




NATIONAL SOCIETY OF BLACK ENGINEERS

 Think Green! Please do not print unless absolutely necessary

**2013-2014 National Executive Board**



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**National Executive Board (NEB) Meeting Minutes**

**April 24, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson Elect	Sossena Wood	X		
National Vice-Chairperson Elect	Lacie Pierre	X		
National Secretary Elect	Brianna Hammond	X		
National Treasurer Elect	Corey Baker	X		
National Programs Chairperson Elect				
National Alumni Extension Chair Elect	Keith Humphrey		X	
National Parliamentarian				
National Chair Emeritus				

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson Elect	Jordan Gill	X		
National Public Relations Chairperson Elect	Khalia Braswell		X	
National Publications Chairperson Elect	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson Elect	Gabriel Draper	x		
National Financial Controller				
2014 CPC Chairperson	Brandon Johnson	x		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair Elect	Tiffani Davis	x		
National Business Diversity Chairperson				
National Leadership Institute Chairperson				
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson Elect	Charon Miller	X		
National International Chairperson Elect	Henrietta Kasaini			x
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins			x
Region VI Chairperson	Demitri Wilright			x

<b>Other Attendees</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Sharon Smith, Donna O.				

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:05 PM EST**  
**Chaired by Sossena Wood – National Chairperson-Elect**

**Agenda Overview- Lacie Pierre**  
**Appointments**



**I. Chair Emeritus**

- a. Chairwoman Wood recommends Calvin Young for National Chairperson Emeritus
- b. I move to appoint Calvin Young as the 2013- 2014 National Chairperson Emeritus**
  - i. Maker: Corey Baker**
  - ii. Seconder: Paula McCall**
- c. Corey Baker
  - i. Speaks to excellence as Chair and in character
  - ii. Will be able to provide valuable input this year
- d. Discussion
  - i. Chairwoman Wood
    - 1. Will be able to guide us to where we need to go
    - 2. Confident in ability to advise and assist in strategic development
- e. Call the Question – Corey Baker

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Vacant			
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	-		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	JaRod Collins			
Region VI Chairperson	Demitri Wilright			
	<b>Total</b>	13	0	0

**Motion Passes 13 – 0 – 0**

**II. National Parliamentarian**

- a. Chairwoman Wood recommends Ahmed Awadelkarim for 2013-2014 National Parliamentarian
- b. I move to appoint as the 2013- 2014 National Parliamentarian**
  - i. Maker: Corey Baker**
  - ii. Seconder: Brianna Hammond**
- c. Corey Baker
  - i. Brought in some great numbers and did extremely well with the Admin Zone last year
  - ii. Knows he will exceed expectations this year
- d. Discussion
  - i. Chairwoman Wood



1. Ahmed’s goals were unique
  2. Expressed that he is more than willing to do whatever is needed to be done
  3. He made several proposals this year and is very educated about the process
  4. Started something great that can be even greater in the upcoming years
- e. Call the Question – Harry Kennedy

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Vacant			
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis		X	
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown		x	
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins			
Region VI Chairperson	Demitri Wilright			
<b>Total</b>		<b>11</b>	<b>2</b>	<b>0</b>

**Motion Passes 11 – 2 – 0**

**III. National Financial Controller**

- a. Chairwoman Wood recommends Carly Cobbold for 2013-2014 National Financial Controller
- b. **I move to appoint Carly Cobbold as the 2013- 2014 National Financial Controller**
  - i. **Maker: Sukari Brown**
  - ii. **Seconder: Lacie Pierre**
- c. Sukari Brown
  - i. Worked closely with Carly and is sure she will do a great job
  - ii. Sees the plan that she has to make sure that financial policy is understood and that is incorporated on the chapter level
  - iii. She has been able to fix a few processes including documentation and processes
- d. Discussion
  - i. Chairwoman Wood
    1. Very dedicated and engaging,
    2. She helped Regional Treasurers to be successful this year



3. She is supportive of chapters and brings forth a Conference Planning toolkit for better planned RLCs and FRCs
  4. She brings the idea to make processes of finances more electronic (rather than spreadsheets)
  5. She is a phenomenal asset to team
- e. Call the Question – Brianna Hammond

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Vacant			
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins			
Region VI Chairperson	Demitri Wilright			
<b>Total</b>		<b>13</b>	<b>0</b>	<b>0</b>

**Motion Passes 13 – 0 – 0**

**IV. National Leadership Institute Chairperson**

- a. Chairwoman Wood recommends Makita Philips for National Leadership Institution Chairperson
- b. **I move to appoint Makita Phillips as the 2013- 2014 National Leadership Institution Chairperson**
  - i. **Maker: Corey Baker**
  - ii. **Seconder: Gabriel Draper**
- c. Discussion
  - i. Chairwoman Wood
    1. Very unique ideas separating her from other candidates
    2. Very qualified, understands one mission, one vision
    3. Has several initiatives planned, will help us move forward
- d. Call the Question – Paula **McCall**



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			X
National Treasurer	Corey Baker	X		
National Programs Chairperson	Vacant			
Communications Chairperson	Jordan Gill	x		
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte	x		
National Finance Chairperson	Gabriel Draper			x
National PCI Chairperson	Paula McCall	x		
National AEx Chairperson	Tiffani Davis		x	
National Membership Chairperson	Charon Miller	x		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	x		
Region II Chairperson	Vernon Cutting	x		
Region III Chairperson	Jessica Ford	x		
Region IV Chairperson	Harry Kennedy	x		
Region V Chairperson	Jarod Collins			
Region VI Chairperson	Demitri Wilright			
	<b>Total</b>	10	1	2

**Motion Passes 10 – 1 – 2**

**V. NATSP**

- a. Chairwoman Wood recommends Krystal McDoom for 2013-2014 National Assistant Treasurer of Special Projects
- b. **I move to appoint Krystal McDoom as the 2013- 2014 National Assistant Treasurer of Special Projects**
  - i. **Maker: Harry Kennedy**
  - ii. **Seconder: Corey Baker**
- c. Harry Kennedy
  - i. Speaks to character and work ethic
- d. Corey Baker
  - i. Confident in abilities to fill the position
  - ii. Impressed with ideas for upcoming year
- e. Discussion
  - i. Chairwoman Wood
    1. A hard and competitive position
    2. She’s got dedication to diversify and wants to assist the chapters
    3. Speaks to character and ability
    4. Strong candidate - thinks chapters would benefit
  - ii. Sukari Brown – Any specific ideas that she indicated about increasing revenue?
    1. Chairwoman Wood
      - a. One idea is collecting database of different government officials
      - b. Wants to focus on professionals for Annual Giving (remind them understand why they joined NSBE, etc.)



