbe.org/NEB/NEB%202015/Forms/AllItems.aspx?RootFolder=%2fNEB%2fNEB%202015%2f2014%2d15%20NEB%20Meetings%20and%20Minutes%2fTeleconference%20Meetings%2f02%5f25%5f2015%2fMeeting%20Documentation&FolderCTID=&View=%7b6802F3D6%2dfb73%2d44F1%2d974D%2dc0F87BFBBDD74%7d>

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chair	Vernon Cutting			X
National Professionals Chair	Melerick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps		X	
Communications Zone				
National Public Relations Chairperson	Porsche Williams			X
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble		X	
Finance Zone				
Treasurer Emeritus	Corey Baker		X	
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Ethan Smith	X		
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James			X
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone		X	
Region IV Chair	Gregory Hardy	X		
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



Advisors				
	Reginald Ewing	X		
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier			X
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Sylvester Harriett	X		
	Eric Addison	X		
	Nicole Yates			X
	Kyle Rahn	X		
	Shon McGhee	X		
	Don Nelson	X		
	Greg Meeropol	X		
	Tom Price			X
	Franklin Moore	X		
Additional Attendees				

Motion:	I move to approve minutes from NEB Winter Meeting 1-23-2015, NEB Winter Meeting 1-24-2015, NEB Winter Meeting 1-25-2015			
Maker:	Neville Green			
Seconder:	Peter Frank			
Maker:	No			
Seconder:	Reviewed it looks good			
Roll Call Vote				
National Vice-Chair	X			
National Secretary	X			
National Treasurer	X			
National Programs Chair				
National Public Relations				



Chair			
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair			
Region II Chair		X	
Region III Chair			
Region IV Chair		X	
Region V Chair		X	
Region VI Chair		X	
	In Favor: 10	Opposed: 4	Abstentions: 0
Motion Passes/Fails 10-4-0			

Chair's Briefing

- **2nd Quarter of FY 14-15**
- **BCA Winter Meeting**
 - Hosted by Eaton Corporations at Eaton's Headquarters
 - Receptive of Strategic Plan
 - Glad to hear progression of partnerships
 - Concerned to hear primarily negative feedback from the NEB about national's view of the proposed FRC plan.
 - Recommendation: We approach our BCA meetings as partnerships and not solely sponsorship heavy marketing sessions
- **Senate Engagement – 3rd Quarterly Report**
 - Third quarterly report was held to discuss NSBE 2025 vision, mission, goals, and strategic goals.
 - Senate and Delegates very receptive of the plan forward
 - Attendance was relatively high (118) with Senators, Delegates, and NSBE leaders present
 - *Next:* March 10th – Strategic Plan Briefing– Will focus on next steps for the Senate and what we hope the Senators can
 - Please publicize
- **Spring Regional Zone Summits and Chapter Visits**
 - A lot of support on the chapter level
 - University of Pittsburgh
 - NSBE History
 - End Zone Summit
 - NSBE History and general support
 - Georgia Tech
 - Keynote Speaker for PCI Program for Young African-American women luncheon
 - Greater St. Louis and Ferguson visit



- Office on St. Louis Community College (2miles from Ferguson)
- Chapter Visit, Mixer, Church visit and program for youth, chapter think tank
- **Strategic Planning Task Force Meetings**
 - Strategic Plan is complete
 - Next
 - Clearly define role for the audience in the meeting
 - Sub-group meeting to discuss weekly the progress of the plan, action items, and any open feedback received
 - Discussed as the SPTF the potential organization structure to share with the board
 - Meeting with Regional Chairs, Dr. Reid, and myself to discuss potential board structure.

Executive Director Briefing

- **Organization Health and Optimization**
 - Assessing our challenges and unexploited opportunities
 - Suggested WHQ Budget for the present and next year
 - Recommend and adjust current and future staffing
 - Review of WHQ Goals for the quarter
- **Future Funding Opportunities**
 - Grant Opportunities (ExxonMobil Retention Meeting)
- **Stakeholder Relationship Building**
 - Future Company Meetings: Alcoa, Johnson Controls, Eaton
 - New Partnerships with Organizations: NAE, ASME, NSPE, ASEE, ELC
- **Stakeholder Relationship Building (cont'd)**
 - Existing Partnerships with Organizations: ASAE, SHPE, SWE, ASCE
- **Stakeholder Relationship Building**
 - Work with key stakeholders to develop policy document
 - Successful Meeting with OSTP and potential partnership with HBCU initiative
- **Membership Support**
 - Chapter Visits
- **Strategic Planning Efforts**
 - Strategic Planning (Organizing SPTF Meetings, RFP, Scope of Work)
 - Weekly check-ins (Chair, Vice Chair, ED, and Sr. Dir. of Operations)
- **Additional Efforts**
 - 2019 Convention Site Visits
 - AAWiSTEM White Paper

APC Briefing

- **Staffing and Organization Structure**
 - 3 new positions and hires
 - Sr. Director of Funds Development, Development Manager, and Director of Marketing and Communications
- **3 director level positions hired and**
 - Sr. Director of Programs
 - Director of External and Government Affairs.
- **Second Quarterly Report and Progress with WHQ Goals**



- To be reviewed March 3rd. If there are matters that the APC should consider, please let me know.