- c. Toolkit that she wants to put together
- f. Call the Question – Corey Baker

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	x		
National Treasurer	Corey Baker	x		
National Programs Chairperson	Vacant			
Communications Chairperson	Jordan Gill	x		
National Public Relations Chairperson	Khalia Braswell	x		
National Publications Chairperson	Shuffarel Bonaparte	x		
National Finance Chairperson	Gabriel Draper	x		
National PCI Chairperson	Paula McCall	x		
National AEx Chairperson	Tiffani Davis		x	
National Membership Chairperson	Charon Miller	x		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown		x	
Region II Chairperson	Vernon Cutting	x		
Region III Chairperson	Jessica Ford	x		
Region IV Chairperson	Harry Kennedy	x		
Region V Chairperson	Jarod Collins			
Region VI Chairperson	Demitri Wilright			
	<b>Total</b>	12	2	

**Motion Passes 12 – 2 – 0**

**Comments:**

**Chairwoman Wood**

Matthew McFarland is filling in for the position of Programs Chair, as Programs Chair- Elect has been removed from position on current board and board-elect, individual is filing for appeal  
 Next NEB meeting, vote in Business Diversity and Programs

**NTM Preparation**

**Chairwoman Wood**

Admin team is still working on agenda to be distributed Thursday or Friday of this week  
 Series of things to focus on, inviting more counterparts that we work with  
 Attending: NEB – Elect, Outgoing Admin Team, Top 5 CPC, WHQ Staff, NAB  
 Look forward to: Team building, strategy (how to understand...what does it look like?), strategy roll-ups  
 Sharing visions  
 Attire: Work out clothes  
 Professional  
 Chapter visit (UMCP Cookout Visit)  
 Close out on Sunday with legal responsibilities and some strategy items

**Questions/Comments**

Brandon Johnson– Looks forward to being at NTM and hopes everyone will be involved in conversation  
 Chairwoman Wood - May 1 is quickly approaching





Very excited to work with everyone  
 Connect with me if you haven't already done so  
 Donna O. – Comments regarding those with finals before and/or after NTM

**Adjournment**

Chairwoman Wood entertains motion to adjourn meeting at 9:42 PM EST

**I move to adjourn at 9:42 PM.**

**Maker: Corey Baker**

**Seconder: Gabriel Draper**

**Motion Passes 14-0-0**

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	x		
National Secretary	Brianna Hammond	x		
National Treasurer	Corey Baker	x		
National Programs Chairperson	Vacant			
Communications Chairperson	Jordan Gill	x		
National Public Relations Chairperson	Khalia Braswell	x		
National Publications Chairperson	Shuffarel Bonaparte	x		
National Finance Chairperson	Gabriel Draper	x		
National PCI Chairperson	Paula McCall	x		
National AEx Chairperson	Tiffani Davis	x		
National Membership Chairperson	Charon Miller	x		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	x		
Region II Chairperson	Vernon Cutting	x		
Region III Chairperson	Jessica Ford	x		
Region IV Chairperson	Harry Kennedy	x		
Region V Chairperson	Jarod Collins			
Region VI Chairperson	Demitri Wilright			
	<b>Total</b>	12		

**Call adjourned at 9:42 PM EST**



**National Executive Board (NEB) Meeting Minutes**

**June 5, 2013**

<b>Ad Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Alumni Extension Chair	Keith Humphrey			
National Parliamentarian	Ahmed Awadelkarim		X	
National Chair Emeritus	Calvin Young		X	

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson			X

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis			X
National Business Diversity Chairperson				
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown		X	
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright		X	

<b>Other Attendees</b>	Avery, Andrew, Gordon, Steve Jarett, Michael Boswell, Cheryl, Carl, Sharon, Donna O., Tony
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\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 7:37 PM EDT**  
**Chaired by Sossena Wood – National Chairperson**  
**Agenda Overview- Lacie Pierre**



**Approval of Minutes – Brianna Hammond**

- VI. I move to approve the minutes from: 10/23/2012, 12/19/2012, 1/11/2013, 1/12/2013, 1/13/2013, 2/24/2013, 3/7/2013, 3/26/2013, 4/16/2013, 4/23/2013, 4/24/2013
- i. **Maker: Brianna Hammond**
  - ii. **Seconder: Shuffarel Bonaparte**
- a. Maker
  - b. Seconder
  - c. Discussion
  - d. Call the Question – JaRod Collins

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis			
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown			
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright			
<b>Total</b>		<b>15</b>	<b>0</b>	<b>0</b>

**Motion Passes 15 – 0 – 0**

**Financial Policy – Corey Baker**

- a. I move to approve the 2013-2014 National Financial Policy outlined in “National Financial Policy Handbook.pdf”
  - i. **Maker: Corey Baker**
  - ii. **Seconder: Jordan Gill**
- b. Maker: Refer to “Financial\_Policy\_Vote.pptx”
  - Created because current document is severely outdated
  - Purpose
  - Reference Documents
  - Rental Travel
  - Budgetary Signature Authority
    - Changes to Budgetary Signature Authority include the Publications Budget requiring the approved co-signature of National Secretary and the SEEK Budget requiring the approved co-signature of the National Programs Chairperson



- Budget Ownership
  - Contract and Agreements
    - Changes: New section in the National Financial Policy
    - Delegates signatures to specific individuals
    - Meeting, conferences, conventions
    - Venders
  - Contract and Agreements
  - Mitigation
- c. Seconder**
- d. Discussion:**
- JaRod: For rental, are we up-fronting the money for insurance?
    - Still being determined, but will likely work similarly to how it will work now
    - Point of Information (Jasmine): Were restrictions about when you got in an accident you would not be able to rent again?
      - Carl/Sharon: Got so bad that we struggled to retrieve insurance again
    - POI (Harry): Who is meeting planning vender?
      - Rutherford and Associates (but does not specify in the document)
    - JaRod: Can we choose not to use insurance?
      - If so, they are responsible for the car

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis			
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright			
<b>Total</b>		<b>16</b>	<b>0</b>	<b>0</b>

**Call the Question: JaRod Collins**

**Motion Passes 16 – 0 – 0**

**Budget Overview – Corey Baker**

- a. Purpose: Important to understand how to evaluate budgets, and trust the Finance Zone
- b. Budget Types: Zero based, Revenue generating, Expense based
  - a. Which budgets fall in which categories, what happens when expenses are less than expected, what happens when expenses are greater than expected



- c. Indirect Cost Recovery (IDCR) – Procedure for recovering “administrative” or “programmatic” costs incurred by WHQ while working towards the goal for the society, but cannot be identified and marked to a specified program.
  - a. E.g. utilities, mortgages, salaries & benefits, building, maintenance, etc.
  - b. Who pays/receives IDCR?
- d. Budget Culmination
- e. IDCR Examples (Regional IDCR)
  - a. Reference: National Financial Toolkit regarding how Proposed Allocations (%) changes every year
- f. Budgeting Example: Publications
- g. What are BCA Allocations?
  - a. Differences in budgeting between 2013-2014 and 2012-2013
- h. Questions

**5 minute break**

**Alcohol/Drug Abuse Taskforce Recommendations – Avery Williams**

- a. Problem Definition: Who- predominantly collegiate members, typically not chapter leadership, members that do not participate in agenda, new members
- b. Problem Definition: What – dangerous drinking/drug use, tarnished reputation of the organization, liability
- c. Problem Definition: When/Where – after hours, party starts in individual rooms, social media exacerbates our problem
  - a. Does not start after last agenda item
  - b. Internal issues become public quickly, without our knowledge
- d. Problem Definition: How – Members come prepared to party, of-age members buy drinks for younger ones, everyone believes they can drink responsibly
- e. Problem Definition: Why – Convention is a vacation to many, learned behavior, technological divide, NSBE has failed to adapt to its size, CPC, NEB, and REBs are not enough to police our conventions, we don’t know how to police ourselves, we cram too much into the conf/conv agenda
  - a. Not unique to NSBE
  - b. “We forgot [how] to take care of each other”
  - c. Members no longer respect NSBE leaders as authorities
    - i. 20yo policing other 20+yo is ineffective
  - d. We attempt to keep things “in house” in an effort to shelter our members from the real world
  - e. There is only one real time period to be together socially
- f. Recommendations:
  - a. Enforce Code of Conduct
    - i. Our threats have no teeth without enforcement through the SEC
  - b. Clear marketing strategy on what convention is and what it is not
    - i. “How to Sell Convention to Your Chapter” Toolkit
    - ii. Ensures that the message that the individual member receives is one that we are proud of
  - c. Dry conferences/convention
    - i. Attack our issue head on
    - ii. Acknowledge the severity of the problem
    - iii. No tolerance
  - d. Eliminate parties all together
  - e. General Questions



- i. What good does alcohol do us?
    - ii. How far of a stretch is this from what we already do?
  - f. Data indicates that Networking and Interaction with members are much more important than Parties
  - g. Integrate Drug/Alcohol health into our health initiatives
    - i. Some members may need and want, perhaps we can be a resource
  - h. New member orientations
    - i. Who we are
    - ii. What we do
    - iii. Where we come from
  - i. Flood the 5pm-2am time period with activities (effort to change the culture)
    - i. Gospel concert
    - ii. Date auction
    - iii. Tours of the host city
    - iv. Community Service
    - v. Extreme Engineering
    - vi. Wild'n Out
    - vii. Comedy Show
    - viii. Iron Chef (Soul Food Style)
    - ix. Time to Play USA
    - x. What does the city have to offer?
- g. Considerations
  - a. To what degree do we punish?
    - i. Do we shun the "culturally responsible" aspect of our mission when we let these members slide?
    - ii. Do we as an org want to levy punishments that may result in hindering someone's degree path?
    - iii. Our ability to punish members within NSBE is limited to their love for the organization (probation, suspension, etc.)
  - b. Composition of membership
    - i. We want **quality** engineers
  - c. We have a responsibility to our communities
    - i. Fixing the problem at the event doesn't necessarily mean we fix how people act outside of conf./conv.
  - d. How bad do we want to fix this problem?
- h. Further Actions
  - a. Investigate our problem children
  - b. Examine our legal liabilities
  - c. Impact to membership growth
  - d. Impact to financial strategy
  - e. Impact to Strategic Plan
- i. Questions:
  - a. Ahmed: Who – we don't include NEB, Advisers, etc.; How would your recommendations affect these individuals?
    - i. That idea is reflected in a document, valid point that needs to be addressed
    - ii. Ahmed: Trying to take on a bigger problem than what we can truly address; suggestions to extend parties and have food; worst case scenario, if someone dies at convention, people are going to see that we have not been providing the proper consequences
  - b. Carl: Amends NEB for having discussion and offers some insight; issues can be coming from the NEB (body of positions, not group); punishment in calling parents



- c. Steps forward (Sossena): Community service/culturally responsible; this conversation will continue
- d. Harry: What power does a Regional Chair after SEC has been involved
  - i. Ahmed: Chapters can be given probation, suspension, etc.; SEC's ruling will define what they can and cannot do
  - ii. Harry: These decisions should be quite simple if we don't take emotions into account; to what extent are we willing to back this up?
- e. Steve Jarett: Each issue is on an individual basis; perhaps ramp up reinforcement on weekends/end of event
- f. Donna O.: Would like to change the word "punishment" to "consequences" ("I did something to myself" rather than "You did something to me"); people don't have the same amount of responsibility growing up resulting in slower development of the **prefrontal cortex**
- g. Tony: Applauds conversation; fraternities require a sworn oath to not embarrass the organization; worth pushing the fact that this is impacting the society
- h. Carl: Include Al Rutherford, Joe Williams, Lauren Thomas in further conversations

#### **NAB Updates – Sossena Wood**

##### **Operating Guidelines – Sossena Wood & Lacie Pierre**

- a. Chairwoman Wood recommends Calvin Young for National Leadership Institute Chairperson
- b. **I move to establish the honorary status of National Advisor Emeritus**
  - iii. **Maker: Harry Kennedy**
  - iv. **Seconder: Corey Baker**
- c. Discussion:
  - a. Sossena: Allows opportunities for members who have historically done great things for NSBE but are not always here to input items:
    - a. People have provided a lot for the organization and still can/should be called upon for recommendations and advice
    - b. Unable to always be present, but want to recognize their service
  - b. Tony: Consider that a lot of folks are totally committed to the position and this might be all that they have left; for us to force them out wouldn't be fair to them or beneficial for us; still allows those to have affiliation with NSBE and afford them the honor
    - a. Term would be in perpetuity
  - c. Jordan: it isn't for everyone correct?
    - a. Just for specific individuals
  - d. Jasmine: Is it only when an adviser retires that they are no longer an adviser? How do the terms work
    - a. Adviser terms are 4 years

Call the Question – JaRod Collins



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis			
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
<b>Total</b>		<b>17</b>	<b>0</b>	<b>0</b>

**Motion Passes 17 – 0 – 0**

**Action item for Sossena: Where as statements for Dr. E and Dr. Blalock**

- d. Chairwoman Wood recommends Dr. E and Marion Blalock to the position of Honorary Adviser
- e. **I move to elect Dr. E and Marion Blalock to the positions of Honorary Advisers**
  - v. **Maker: Jasmine Keene**
  - vi. **Seconder: Harry Kennedy**

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis			
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		





**Motion Passes 17 – 0 – 0**

**NAB Resignation – Sossena**

Donna O. will be resigning as an adviser but will move into a contracted position with no conflict of interest (4.0 free of charge to leadership) and will be able to provide academic and professional assistance to NEB members with no perceived conflict of interest