Q. Are their Goals for the new hires (Peter Frank)

A. Their immediate goals right now is Convention. After Convention they will re-access the current WHQ Goals.

2015 CPC Chair

- California Carnival has been canceled.
- **Opening Session Sponsored by: United Technologies**
- **Golden Torch Awards Sponsored By: Northrop Grumman**
- **General Sessions**
 - Thursday, March 26th 2015 Sponsored by Chevron
 - Friday, March 27th 2015 Sponsored by Johnson Controls
 - Saturday, March 28th 2015 Sponsored by: N/A
- **Mini Conferences**
 - Graduate School Conference (GSC)
 - Pre- Collegiate Conference
 - Technical Professional Conference
- **Workshop Tracks**
 - More hands-on and technical workshops
 - Academic Excellence and Retention
 - Professional Development
 - Leadership Development
 - NSBEpreneur™
 - InnovExcellence
 - Reimagine Your Future
- **Premiere Event- NSBE Firepit**
 - Google to judge the event
- **Cyber Security –Case Study**
- **Bags have been sponsored by Caterpillar and Harley Davidson**
 - Allow people to donate their bags for NSBE to continue to a local school district
- **Looking for Transportation to shuttle people from far away hotels.**
- **Security**
 - Security on high alert
 - Convention Center Security
 - Robust Security Subcommittee
 - Hired Security Contracted
 - Barcoded Wristbands for all register attendees

Suggestion:

The barcode wristband will be used to scan attendees into events

Steven:

Fill in the missing items on the website... TBD

Grad school conversation and TED Talk topics need to fill in



PCI info refers to FRC and not Annual Convention

Peter:

Q. Is it possible to create a new track for International Events

A. Not to be printed in the

2015 NLC Chair Appointment

2015 NLC Chair Appointment			
Motion:	I move to appoint Richard Winfrey as the 2015 Nation Leadership Chair		
Maker:	Makita Philips		
Seconder:	Matthew Nelson		
Maker:	<ul style="list-style-type: none"> Richard is currently the R4 RLC Chair Sat on NLC CPC and NLI Committee. Stepped up to assist with things outside of his RLC roles Understands leadership development and process of conference planning Current up to date on the vision for NLC Position speaks to his ability to plan and execute 		
Seconder:	<ul style="list-style-type: none"> Worked with Richard when Matt was R4 Finance Chair Saw his work at RLC (Will do a good Job) Has good relations with Regional leadership and the key players at University of Michigan 		
Discussion:			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair			
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair			
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 15	Opposed: 0	Abstentions: 0
Motion Passes/Fails 15-0-0			



Special Meeting Amendment

Motion:	I entertain a motion to appoint the following individuals to the 2015 Elections Committee: Obadiah Rankin Dontay Mohammad Shabir Bhigani Alexandria Pickett George Harper Danielle Miller Andrew Willis S. Gordon Moore Jr.		
Maker:	Tasha Zephirin		
Seconder:	Victoria Hills		
Maker:	Seconder: N/A		
Discussion: R3 Parliamentarian person dual position (acting vice chair) is not a			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair			
National Publications Chair			
National Communications Chair	X		
National Finance Chair	X		
National Membership Chair	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair			
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 14	Opposed: 0	Abstentions: 0
Motion Passes/Fails 14-0-0			



Board Structure Discussion

Recommendation on behalf of the SPTF:

Option #1: Recommended

- 1 - President (National Chair)
- 2 - National Vice Chair
- 3 - National Treasurer
- 4 - Secretary
- 5 - Region Chairs (1)
- 6 - Region Chairs (2)
- 7 - Region Chairs (3)
- 8 - Region Chairs (4)
- 9 - Region Chairs (5)
- 10 - Region Chairs (6)
- 11 - Professionals Chair
- 12 – Pre-Collegiate Representative
- 13 - Parliamentarian
- 14 - Chair Emeritus
- ** - Executive Director (Ex Officio)

Option #2: "Generic" Board

- 1 - President (National Chair)
- 2 - National Treasurer
- 3 - Secretary
- 4- Region Chairs (1)
- 5 - Region Chairs (2)
- 6 - Region Chairs (3)
- 7 - Region Chairs (4)
- 8 - Region Chairs (5)
- 9 - Region Chairs (6)
- 10 - Professionals Chair
- 11 – Pre-Collegiate Representative
- 12 - Chair Emeritus
- 13 - General Board Member
- 14 - General Board Member
- 15 - General Board Member
- 16 - General Board Member
- ** - Executive Director (Ex Officio)

Option #3: Additional Demographics

- 1 - President (National Chair)
- 2 - National Vice Chair
- 3 - National Treasurer
- 4 - Secretary
- 5 - Region Chairs (1)
- 6 - Region Chairs (2)
- 7- Region Chairs (3)
- 8 - Region Chairs (4)
- 9 - Region Chairs (5)
- 10- Region Chairs (6)
- 11 - Professionals Chair
- 12 - Parliamentarian
- 13 - Chair Emeritus
- 14 - Pre-Collegiate Representative
- 15 - International Representative
- 16 - BCA Representative



** - Executive Director (Ex Officio)

Option #4: "Generic" Board

1 - President (National Chair)
2 - General Board Members

3 - General Board Member
4 - General Board Member
5 - General Board Member
6 - General Board Member
7 - General Board Member
8 - General Board Member
9 - General Board Member
10 - General Board Member
11 - General Board Member
12 - General Board Member
13 - General Board Member

** - Executive Director (Ex Officio)

Dr. Reid: Reference the Strategic Goals mention of the roles and duties of a non-profit board.

Feedback:

- Peter
 - (Option 3) Additional Demographics
 - Preserve the continued Learning by doing for student leaders
 - NEB will create the opportunity for learning by doing
 - National Leadership Orientation, National Training Meeting, National Leadership Conference
 - Elevated Learning by doing to train students on how to serve on a board of directors.
- Steven.
 - REB Telecommunications Chairs want someone that can train them. Will WHQ be able to absorb some of the National Telecommunications Chair roles and duties? Need for someone who they can contact and
 - WHQ will provide outward facing and inward facing marketing and communications
 - Yearlong strategic marketing strategy
 - Two points of contact will be the Regionals and WHQ will make sure the Regional point of contact is supported and empowered
- Mel
 - Options 1 & 2
 - Gives flexibility to the ...
- Dr. Philips
 - Has consideration been given to the chapter members feeling disconnected from NEB
 - Sossena: Someone the change in duties of the Regional officers will free them up to give more support to the chapters. But exact
- Makeda:
 - How does content generation (Programming) being accounted for in this model? Ideas for members come from students?