- a. Tony: 3 openings on NAB; Regional Chairs
  - a. **Action Item for Regional Chairs: Submit recommendations to Tony by whatever is defined in the policy**
  - b. **Action Item for NAB: Share NAB Matrix & needs with NEB**
- b. Ahmed: Don't understand the point if something isn't different to what the position is right now
  - a. Tony: Can be structured in a way where there is no conflict; the biggest issue is perception
  - b. Carl: Perception is biggest concern
- c. What are we doing to fill the void?
  - a. Tony: every committee is still covered

**Ethics Agreement – Ahmed Awadelkarim**

**Action Item for Board: Sign and bring to Ahmed by Saturday evening.**

**I move to adjourn this meeting at 10:27pm**

**Maker: Lacie Pierre**

**Secunder: Jasmine Keene**

**Motion passes by consensus.**

**Meeting Adjourned at 10:27pm**



**National Executive Board (NEB) Meeting Minutes**

**July 14, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	x		
National Programs Chairperson	Jasmine Keene	X		
National Alumni Extension Chair	Keith Humphrey	X		
National Parliamentarian	Ahmed Awadelkarim	X		
National Chair Emeritus	Calvin Young			x

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill			X
National Public Relations Chairperson	Khalia Braswell			X
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold	X		
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson		x	

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis			x
National Business Diversity Chairperson				
National Leadership Institute Chairperson	Makita Phillips	X		
National Leadership Conf. Chairperson	Andrew Ellis			x
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins			x
Region VI Chairperson	Demitri Wilright	X		

<b>Other Attendees</b>	
	Reggie Ewing, Carl Mack, Teiko Okufo, Sharon Smith

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:30 PM EDT**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**



### WHQ Update – Sharon Smith, Teiko Okufo

Presentation available on the portal via:

Publications updates – going digital

Website/IT updates – moving forward

Career services center (Teiko)

- Discussion regarding new source that will improve NSBE’s presence in the job community
- New web interface for corporations and members to navigate through with easier access than IMPak
- Increases financial opportunities for NSBE that are present but we are not able to take advantage of (ex. LinkedIn)
- Utilizes future AMS (integrates with both IMPak and potential AMS vendors)
- Features include discussion boards, mentorship options, resume bank, ability for admin to run reports, and a lot of other options
- Questions
  - Keith – do we have the data about the number of jobs acquired through the job board?
    - No, don’t have the data tracking that, but other types of information such as surveying companies, etc.
  - Shuffarel – Non- NSBE members are able to post resumes; what is to stop recruiters from contacting these members
    - We can change that option, but this could be a good way to help grow NSBE; the system will allow us to block certain abilities if a user is not a NSBE member
  - Corey – Previously stated that IMPak caused us to lose money; think we need to remove some of the comments regarding the error on IMPak.
    - There were opportunities lost that we could have leveraged; the actual issue was an error on IMPak and not a query, but was resolved via discussion with the vendor
  - Harry – What’s NSBE’s plan for providing people to create and maintaining the system?
    - Essentially why Teiko is in place, so she will be the manager and build the relationship between members and corporations
  - Lacie – Didn’t we just get a new career center? Is this replacing that one?
    - IMPak has been hosting everything and the job board was essentially an afterthought, it has been extremely difficult in uploading resumes (think of the most recent system as a band-aid for the project); IMPak is not a job board
    - This changes quite a bit on the user’s end, but is focused on exactly what we want to do while the overall purpose will be the same; this is focused towards career services and has a much more reasonable and appealing management end and interfact
  - Jasmine – What is the takeaway; should we expect to vote on this?
    - This job board will help us do what we say we do (the mission); it works 24/7, 365, and helps connect the community; Corey will address the question about voting
  - Keith – Where is the data going to be housed during this migration? Are two databases going to be holding the same data?
    - Check with the IT Team
    - Keith – concern is transferring private information that we are not managing
  - Corey – Do you have data on the expected revenue for the first year (and the next few); and what is the expected amount of growth in usability for companies?
    - Don’t have offhand but will provide it to you

AMS Replacement Program

- Working to identify what we need in a new system and can integrate with nsbe.org



- and our software systems
- Previous NEB put forth the task to research new AMSs
- Reporting will be much more present and user friendly (dashboard and other resources for leaders)
- All stakeholders can utilize
- Elements: registration, financial, corporate relations, membership, email communications, platform performance
- RFP sent to 26 vendors (only 11 that fit NSBE's needs); narrowed it down to 6 after more in depth research
- Both systems will be demonstrated during Summer Meeting
- Next steps
  - Funding allocation
  - Contract negotiations
  - Prioritization & Roadmap
  - Implementation
  - Rollout – May 2014
- Questions
  - Carly – How is this selection process different than our previous selection process?
    - The process was different than previously including more research and more inclusion of stakeholders in discussion; entire staff has been included to make sure all areas are covered and board members are on the committee

### **Summer Meeting Agenda – Lacie Pierre**

Will begin at 5pm on Friday

Agenda will be sent out early this week

Will be visiting SEEK camp on Friday

### **Action items**

[Guaranteed 4.0 Seminar 1 - due by Thursday](#)

[Create AMS profile \(expect email on Tuesday\)](#)

[View items for Summer Meeting on the Portal](#)

**Chairwoman Wood entertains motion to adjourn meeting at 10:33 PM EDT**

**“I move to adjourn this meeting at 10:33 PM EDT”**

**Moved: Ahmed Awadelkarim**

**Second: Brianna Hammond**

**Motion passed by consensus**

**Meeting Adjourned at 10:33 PM**



**National Executive Board (NEB) Meeting Minutes**

**July 20, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker		X	
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey	X		
National Parliamentarian	Ahmed Awadelkarim		X	
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill			X
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson			X

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall			X

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			X
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins			
Region VI Chairperson	Demitri Wilright	X		

<b>Other Attendees</b>	
	Reggie, Tony, Tom, Pamela, Dr. May, Shon, Virginia Booth, Gordon, Avery

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:53 AM EDT**  
**Chaired by Sossena Wood – National Chairperson**

**Chair Update**

\*Refer to portal for presentation  
Chair's Visits



- Black women in STEM: policy, met outgoing SWE President, SEEK Camp Visits
- NSBE Professionals Meeting: contributed to strategic planning sessions
- Visit to WHQ: shared vision for the year and engaged in conversation to improve relationship between all leadership levels

### ED Briefing

- Clinton Global Initiatives: shared NSBE SEEK efforts for outreach; continuity with SEEK
- Tremendous Strides and Efforts with SEEK: grown from 5 to 10 camps (2010-13); media coverage; visits from Government Officials
- Partnerships: Firmenich (perfumes)
- Potential Funding: Steve Harvey Foundation, United State Army, Pepco, Toyota

### APC Briefing

- WHQ 3<sup>rd</sup> Quarterly Report
- Performance Evaluation for ED  
WHQ Salary and Merit structure
- ED Goals and Objectives FY 13-14
- 360 Evaluations Tools

### Questions

- Keith: How can the PEB get more engaged in SEEK?
  - MIT fab labs would ideally have alumni really heavily support that
- Gabe: Performance and merit structure; do we still provide incentives, etc.?
  - Yes, essentially we try to work the same way as a company in that sense
- Harry: What is the status of the ExxonMobil bridge report?
  - Tom: Report has been created and accepted, after modifications answering company's specific questions; send report to board
- Dr. May: MIT fab lab sounds great, but be cautious in staff support, safety, maintenance commitment
  - Entity indicated that they would provide support to have a staff member support that
- Ms. Booth: SEEK student now in Academic Boot Camp; note of matriculation through NSBE pipeline

### Strategic Planning Taskforce (SPT) Update

\*Refer to portal for presentation

SPT Organization: Agenda, Outcomes

Strategic Goal #1 (Academic Parity)

- Group approach: philosophical but straight-forward
  - Assess progress (Gradeschool scale)
  - Identify key barrier
  - Re-define responsible party for task
  - Re-establish date
- Status:
  - 1.1: C some milestones met, but other tasks still in progress
  - 1.2: F not started, depends on previous task
  - 1.1: F not started, dependent on previous tasks
- Takeaways
- Recommendation

Strategic Goal #2 (Pipeline)

- Group approach: holistic
  - SWOT
  - Assess programs and related advancements
  - Review doc. Text
  - Re-define responsible party for task
- Status
  - 2.1: in progress



- 2.2: in progress
- 2.3 in progress
- 2.4: not started
- 2.5: not started
- Takeaways
- Recommendation: Process flow
  - Jasmine: RACI identified as a key way to improve overall
    - Responsible, Accountable, Consulted, Informed

### Strategic Goal #3 (Alumni)

- Group approach: real-time
- Status
- Takeaways
- Recommendations

### NEB-SPT Quarterly Reporting Process

- SPT Meeting, Review and Report, NEB Meeting, Modifications and review, Update Strategic Plan (yearly)

### Discussion:

- Ahmed, Goal #1: Not started/relies on other tasks being completed
  - Next steps require baseline data, metrics, recommendations, etc.
- Lacie: What is the process for data collection (Goal #1)
  - Specific data collection methodology indicated
- Gabe: Is the point of this conversation to say that we're evaluating the plan now, or starting discussion for next year early?
  - They were in year 2, now more of a conversation making sure we're meeting items for this strategic plan; how do we carry on (communication between SPT and NEB/PEB/WHQ)
- Dr. May: Data collection is a commonality; think about partnering with data; streamlining data we want to collect rather than collecting a voluminous amount of data
- Ahmed: SPT physically meets once/year, and does the body of people change?
  - Yes, but should be meeting quarterly and/or as needed
  - People adjust for schedules, but most people were in the initial taskforce
- Harry: reduce the scope? Focus on one section where we can really analyze
- Lacie: SPT is supposed to analyze and come to us with recommendations
- Jasmine: Quarterly senate reports, necessary to meet with the SPT quarterly in conjunction

### Zone Goals (NEO)

\*Refer to portal for presentations

Communications Zone – Brianna

Finance Zone – Corey

Programs Zone – Jasmine

Membership Zone – Lacie

Parliamentarian – Ahmed

Professionals – Keith

### Break for lunch

### Logo Policy Updates – Khalia Braswell

\*Refer to portal for document

### CPC Update – Brandon Johnson

\*Refer to portal for presentation

- **Workshop Submission Deadline: Friday August 30<sup>th</sup> to [tsithiphone@nsbe.org](mailto:tsithiphone@nsbe.org)**
- **NEB FRF Deadline: August 23<sup>rd</sup> to [tstewart@nsbe.org](mailto:tstewart@nsbe.org)**



- Room layout diagrams (facilities coordinator: [dlanier@nsbe.org](mailto:dlanier@nsbe.org))
- General updates:
  - Family reunion (Development of NSBE Professionals)
    - ~2-5pm Wednesday outdoor venue, live entertainment, Cha Cha slide world record?
  - Showcase: Marketplace, Innovations Corner, Competitions, Commemorative Area, Special Events
- Questions
  - Ahmed: Do things that are required at convention (Nat'l Forum, Q&A) need FRFs?
    - Yes, *everything* needs an FRF including Regional Meetings

### Chair's discussion

- Companies must be able to identify correct data
- Capability to build advanced analytics models for predicting and optimizing outcomes
- Muscle to transform the organizations yielding better decisions
- May 30, 2014, what measurables do we want to have accomplished?
  - Who we are; who makes up our regions, what are we interested in, majors
  - Capture enrollment data of NSBE membership compared to global; have a comparison to African American engineers...enrollment and how many people are graduating
  - Rate at which NSBE members are graduating
  - 8 data points in the strategic plan
    - Doing too much → can we take these data points to a level of which we can report
    - Baseline numbers
    - Feels that 8 points don't reflect the Professionals body properly
      - #6 and #8 are very similar to each other
    - General consensus → these would define our success
    - Idea is to compare our members against the whole population
    - Rebuilding – let's get this data and get ready to move forward
    - These can be our goal, but it's ambitions; we would need to clarify and go through at derive
    - We need to do whatever it takes to collect data
    - Ensure that data is reliable and collected in a streamlined manner; "make sure it's clean"
    - Edit IMPak on re-new members to make it required
    - Spreadsheet information to aggregate data
  - **Action Item:** By next NEB mtg, Membership Chair and Director of Programs has defined the "how" in moving forward **September 20 – 22nd**

### SmartTeam NSBE Learning Management System (LMS)– Makita Phillips

\*Refer to portal for presentation

- NLI Goals: Developing a robust leadership training workflow – efficient leaders → academic focus → AEx
- NSBE's LMS, SmartTeam, contains library of 120 courses
  - Leadership training, social media, drug and alcohol awareness
  - Add own library content

### Budget Updates – Corey

\*Refer to portal for presentation

#### Registration Rates

- Sponsorship of meals have been limited and not required (PCI)
- 40<sup>th</sup> AC Estimates = \$116/student (~\$139K for meals)

#### 2013-2014 Budget Proposal

- **I move to amend the previously adopted 2013-2014**
- Maker: Corey Baker





- Seconder: Gabriel Draper
- Maker Comment:
  - Breakdown of revenues and expenses
    - WHQ Expenses: 43% of National Budget
  - Comparison w/ older budgets
  - Ideal vs. Proposed vs. Current
  - IDCR Allocation
  - Why changes are needed