- Suggestion:
 - to make sure student ownership of programming content is evident in board structure
 - general board member role:
 -
- Transition board will develop roles and responsibilities
- What is the role of the BCA rep on the Board of director?
- Didn't flush it through completely. SPTF didn't detail that position as a voting member but just a representation of all stakeholders.
- Draft similar language regarding the proposed board structure changes as is outlined in the "non-profit by-law document". We ensure board ownership of critical areas, while at the same time, ensuring that the board is focusing on the larger picture of the organization.

If you have any concerns you can reach the Strategic Planning Task Force by emailing sptf@nsbe.org

Special Meeting Amendment

- Currently under review by the DRC
- Outlines the ability for an Special Meeting called by the NEB
- Follow up voting mechanism... this is an amendment to the constitution
- How it could be implemented is being discussed within WHQ (possible using NSBEConnect)
- Document current in the final stages of revision

Makeda:

- Requiring a certain number of notices prior to the meeting
- Should require higher level for quorum for the senate vote to pass.

Tasha:

- The logistics of the how to conduct a special meeting Policy/Plan will be a separate document from what is detailed in the Constitution.

Reggie:

- Who can call a meeting?
 - 2/3rd vote of the NEB

Sarah

- Clarify what is a special meeting.
 - Special meeting is the meeting that the discussion of business will happen. There would be quorum etc. And then then the
- Change how the change in Article XVI section 3. Adding "or at a special meeting" makes it sound like there needs to be a vote on the call. Add a definition for a "special vote", defined similarly to the NEB e-voting procedure.
- 10 days might be a little short, 2 weeks might be more reasonable, vote should have an online portion with a time window, like the neb e-voting



Current Senator Stats

- 130 active senators
- 218 active chapters

Steven:

- Electronic voting reduces the prohibitive affect /challenge for senators to vote. Should increase participation and number of voters.

CPC Operating Guidelines

This document is the updated version of a 2009-2010 document. This is not a policy document, but this is how the CPC will operate going forward with operating convention.

Key Points

- Scale down Convention Planning Committee
- Reduce number of meetings and travel
- Vendors are constrained by the current structure. New structure will allow vendors to do their job more efficiently. Contracting duties will not change.

See document for more details.

Discussion:

Makeda: In a document it says the CPC chair can add people to their committee, so how does that fit in with this document?

Jarod: CPC doesn't directly report to the NEB, they report to the Nat'l Chair. They don't fall in the same category of an NEB Chairperson. Operating guidelines regarding timelines will still be managed by committee chairpersons.

Jarod: This change to the operating guidelines will help with the execution of the convention planning. Would help focus on the convention planning, and not just the implementation of it

Action Item	
Assigned to:	NEB
Assigned by:	National Vice
Required Action:	Full Transition report is due on March 15 th . Include what you would due for rest of March and April.
Deadline:	3/15/2015



Action Item	
Assigned to:	NEB
Assigned by:	National Vice
Required Action:	NEB/WHQ Evaluation Survey
Deadline:	3/15/2015

Action Item	
Assigned to:	NEB
Assigned by:	National Vice
Required Action:	Book all travel for Convention by specified date or lose travel authorization.
Deadline:	2/27/2015

Meeting to adjourn at 10:43pm



National Executive Board (NEB) Meeting Minutes

March 15, 2015

- I. **Call to Order** at <8:01pm> EST by <Sossena Wood >
- II. **March 15, 2015**
- III. **Roll Call:** Neville Green

Agenda

- Meeting Commence
 - Chair- Call to Order
 - Secretary-Roll Call
 - Vice Chair- Order of Day

Old Business

- Special Meeting Amendment
- CPC Operating Guidelines

New Business

- Appoint 2015 Awards Committee
- Review of Action Items

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chair	Vernon Cutting	X		
National Professionals Chair	Melerick 'Mel' Mitchell		X	
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps		X	
Communications Zone				
National Public Relations Chairperson	Porsche Williams			X
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble			X
Finance Zone				
Treasurer Emeritus	Corey Baker			X
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith		X	
2015 CPC Chairperson	Ethan Smith			X
Programs Zone				

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye			X
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone		X	
Region IV Chair	Gregory Hardy	X		
Region V Chair	Roy Moye III		X	
Region VI Chair	Lakeisha Hampton			X
Advisors				
	Reginald Ewing			X
	Regenia Sanders			X
	S. Gordon Moore, Jr	X		
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams			X
	Tony Harris			X
	Dr. Njema Frazier			X
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Donna O, Johnson			X
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Christina Sykes	X		
	Sylvester Harriett	X		
	Eric Addison			X
	Nicole Yates	X		
	Kyle Rahn	X		
	Shon McGhee	X		
	Don Nelson	X		
	Greg Meeropol	X		
	Tom Price	X		
	Franklin Moore	X		



Additional Attendees			

Special Meeting Amendment

Additional changes

1) As it is in the spirit of the document for the Senate to be able to act in full capacity outside of convention, should also include the ability to change Membership dues and amend National Bylaws. Ability to change "at a Special Meeting" to those sections was added

2) Extend the length of time for

Change from 10th day minimum notification to 14th. Suggestion from NEB member.

3) Addition of quorum language as "one-third of Chapters in good standing represented by at least one designated Senator" to ensure there is representation across Chapters

To ensure chapter representatives amongst the quorum.