***I move to extend time by 20 minutes***

*Maker: JaRod Collins*

*Seconder: Vernon Cutting*

*Time extended by 20 minutes*

- Reasons why businesses fail
- BCA Allocation
  - BCA dues: \$40,000
- Reserve Voting
- Discussion:
  - Every 3 years, we could put on >1 camp due to amt. of \$ put in reserves from each year
  - Is it realistic for SEEK to reduce expenses at each camp
    - Won't be able to operate the same; making what they spend, so costs need to be reduced; reduction will happen in multiple ways (length, misc., in-kind sponsorship, reduce amt. of camps); operating-wise, SEEK is not sustainable
  - Any efforts to make funding for SEEK more sustainable?
    - Yes, but note that this is an issue we have across the board throughout NSBE; right now we're very dependent on corporate sponsorship
  - Jasmine has tasked the team with the development of a growth plan
  - A little worried about making a budget change without all of the information behind SEEK, one of our largest budgets
  - We have to look at what SEEK is doing for mentors as well as the students; we have to see Frank's plan before we approve a budget
  - **Action Item: Frank -Director of SEEK (supported by Finance Team, Programs Chair, Regenia) SEEK Feasible Financial tiered Model due by Fall Meeting**
- Move to roll call vote



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre		X	
National Secretary	Brianna Hammond		X	
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell			X
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	<b>12</b>	<b>2</b>	<b>1</b>

**Motion Passes 12 – 2 – 1**

**Alcohol & Drug Taskforce Recommendations – Avery Williams**

\*Refer to portal for presentation

**Enforce Code of Conduct**

- SEC produce and present protocol for processing Code of Conduct violations

**Security Plan**

- Present the security plan to NEB as part of Winter Meeting convention update
- Contract appropriate personnel such that security plan is not volunteer or leadership dependent
- Train volunteers on what is expected of them

**Marketing Strategy**

- Emphasize what convention is/isn't
- Critical that message makes it to chapter level unchanged
- Communicate the expectations of members ahead of time
- Avoid the "telephone effect"

**Dilute the influence**

- Provide food and water at late-night events
- Integrate NSBE sponsored "after-party" into agenda

**Culture Change**

- Flood the 5pm-2am time period with alternatives
- POI: What about members that go to the club? → look into members' behavior/trends

**Educate our Membership**

- Integrate Drug/Alcohol safety into our health initiatives

**New Member Orientation**

- Who we are
- What we do
- Where we come from



- Sense of “skin in the game”
- Membership must be earned
  - Screens our membership

Next Steps

- NEB discussion on the recommendations
- Select a committee chairperson to champion these changes
- Charge the committee with carrying out the actions

**I move to adopt the recommendations presented [in document NEB\_Recomm\_Summer.pptx]**

Mover: Avery Williams, as a representative of the Alcohol & Drug Abuse Taskforce

Secunder: Vernon Cutting

Discussion:

- Note that these issues are also relevant at FRCs, and we need to think about that for the other conferences
- Code in videos to enforce the viewing of any kind of videos, etc. for orientation
- Suggestion about including badges as a sign of authority/member status
- Add to marketing campaign
  - “Beware of the Turn Up”
- Enforcing suggestion
  - If you click “no”, you can still agree to the Code of Conduct → make it a requirement
- \$\$ towards security at AC
  - Need to remember to use the same methodology with FRCs this year
- Too restricted → change “Potential to Phase Out Parties” rather than “Eliminate Parties”

***I move to amend the motion on the floor in the area of “Eliminating Parties” to “Potential to Phase Out Parties”***

Mover: Corey Baker

Secunder: Gabriel Draper

Call the Question – Corey Baker



Voting		Yes	No	Abstain
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	15	0	0

### **Motion Passes 15-0-0**

Call the Question - Jasmine Keene

Voting		Yes	No	Abstain
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	x		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	x		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	15	0	0

### **Motion Passes 15-0-0**



Lacie - Agenda for tomorrow  
Sossena – Prepare for items tomorrow

**I move to recess until tomorrow, Sunday, July 21 @ 9 AM.**

Mover: Lacie Pierre

Secunder: Harry Kennedy

Passed by consensus.

Recessed at 8:53 PM EDT.

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**National Executive Board (NEB) Meeting Minutes**

**July 21, 2013**

**Minutes From E-Vote**

**Present:** (Online NEB Members)

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey	X		
National Parliamentarian	Ahmed Awadelkarim	X		
National Chair Emeritus	Calvin Young	X		

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold	X		
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis			X
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**E-Business Submitter:** Ahmed Awadelkarim

**Motion:** NEB Bylaw Committee Members Approval

**Agreement of Consideration:** Jasmine Keene

# NATIONAL EXECUTIVE BOARD MEETING MINUTES 2015-2016



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill		X	
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte		X	
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis			X
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			X
Region I Chairperson	Sukari Brown			X
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford			X
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins			X
Region VI Chairperson	Demitri Wilright			X
<b>Total</b>		<b>10</b>	<b>2</b>	<b>6</b>

## Motion Passes 10 – 2 – 6

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre			X
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey			X
National Parliamentarian	Ahmed Awadelkarim	X		
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill			X
National Public Relations Chairperson	Khalia Braswell			X
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson			X

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
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National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall			X

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			X
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		

<b>Other Attendees</b>	
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\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:30 AM EDT**  
**Chaired by Sossena Wood – National Chairperson**

**Bylaw Proposals – Ahmed Awadelkarim**

\*Refer to portal for presentation

*ICD Reporting*

- **I move to amend the previously adopted bylaws to include the changes outlined in ICD\_Reporting(1)**
- Maker: Ahmed Awadelkarim
- Seconder: JaRod Collins
- Maker Comments:
  - Doesn't allow us to change with times
  - Rather than enforcing ICD reporting, we set the framework to allow for flexibility on a year-by-year basis
- Discussion:
  - Shuffarel: Can the verbiage be changed? A little confused with wording – on an annual basis or annually defined by the NEB
    - As long as content stays the same
  - Call the question – JaRod Collins





<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre			
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	<b>13</b>	<b>0</b>	<b>0</b>

**Motion Passes 13 – 0 – 0**

*SEC Leadership Verifications*

- **I move to amend the previously adopted bylaws to include the changes outlined in SEC\_Leadership\_Verifications**
- Maker: Ahmed Awadelkarim
- Seconder: JaRod Collins
- Maker Comment:
  - All verification content can be moved to a policy document so that we're not held to the rigidity of the bylaws
  - Simply wants to remove the section
- Discussion:
  - Harry: What's the plan for creating the policy?
    - Ahmed and SEC Chair would re-evaluate and define a new process/policy
  - Jessica: Would the policy change this year?
    - It could still happen, but it may be done in a different way to reflect the new policy that will be determined.
  - Shuffarel: Is this process referenced anywhere else in the bylaws?
    - Only regarding elections, but it would reflect the new policy
- Call the question – Corey Baker



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre			
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	<b>13</b>	<b>0</b>	<b>0</b>

**Motion Passes 13 – 0 - 0**

**STP Recommendations**

\*Refer to portal for document

Madam Chair Wood entertains a motion:

**I entertain the motion to adopt the recommendation made by the Strategic Planning Task Force in “SPT presentation supplement-2.xlsx”**

Maker: Gabriel Draper

Seconder: JaRod Collins

Call the question – Jasmine Keene



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre			
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
<b>Total</b>		<b>13</b>	<b>0</b>	<b>0</b>

**Motion Passes: 13 – 0 – 0**

**Madam Chair’s Comments**

- Reminder that some items are confidential, including budget presentation
- Prior to the Fall meeting, go to a SEEK Camp if you are able to do so in order to get an idea of how it operates
  - Allows for a better decision with both the financial and operations aspects
- **Action Item: Pugh Matrix due today @ 5PM**
- Post call will occur this week/next week

**Open Floor**

- Committee report sent to Regional Chairs
- JaRod: How can we verify that our members are within their demographic?
  - Making transcripts mandatory
  - Would add a lot to WHQ Programs Team
  - Clearinghouse information (?) would allow for enrollment verification
  - What were the problems surrounding transcripts regarding free APEX information

**Action Items (from weekend)**

**I move to adjourn @ 10:03 AM.**

Mover: Harry Kennedy

Seconder: Gabriel Draper

Passed by consensus.

Meeting adjourned by 10:03 AM.



**National Executive Board (NEB) Meeting Minutes**

**July 29, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			X
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene		X	
National Professionals Chair	Keith Humphrey			X
National Parliamentarian	Ahmed Awadelkarim		X	
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold	X		
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson			X

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips		X	
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	S Gordon, Reggie Ewing, Sharon Smith
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\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:00 PM EDT**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**

**Minute Approval**



**I move to approve the following minutes: June 5, 2013; July 14, 2013; July 20, 2013; and July 21, 2013**

**Maker: Shuffarel Bonaparte**

**Seconder: Henrietta Kasaini**

Discussion

Call the Question – Jarrod Collins

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene			
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarrod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	<b>16</b>	<b>0</b>	<b>0</b>

**Motion Passes 16 – 0 – 0**

**Operating Guidelines – Lacie Pierre**

Notification of absence – Lacie needs to know

Office Hours included

Late Action Items will be recorded by Brianna and Lacie

- 2 late action items will result in an infraction

Will be sent to the board who has 5 days to provide recommendations

**Action Item: Provide Recommendations within 5 days of dissemination.**

Questions

**CPC Taskforce: 2017 Convention Site Selection – Corey Baker**

**I move to amend the previously adopted 2017 Annual Convention Site from Houston, TX to Kansas City, MO**

**Maker: Corey Baker**

**Seconder: Carly Cobbold**

***Maker speaks to motion***

CPC Task Force breakdown

Why not Houston?

- Couldn't secure contract favorable to NSBE

Pros

- Waived convention center rental



- 1500 hours comp temp personnel

### Cons

- Average hotel rates too high
- No comp shuttle service or rebate
- City not willing to reduce hotel rates to NSBE rates

### Why Kansas City?

- Originally but wasn't in favorable shape
- Site visit in April 2013
  - Renovations done to hotels
  - Hotels, convention center, etc. is favorable to NSBE

### Pros

- Waived convention center rental
- Rebate given for shuttle service
- Hotel rates lower than Houston

### Cons

- During the last week of March

### What happens after the vote?

- Meeting planning team gets more aggressive
- Negotiations
- Contracts signed

### Negotiations

### *Secunder speaks to motion*

### Discussion

### Call the Question – Corey Baker

Voting		Yes	No	Abstain
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	17	0	0



**Motion Passes 17 – 0 – 0**

**JobTarget & AMS Funding Allocation – Corey Baker**

**I move to allocate \$549, 488 out of the reserves to cover the AMS system Aptify along with the Job Target.**

**Maker: Corey Baker**

**Second: Gabe**

Discussion

- Sukari asks for clarification
  - \$24, 600 for Job Target
  - \$569, 888 for Aptify
  - \$594, 488 total

Call the Question – Gabe

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill		X	
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	<b>16</b>	<b>1</b>	<b>0</b>

**Motion Passes 16 – 1 – 0**

**Action Item Review**

**Sossena Comments**

Let's stay committed

Academics first

**I move to adjourn this meeting at 6:49 PM PST.**

**Maker: Lacie Pierre**

**Second: Gabriel Draper**



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	17	0	

**Motion passes 17-0-0**

**Meeting adjourned at 9:51 PM ET.**





**National Executive Board (NEB) Meeting Minutes**

**September 20-22, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Programs Chair	Valerie Thomas	X		
National Parliamentarian	Ahmed Awadelkarim			X
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell			X
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper			X
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown			X
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy		X	
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	
	<i>Donna O., Cheryl Adams, Mieah Turner, Margaret-Avis Akofio-Sowah, Stephanie Brody, Yolanda Youngblood, Dre Willis, S. Gordon Moore, Nicole Yates, Carl Mack, Franklin Moore, Reginald Archer, Erica, Jakela Neal, Tiffani Sithiphone, Norquata Allen, Tiara Stewart, David Lanier, Leslie Mitchell</i>

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 7:08 PM CDT**  
**Chaired by Sossena Wood – National Chairperson**



### Agenda Overview- Lacie Pierre

#### Introductions

#### 40<sup>th</sup> Annual Convention Update – Brandon Johnson

##### CPC Timeline

- Team Building
- Planning
- Operations \*\* (this is the current phase)
- Execution

Although FRCs are coming up, we need to work on Convention items now  
 Consider the items regarding events/goals for the year/new things at convention  
 Working with your responsible party (counterparts)

Must be knowledgeable at FRC to promote: events, housing, registration

##### Important Deadlines:

- Sept. 16: Housing Opened
- Sept 30: 1<sup>st</sup> round of non-BCA workshops acceptance
- Oct 13: 50% Early Bird Discount Ends (promo code NSBE40) → October 2-13 promo code **NSBE40th**
- Oct: First draft agenda release

##### Housing

- Prices on website DO NOT INCLUDE taxes, credit card fees, resort fees
- Direct everyone to convention website

#### Break Out Session with CPC

Administrative Zone		Present	Late	Absent
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Programs Chair	Valerie Thomas	X		
National Parliamentarian	Ahmed Awadelkarim			X
National Chair Emeritus	Calvin Young	X		

Communications Zone:		Present	Late	Absent
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

Finance Zone:		Present	Late	Absent
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson			X

Programs Zone:		Present	Late	Absent
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National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	<i>Cheryl Adams, Carl Mack, S. Gordon Moore, Donna O., Yolanda Youngblood, Nicole Yates, Franklin Moore</i>
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\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 8:43 AM CDT**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**