- Concern: Why the 1/3 of active chapters instead of 1/2 of active chapters (Joshua)
 - Minimal representation without being too restrictive.
- Concern: Doesn't make it clear that voting can occur in a time frame outside the call. (Sarah)
 - Attended meeting, spoken to the chapters, then vote... all considered part of the meeting time frame
 - The Vote enables the senate the ability to conduct business outside of the annual convention
 - Quorum associate with the senate
 - Stipulation: % of senate at a meeting need to be at the meeting to
- Suggestion Chapter Representation: If the both of the senators cannot attend the call the defers voting abilities to the Chapter President and or Vice. (Noral)
 - 1/3 chapters in good standing option outlined in the slides
 - 2-3 day voting period
 - We don't want to define the what and the how.
 - Let the current leadership decide how long is best for the current senate body

Roll Call Vote			
Motion:	I entertain the motion to place APF_14-010_CONST_SpecialMeeting_v2.pdf on 2015 convention ballot		
Maker:	Victoria Hills		
Seconder:	Jarod Collins		
Maker:	Allowing our senators ... will strength the ability to engage the senate. The way the NEB will empower the senate and allow them to utilize their power. Beneficial to the chapters		
Seconder:	N/A		
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair			
National Publications Chair	X		
National Communications Chair			
National Finance Chair	X		
National Membership Chair	X		
National Academic Excellence		X	
National PCI Chair	X		
National International Chair	X		
Region I Chair			
Region II Chair		X	
Region III Chair		X	
Region IV Chair		X	
Region V Chair		X	
Region VI Chair		X	
	In Favor: 9	Opposed: 6	Abstentions: 0
Motion Passes/Fails 9-6-0			

CPC Operating Guidelines

CPC Operating Guidelines			
Motion:	I move to approve the CPC Operating Guidelines 3-15		
Maker:	JaRod Collins		
Seconder:	Victoria Hills		
Maker:	<ul style="list-style-type: none"> Document has been vetted by advisors, CPC chair 		
Seconder:	<ul style="list-style-type: none"> Will allow the CPC to focus on critical Discussion: Friendly to change "National" to "Annual" Noral It is important to have a single point of contact to respond to PCI advisors, parents, etc. 		
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair			
National Publications Chair	X		
National Communications Chair			
National Finance Chair	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National Membership Chair	X		
National Academic Excellence Chair	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair			
Region II Chair			X
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
In Favor: 14		Opposed: 0	
		Abstentions: 1	
Motion Passes/Fails 14-0-1			

Awards Taskforce

Motion:	I moved to appoint Awards Committee		
Maker:	Vernon Cutting		
Seconder:	Victoria Hills		
Maker:	N/A		
Seconder:	I think it is important to appoint these individuals to do the business of the Society.		
Discussion:			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair	X		
National Public Relations Chair			
National Publications Chair	X		
National Communications Chair			
National Finance Chair	X		
National Membership Chair	X		
National Academic Excellence Chair	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair			
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
In Favor: 15		Opposed: 0	
		Abstentions: 0	



Motion Passes/Fails 15-0-0

NEB at Convention:

NEB Attire is Professional from Tuesday onward.

Travel to Convention:

NEB will be picked up from SuperShuttle. If you miss your bus then your returning trip will be canceled.

If you miss your flight text Victoria.

Action Item	
Assigned to:	NEB
Assigned by:	National Vice
Required Action:	Full Transition report is due on March 15 th . Include what you would do for rest of March and April.
Deadline:	3/15/2015

Action Item	
Assigned to:	NEB
Assigned by:	National Vice
Required Action:	NEB/WHQ Evaluation Survey
Deadline:	3/15/2015

I entertain the motion to adjourn the call at 9:26pm EDT.

Maker: Victoria Hills

Secunder: JaRod Collins

Meeting to adjourn at 9:26pm EDT



National Executive Board (NEB) Meeting Minutes

March 24, 2015

- I. **Call to Order** at <8:01am> PDT by <Sossena Wood >
- II. **March 24, 2015**
- III. **Roll Call:** Neville Green

Agenda

All documents for this meeting are located on the NSBE portal at the link below:

<http://portal.nsbe.org/NEB/NEB%202015/Forms/AllItems.aspx?RootFolder=%2fNEB%2fNEB%202015%2f2014-15%20NEB%20Meetings%20and%20Minutes%2f2015%20Annual%20Convention%20NEB%20Meeting%5bAnaheim%2c%20CA%5d%2fMeeting%20Documentation&FolderCTID=&View=%7b6802F3D6-FB73-44F1-974D-C0F87BFBD74%7d>

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins	X		
National Programs Chair	Vernon Cutting			X
National Professionals Chair	Melerick 'Mel' Mitchell	X		
National Parliamentarian	Tasha Zephrin			X
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker		X	
National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Ethan Smith			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank	X		
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray			X
Region III Chair	Tiffany Sithiphone	X		
Region IV Chair	Gregory Hardy			X
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing	X		
	Regenia Sanders	X		
	S. Gordon Moore, Jr		X	
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams		X	
	Tony Harris	X		
	Dr. Njema Frazier		X	
	Steven Jarrett			X
	Dr. Stephanie Adams		X	
	Virginia Booth- Wolmack	X		
	Donna O, Johnson	X		
Team Leads				
	Karl Reid	X		
	Sharon Southerland-Smith	X		
	Christina Sykes	X		
	Sylvester Harriett		X	
	Eric Addison		X	
	Nicole Yates	X		
	Kyle Rahn	X		
	Shon McGhee	X		
	Don Nelson		X	
	Greg Meeropol	X		
	Tom Price	X		
	Franklin Moore			
Additional Attendees				
	Dr. E			



Motion:	I move to approve minutes from NEB Meeting 2-25-2015.dox		
Maker:	Neville Green		
Seconder:	JaRod Collins		
Maker: No			
Seconder: Reviewed it looks good			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair			
Region III Chair	X		
Region IV Chair		X	
Region V Chair		X	
Region VI Chair	X	X	
	In Favor: 10	Opposed: 4	Abstentions: 0
Motion Passes/Fails 10-4-0			

Chair's Briefing

- Chapter Visit: Ferguson, MO
 - With Mel
 - Black Lives matter campaign
 - Bringing 44 members to the Convention
 - Visited Mike Brown Memorial Site
- Get more from PPT

Executive Director Briefing

- **Organization Health and Optimization**
 - Onboarding of new Senior Director staff
 - Suggested WHQ Budget for the present and next year



- Recommend and adjust current and future staffing
- Review of WHQ Goals for the quarter
- **Future Funding Opportunities**
 - Grant Opportunities
 - ExxonMobil Retention Meeting,
 - NSF (Grant for
 - Fund 2 Foundation
 - Intel Proposal)
- **Stakeholder Relationship Building**
 - Company Meetings: Army
 - Met recently
 - New Partnerships with Organizations: ASCE MOU/ Joint Membership and Professional Development
 - First of many partnership building orgs with other orgs
 - Very beneficial for our members
 - Existing Partnerships with Organizations:
 - SHPE, SWE, & NSBE –RAND Corporation;
 - 50k Coalition with SWE and SHPE
 - How NSBE can be the leader in diversity by working with various
 - Shared 10K vision
 - Presented NSBE 2025 strategic plan @ SIG public policy
- **Strategic Planning Efforts**
 - Weekly check-ins (Chair, Vice Chair, ED, and Sr. Dir. of Operations)
 - Write up NEB Board Structure
- **Additional Efforts**
 - Appointed to DC STEM Council – Outcomes of STEM education in DC

APC Briefing

- Second Quarterly Report and Progress with WHQ Goals
- **Slide 15:**
 -
- **Org Chart**
 - **Sharon Smith (Senior Director Operations)**
 - **Sr. Director Finance and Accounting (Proposed Positions for 2015-16)**
 - **Christina Royster Sykes (director, Marketing and Communications)**
 - **Director of Research and**

Discussion:

Senior directors can be strategic but not tactical

Cross functional working amongst WHQ members Kyle and

Q. How will WHQ absorb hours from the Communications Zone

A. Social media Coordinator

Q. Will the four position what were brought in already cover the cost of the addition of the other additional positions proposed?



A. Funds and government allocation is a new addition to the

Q. The projected budget is based on money that we think we can generate. Why are willing to make this increase based. (Makeda)

A. (Tony) huge investment and leap of faith. Goes back to the mission to Increase the number of black engineers. If we continue to do what we have been doing we won't we won't achieve that. People who do it full time is better than those who do it part time.

Proposed budget, Fiscal dates say fiscal period 1 not everyone will start August 1st.

Roll of APC is to vet this through

Q. Have we defined the process from removing responsibilities from board members to WHQ

A. Transition report will help in this process. What operations versus strategic task Dr. Reid has

What type of task will an NEB member be responsible for

Q. What are our contingency plans moving forward

A. WHQ is bringing in additional funds outside of their proposed goal. If we don't bring in a certain amount then the new members of the WHQ won't start.

Comments:

- **Are we growing too fast?**
 - Growing by 34%
 - Approximately 4.3 Mill
- Concern: large percentage growth in a short amount of time.
- Why has our revenue been stagnant for so many years .The future of revenue is in programming? Servicing customers better, develop programming that

Proposed Budget

- ~12% of our membership is in the North East
- Expected 2016 Attendees 11, 6000
- Toronto 9,200
- Convention Rates are based on
- BCA Allocations
 - Increased members from 52 to 55
- Grant and Foundations Allocations (GFA)
 - Budget is set at 700K
 - 100% of it has to be made for some positions to start
 - WHQ Goal is set to \$1,175,000
 - NO Programmatic
 - Diversity
 - Foundational giving
 - Indirect Cost Recovery
 - Net Revenue
 - GFA goes into the NEB budget
- Budget highlights
 - NEB
 - Increased chapter support (50K to 85k)
 - Managed by the regions
 - Ghana trip removed



- Strategic Planning Endowment for 3 years
 - \$33333
 - 2018: 100,000
- AEX
 - Every NSBE Jr. that starts to
 - \$5
- National Convention
 - Torch fest @ 90k (required sponsorship)
 - Marketing Campaign for Convention
 - Planned
- NLI
 - Decrease NLC travel
 - Year Long Training
- SAC
 - All scholarships moved to his budget
 - Pipeline scholarship NSBE Jr. Add 100
- Professionals
- Publications
- SEEK
- PCI
- WHQ

Discussion:

Indirect cost recover cover...

Net

Strategic plan... mentioned Strategic... Recommended a new WHQ employee when
Last year split expenses with Purdue... More finding can come out of (Chapter support (Increase by 35K)
and possible discretionary funds)
Look for a plan for more sustainable funding with partnership with shared mission

Concern: to be able to go to their conference if the International

Matt: BCA

Corey:

Indirect Cost recovery

- NEB budget covers 35%
- Other sources (65%)
- 9% less depended on Registration and 9% depended on grants and other funds

NLI

Mission Critical: The tradition positions that we brought in in previous years (on more
Relying more on sponsorship to bring more people
Where does (20,000) + 20K that is already there

AEx:

- 225 people pay the graduate rate



- If you are counting on the graduate
- Makeda:
- Decreased line item for the travel
 - You don't need all members of the board at every meeting
 - Based on how this board things next board should operator, not taking into account the proposed board structure

Matching money to show NSBE backing its own programming
 Jarod is trying to align the Strategic Plan. Programs have to

Motion: Motion to extend time 5mins
 Approved: by consensus

Motion: Move to extend time by 2
 Approved: by consensus
 Change the Convention Rates to reflect the Domestic "International" who were playing a much lower rate

Motion: Motion to extend time for 5 mins
 Approved: by consensus

We have spent 6 years at 10 Mil as an organization.

Motion:	I move to approve the 2015-2016 national budget outlined in "Final Compiled Budget 3-25-14.xlsx"		
Maker:	JaRod Collins		
Seconder:	Jeseekia Vaugh		
Maker:	<ul style="list-style-type: none"> • Mover: see above • Seconder: Yield 		
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair			
Region III Chair	X		
Region IV Chair			
Region V Chair	X		
Region VI Chair	X		
In Favor: 15		Opposed: 0	Abstentions: 0
Motion Passes/Fails 15-0-0			

Motion:	I move to approve the FY 16 One-Time Purchases outlined in "FY16 – One-time Purchases Reserves" slide.		
Maker:	JaRod Collins		
Seconded:	Jeseekia Vaugh		
Maker:	<ul style="list-style-type: none"> • Mover: see above • Seconded: Yield 		
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence		X	
National PCI Chair		X	
National International Chair		X	
Region I Chair		X	
Region II Chair		X	
Region III Chair		X	
Region IV Chair			
Region V Chair		X	
Region VI Chair		X	
In Favor: 8		Opposed: 8	Abstentions: 0
Motion Passes/Fails 8-8-0			



Chair vote: Yes

Discussion:

Dr. Reid:

- One time change that will increase the number of backend access that will allow people to run their own report
- IT updates to manage processes
- Additionally partnership with the Ad Council and use public service announcements to get. \$200,000 advertising to develop this initiatives and go to BCA with joint partnership

Microsoft Suggestion:

- 365 free for non-profits
- We had a grant with Microsoft to use their software for free. To be revisit.
- Allocation for Licenses:
- Money coming from the next fiscal year from the reserves.

WHQ: Updates

Action Items from winter Meeting

- **Include Help Desk data in WHQ Customer Service**
 - Will include Help Desk and Email Logs in 2015-16 Goals
 - Proposed dedicated CS Coordinator for 2015-16
- **Improve SEEK visibility**
 - Included in developing Integrated Marketing Campaign
- **Broaden Professionals eNews audience**
 - In Process
- **Revise organizational chart to reflect PEB**
 - Done
- **Better Leverage Professional skillsets**
 - In process (e.g., NSF proposal; new Programs Team strategy being developed)

Staff Changes

New Hires

- Kyle Rahn, Sr. Director, Fund Development
 - Greg Meeropol, Sr. Director, Programs
 - Christina Royster Sykes, Director, Marketing and Communications
-



Reassignment

- Tom Price, Director, External and Government Affairs
- Matt Clark, Interim Manager, SEEK

Departures

- Sharifa Vinson, Sr. Manager, SEEK

Searches

- Sr. Manager, Programs
- Sr. Manager, SEEK
- Development Manager
- Corporate Relations Assistant

Kyle Rahn

WHQ Goal: Raise an additional \$1,000,000

Goal #1: Ensure NSBE Has Internal Capacity to Support Philanthropic Activities

Strategy 1: Ensure development office is fully staff and supported

Strategy 2: Develop comprehensive fundraising plan

Strategy 3: Conduct analysis of donor database system to ensure structural and data integrity

Strategy 4: Develop clear lines of communication and collaboration with other departments within the national office

Goal #2 :Develop operational revenue streams to support the work of the NSBE national office

Strategy 1: Increase the number of individual donors

Strategy 2: Develop on-going relationships with major donors

Strategy 3: Conduct Board campaign for introductions to donor prospects

Strategy 4: Design a planned giving program

Strategy 5: Develop additional sponsorship opportunities

Strategy 6: Define opportunities for revenue from national intermediary activities

Goal #3: Develop national intermediary opportunities which provide funding to support local and state associations

Strategy 1: Seek federal government grant opportunities to support direct service programs

Strategy 2: Establish partnerships with corporations and foundations to support local programming as



well as national initiatives

Goal #4: In collaboration with NSBE chapters, provide resources to assist in building internal fundraising capacity

Strategy 1: Provide subject matter expertise to develop resources and tools for use by chapters

Fund Development Status

- Executive Leadership Foundation: Grant secured (\$225K over 2 years)
- NSF Travel Grant received (\$49K)
- Fund II Foundation proposal pending
- NSF: \$2.8M proposal pending (review began 1/29/15)
- Recruited Sr. Director, Fund Development
- Developing federal policy strategy

Insert Slide 17

Greg Meerpool

SEEK -> PCI-> Collegiate -> Professionals

Consolidated under one division

Data driven

Customer service focused

Integrated programming, that builds on each stage of the pipeline offering NSBE members success in middle school, high school, college, career and life

SEEK

- Develop individual plans for each SEEK site
- Examine franchise potential and long-term strategy

PCI

- Stabilize existing programs. Good portfolio of programs
- Focus on promotion, participation and evaluation
- Additional coordinator member in new fiscal year

Collegiate

- Focus on academic excellence and retention
- Standardize practices across Collegiate chapters (recruitment, interventions, reporting)



- Same services at convention that you receive year in each region
- Additional coordinator in new fiscal year

Professionals

- Reestablish a dedicated Professionals program unit that integrates current activity and offers something for every NSBE professional
- Engage NSBE Professionals in lower sections of pipeline
- New coordinator in new fiscal year

Program Goal Status

- **Robotics Programs-** Expanded robotics programs by adding VEX Robotics Design Systems and Jr. FIRST Lego League to competition listings. 19 chapters registered for robotics competitions at the 41st Annual Convention.
- **ExxonMobil Retention Program-** Revived talks with ExxonMobil around funding for 3-year retention model
- **SEEK Growth-** Expanded program by adding 5 new locations (Birmingham, Harrisburg, Thibodaux (LA), Boston, Los Angeles)

Christina

Integrated Marketing

Print Ads

- High visibility publications
- Calls to action
- Co-branded ads
- Placement in special education issues
- Copywriting to communicate mission
 - Cultivate
 - Graduate
 - Develop

Digital Ads

- How do we get the message out?
 - In-banner video
 - Branded content
 - Target users in our demographics
 - Place ads on websites with a large African American audience
 - Use retargeting technology to keep NSBE top of mind amongst website visitors

Social Media

- Content strategy
- Incentivized contests
- Branded content (graphics, videos, flipagrams, etc.)
- Use hashtags – but be consistent
- Promotional and communications plans
- Events/campaigns: Landing pages with social media content

Public Relations

- Broaden press relationships
- Leverage the stories of NSBE ambassadors



- Create international profile for NSBE
- Create promotional plan and calendar for NSBE and events

Marketing and Communication

- Create an integrated marketing campaign announcing NSBE's goal to graduate 10,000 black engineers annually by 2025
 - BHAG (Big H__ Audacious Goal)
- Leverage partners
 - Marketing sponsors
 - Ad Council
- Tell the NSBE story everywhere:
 - In the press
 - On the website
 - In social media
 - In our magazines
 - Comment forums
 - In advertising

External and Government Affairs

Mission of E&G

- Building relationships, partnerships, and working collaborations with non-government organizations, government agencies, and other entities with the primary focus to more effectively achieve NSBE goals

External focus

- Gathering information on African American STEM education issues, programs and activities
- Placing NSBE at the table and in a leadership role for issues in NSBE's wheelhouse
- Supporting broadening of NSBE's image as a leader in black STEM/engineering education

Internal focus

- Working closely with NSBE departments to strengthen engagement with outside organizations
- Supporting NSBE SIGs

Customer Service

WHQ Overall Customer Metric 3.72/5.0

Status is Okay but WHQ is reporting the metrics to the APC and working on improving it

NSBEconnect Update

Q. what is the plan to synchronize the user experience on NSBEconnect with NSBE.org

A. NSBE.org needs to be audited and more engaging. Heat map on the website. Moving nsbe.org to a more feeling of

ExxonMobil committed \$40,000 to establish a retention

How are you going to track seek participants and transition them in to NSBE Jr.

Starts at the registration process. For the first time SEEK students a registered in NSBEConnect. Impact Survey

Proposal with SWE and SHEP to look at the retention (NSF Grant)



How will be moderating the first committee on My NSBE

First couple of weeks Staff will moderate each post. Then phase in self moderation. Make sure that question are being answered in 48 hours

Suggestion: to use

Training for WHQ:

New learning management system for NSBEconncet

Add a tool that ask” Wad this helpful?” move things up or down based on user relevance.

SEEK is Pipeline Program

How does Technical OutReach fit into the plan?

Board Structure Proposal Discussion

BCA and Executive Directors are non-voting members of the proposed board

What happens to SEC?

SEC would be a board committee similar to the APC

Taskforce: Taskforce isn't limited to members of the NEB. Could be members of short term focus on specific objectives that

NO change in REB structure

Focus of REB will be on academic excellence and retention.

Comments: all the regional members are a part of the National AEx committee and removes consistent communication and keep people of the same.

We need to determine the what. And next year's NEB will determine the how

The purpose of the presentation is to approve the necessary members for the board to conduct NSBE's business.

This is what is achievable for what NSBE looks like

Motion:	I move to reconsider the motion to propose the Special Meeting Amendment Proposal as outlined in APF_14-010_CONST_SpecialMeeting
Maker:	Internal Chair
Second:	R1 Chair

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



Maker:

- Mover: see above
- Seconder:

NO Discussion

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence		X	
National PCI Chair		X	
National International Chair	X		
Region I Chair	X		
Region II Chair			
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 14	Opposed: 2	Abstentions: 0

Motion Passes/Fails 14-2-0

Motion: I move to propose the Special Meeting Amendment Proposal as outlined in APF_14-010_CONST_SpecialMeeting

Maker: Victoria Hills

Seconder: JaRod Collins

Maker:

- Mover: see above
- Seconder: Yield

NO Discussion

Roll Call Vote

National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications	X		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



Chair			
National Finance Chair	X		
National Membership	X		
National Academic Excellence		X	
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair			
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 15	Opposed: 1	Abstentions: 0
Motion Passes/Fails 15-1-0			

Special Meeting Proposal
Supporting Documents:
Morgan Lewis Memo

Comments:

Leadership have to be comfortable with ambiguity. Trust that the next board can figure it out.

Making a decision during the

At Convention if you don't show up you can't vote. There is no absentee ballot.
Intent is to keep the process as close to the nature of convention as possible.

Senator's would be verified and confirm their ability and willingness to
NEB will call the meeting to order and determine the length of time of the meeting. Call to order and adjournment time

Comment: Set up a minimum time frame for the voting duration

Motion:	I move to approve the recommendation of the SPTF regarding the NEB board structure in BoardStructure3_23_15.ppt
Maker:	Jeseekia Vaughn
Secunder:	Jarod Collins
Maker:	<ul style="list-style-type: none"> • Mover: see above • Secunder: Yield
NO Discussion	
Roll Call Vote	
National Vice-Chair	X

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence		X	
National PCI Chair	X		
National International Chair		X	
Region I Chair		X	
Region II Chair		X	
Region III Chair		X	
Region IV Chair		X	
Region V Chair	X		
Region VI Chair		X	
	In Favor: 10	Opposed: 7	Abstentions: 0
Motion Passes/Fails 10-7-0			

-
- I. **Call to Order** at <12:02pm> PDT by <Sossena Wood >
 - II. **March 24, 2015**
 - III. **Roll Call:** Neville Green

Position	Name	Present	Late	Absent
Administrative Zone				
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Victoria Hills	X		
National Secretary	Neville Green	X		
National Treasurer	JaRod Collins		X	
National Programs Chair	Vernon Cutting			X
National Professionals Chair	Melerick 'Mel' Mitchell			X
National Parliamentarian	Tasha Zephrin	X		
National Chair Emeritus	Calvin Phelps	X		
Communications Zone				
National Public Relations Chairperson	Porsche Williams	X		
National Publications Chairperson	Jeseekia Vaughn	X		
National Communications Chairperson	Steven Strouble	X		
Finance Zone				
Treasurer Emeritus	Corey Baker			X

NATIONAL EXECUTIVE BOARD MEETING MINUTES

2015-2016



National Finance Chairperson	Matthew Nelson	X		
National Financial Controller	Anwar Billy	X		
Assistant Treasurer of Special Projects	Lauryn Smith	X		
2015 CPC Chairperson	Ethan Smith			X
Programs Zone				
National Academic Excellence Chair	Sarah Brown	X		
National Business Diversity Chair	Joshua James	X		
National TORCH Chair	Makeda Stephenson	X		
National PCI Chairperson	Noral Walker			X
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conference Planning Chairperson	Andrew Ellis			X
Membership Zone				
National Membership Chairperson	Richard Brinkley II	X		
National International Chairperson	Peter Frank			X
Region I Chair	Denzel Drye	X		
Region II Chair	Ashley McCray	X		
Region III Chair	Tiffany Sithiphone		X	
Region IV Chair	Gregory Hardy			X
Region V Chair	Roy Moye III	X		
Region VI Chair	Lakeisha Hampton	X		
Advisors				
	Reginald Ewing		X	
	Regenia Sanders			X
	S. Gordon Moore, Jr			X
	Andre Willis	X		
	Dr. Gary May			X
	Cheryl Adams	X		
	Tony Harris			X
	Dr. Njema Frazier	X		
	Steven Jarrett			X
	Dr. Stephanie Adams			X
	Virginia Booth- Wolmack	X		
	Donna O, Johnson	X		
Team Leads				
	Karl Reid		X	
	Sharon Southerland-Smith		X	
	Christina Sykes			X
	Sylvester Harriett			X
	Eric Addison			X
	Nicole Yates			X



	Kyle Rahn			X
	Shon McGhee			X
	Don Nelson			X
	Greg Meeropol			X
	Tom Price	X		
	Franklin Moore			X
Additional Attendees				
Mariam (1 st Executive Director)				

Algebra by the 7th grade Discussion:

Purpose: to increase the number of underrepresented 7th grade students in the U.S. that are academically prepared to take algebra.

Assessment Learning in Knowledge Spaces (ALEKS) is a web-based artificially intelligent assessment and learning system

Not a game a competition by yourself and your classmates.

Parent participation is the driving force with the program.

Co-Leadership model: NSBE is the strongest leg (due to fact we want to balance and showcase the others in written proposals

University are using ALEKS as an entrance examination for engineering school.

Suggestion to pilot Algebra by 7th Grade in the Bahamas as because they have BETA and the support of the minister of education

Education majors

Professional development program for teachers

Hybrid Model (online/face to face)

ALEKS goes all the way through graduate school

Fall Recruiting Taskforce

- Recommendation from BCA to NSBE
- Change FRC
- What are we trying to achieve
 - Customer Discovery Process
 - Collegiate Members
 - (Value Prop) Early leadership development



- (How we Service)
 - NSBE Jr. Members
 - (Value Prop) Early engineering exposure and connections to top engineering schools
 - Professionals
 - (Value Prop) Engineering career development and exposure to executives
 - University
 - (Value Prop) Access to future engineering recruiting pool and peer networking
 - Corporate Partners
 - (Value Prop) Access to talent and ability to influence future pipeline
- Interview Results
 - Strong opposition to combining FRCs without evidence that model works
 - RLC springboard the NSBE year for chapter
 - FRC...
- Proposal
 - Give BCA and additional value prop
 - Opportunities for financial supporters to meet directly with chapters

Discussion:

Opportunities for other members outside of leaders.

- Shifting the timeline will disrupt the NSE programmatic calendar
- Chapter leaders will make connections and bring the companies to the chapters

Will companies be willing to come to FRC after attending a Joint RLC

Not a big cost to BCA to

Add senator

Flexible model that supports adding more NSBE Jr., etc.

Have you confirmed with the BCA to verify that they are willing

Corporate relations isn't the buy all for all chapters. There is BCA to increase BCA dues to support this effort

Consider corporate headquarters instead of tying it to a region.

Schedule or potential confirmations of companies on this proposal would boost Regional chair confidence on this proposal

Concerns:

- Companies may be on vacation in August
- Evaluate the effect/ impact on FRC

Historically:

BCA used to only pick 2 Regions to attend



Talent concerns:

- Recruitment tool in which people become leaders to go to RLC to get access to the BCA
- Chapters may not have interfaced with companies before so may be unprepared for school an interaction

Call to Action:

Is this a model we believe will work? If yes can we come up with a full model with the details of the proposal to implement for 2016.

Motion:	I move to task the FRC taskforce to move forward with the joint RLC proposal in presentation Fall Recruiting Taskforce Update3.25.15.PPT		
Maker:	Porsche Williams		
Second:	Ashley McCray		
Maker:	<ul style="list-style-type: none"> • Mover: see above • Second: Yield 		
NO Discussion			
Roll Call Vote			
National Vice-Chair	X		
National Secretary	X		
National Treasurer	X		
National Programs Chair			
National Public Relations Chair	X		
National Publications Chair	X		
National Communications Chair	X		
National Finance Chair	X		
National Membership	X		
National Academic Excellence	X		
National PCI Chair	X		
National International Chair	X		
Region I Chair	X		
Region II Chair	X		
Region III Chair	X		
Region IV Chair	X		
Region V Chair	X		
Region VI Chair	X		
	In Favor: 17	Opposed: 0	Abstentions: 0
Motion Passes/Fails 17-0-0			

Action Item	
Assigned to:	NEB



Assigned by:	Kyle Ron
Required Action:	If you speak to anyone and have any potential fundraising opportunities contact her.
Deadline:	

Action Item	
Assigned to:	NEB
Assigned by:	Christina Sykes
Required Action:	If you have the information for influencers share that information with here
Deadline:	3/15/2015

Action Item	
Assigned to:	NEB
Assigned by:	Nicole Yates
Required Action:	Test the myNSBE Community at Testmynsbe.org
Deadline:	

Action Item	
Assigned to:	To NEB
Assigned by:	Peter Frank
Required Action:	If the senate passes the Special Meeting Proposal, the NEB will amend the bylaws to reflect the meeting duration and voting mechanisms concerns.
Deadline:	April 30 th , 2015

Action Item	
Assigned to:	Matthew Nelson
Assigned by:	Victoria Hills
Required Action:	Have the fall recruiting taskforce performance analysis delivered to the NEB by.
Deadline:	April 15, 2015

Action Item	
Assigned to:	Victoria Hills
Assigned by:	Lakeisha Hampton



Required Action:	To send out the list of required event
Deadline:	10pm PDT

Leadership Roundtable (3:30)

Discuss:

NSBEconnect, Board communications,

Wed

Opening Session Seating starts at 5:30→6pm

Hospitality Suite

Thursday

Regional meeting

Chapter Leadership Forum

National Forum

General Session

I entertain the motion to adjourn this meeting at 2:00pm PDT

Move: Noral Walker

Seconded: Sarah Brown