**Chair’s Briefing – Sossena Wood**

SEEK Camp Visits

BCA Meeting

Region IV RLC

5<sup>th</sup> Annual Leadership Conference in Ghana

Chapter Visits

Black Girls Code Pittsburgh

Executive Director Briefing

- PEB Meeting
- Government Official Meetings (Governing Board of National Assessment of Education Progress)
  - 2011 data show 13% of the Blacks in the 343,000 survey were taking Algebra vs. basic math
  - 610 public, 130 private, 37,700 students
    - Calculus (Black): 1990 – 3%, 2009 – 6%
    - Algebra 2/Trig (Black): 1990 - 44%, 2009 - 71%
    - Chemistry (Black): 1990 - 40%, 2009 - 66%
    - Physics (Black): 1990 - 15%, 2009 - 27%
- Steve Harvey Foundation
  - NSBE was company of the Week!
- Chapter Visits & Speaking Engagements

WHQ 4<sup>th</sup> Quarterly Report

Nicole Yates, Director of Membership

Resignation of Kenjie Davis, Manager of Membership

ED Goals and Objectives FY 13-14

ED Contract coming up – decision will be made early 2014

Questions



- S. Gordon: Emphasis on what's going on in Chicago, it's got to be something longer term and something NSBE needs to be ready to move forward with
- Metrics regarding Governing Board of National Assessment of Education Progress will be sent to board

### Chair's Discussion

Where does our membership stand (on AEx)?

Are we doing enough to inspire Academic motivation?

Discussion

- Gabe: We do well talking about it, in terms of personal experiences
- Valerie: We need to do a better job of helping our chapters understand what their overall GPA is (especially in comparison)
- Harry: Chapters don't really know what Retention Program entails. How do you know where your chapter stands? (chapter assessment tools)
  - Vernon: Received comments from chapter leaders about how to make members value it as much as the leaders do?
- Jasmine: Disconnect between us talking about AEx and membership *doing* AEx. Members don't want to come to AEx events in comparison to social events. Figuring out how to retain members in engineering; how do we help our leaders inspire their members?
- Shuffarel: Showing that we're about it, rather than just saying it's about the membership. We do a good job rewarding APEX members, but there's a disconnect between rewarding and encouraging others to get to that level.
- JaRod: Strongly recommended that chapters participate in academic program; indicated importance of study hours and increased a competitive atmosphere for Chapter of the Year.
- Sukari: Unless there's an incentive to come out, members think it's more beneficial to study at home. Having a MEP or other multicultural program improves accountability and therefore performance. Clusters versus one unit. It's all about combining incentive and finding an invested administrator that would assist.
- Jasmine: Chapters don't know how to go about Academic Excellence; don't realize that that's part of the reason why NSBE was founded. Can we change the tone that the chapters are setting from day one?
- Donna O: Repetition is the basis of culture change. "I'm going to have a higher GPA with NSBE."
- Carl Mack: Why are we doing retention? (Question 0)
- Shuffarel: "Building an academic community" (tagline)
- Jasmine: We Drop Knowledge, Not Classes. Starting to receive inquiries about the data, which means that the message is starting to get out.
- S. Gordon: Must be able to get people to follow you (lack of comfort with building personal relationships). We have leaders of the population that we are trying to lead.
- Makita: The unified/community model does work (living together, studying together, etc.). Explain it to people to understand how to get there.
- Harry: We need to start seeing actual numbers. (Showed data from R4 RLC presentation)
- Jessica: Just studying with people in NSBE did not get the grades for people at PWIs. Need to encourage the utilization of other resources.
- Gabe: Example RAMP program, building the culture on a chapter level.
- Tiffani: National leadership needs to be more transparent in Academic struggles to engage them more in what NSBE has to offer. Encourage seniors to go to summer bridge programs. Discussion regarding personalization of Retention Program.
- Calvin: Everyone on the board sharing their GPAs = very powerful. Including items like that in the Retention Program. Work has to be with the expectation of long term. **"NSBE, the academic society."**
- Carl: Test bank ethics. The data is clear that those who participate in summer bridge programs do much better than those who don't. If we only get graduating seniors into those programs we can move the needle. Work to influence environment for freshmen and sophomores. We're receiving GPAs because of scholarships.



What can we specifically do by convention to tell the membership that we're moving in the right direction?

- Cultural change
  - NSBE, an academic society.
  - How do we lead our generation?
  - How do we market the culture change
  - Incentives

What will we do? When?

- 30 day challenge (showcasing/making a change)
  - Starting at FRC
- Academic slogan following chants
  - FRC
- Standardize Content in Retention Program tools
  - FRC
- Incentives; Mission Competition
  - 2<sup>nd</sup> week of Oct. (PDC)
- Report transcript data monthly, by region, by chapter, etc.
  - 1<sup>st</sup> of Oct.
- G4 vlog/Hangouts about AEx
  - FRC (or sooner)

**Action Item:** Jasmine will indicate who is the responsible party by tomorrow (Sept. 22)

**Action Item:** Responsible party due date Oct. 1.

### Guaranteed 4.0 – Donna O

### Community Service Activity

### Roll Ups – National Executive Officers

**Action Item (for NEB):** Roll Ups uploaded to Fall Meeting portal folder by next Saturday

### Communications Zone

- **Action Items:** Zone: Define which processes need to be altered/created (Oct. 5); Khalia: How we can use social media habits/data (Winter Meeting); Shuffarel: Research how to increase clicks, external communication regarding how to design content (eNews/magazines) (Oct. 5)

### Finance Zone

### Programs Zone

### Membership Zone

### Data Capture – Charon Miller & Virginia Booth Womack

“The Great 8” – data points of interest

What have we done between Summer and Fall Meetings

### Challenges

- Unreliable data
- IMPak limitations

Discussion regarding flow chart and applying it to each data point

Common Core Classes\*\* (need to research how this would affect class metrics)

**Action Item:** Charon, explore impact the following will have on Great 8: Common Core Classes, Year v. Class Standing, # students entering grad school (pt. 8 v. pt. 6), Transfer students (rolling basis)

Relation to National Directives

**Action Item:** Shuffarel creates/finalizes pipeline graphic by October 12

Membership Data Trends

Engineering Workforce Commission



Criteria for Membership Data Collection

**Action Item:** Regional Chairs collect Information from Chapter Presidents; how many enrolled Blacks by disciplines

Next Steps

What can you do to make sure our chapter leaders are bought in?

Discussion

- Need to move forward to help explain *how* to gather metrics to chapters
- Aptify to gather most of the data

**WHQ Update – Carl Mack**

Visibility Report

Magazine Ad Pages & Finances

NSBE50

NSBE Websites

Retention

Summer Bridge Program

PCI Programs

National NSBE Jr. Advisor Council

USCGA

Career Center (Job Target)

Aptify

- Contract signed August 19<sup>th</sup>
- Core User Training: September 9-12
- Discovery Meeting with Aptify design team

SEEK

WHQ preparing for audit

Questions/Comments

**SEEK Models**

Budget Changes

Camp Budget

SEEK Recommendations

- Operational minimum = \$196,593.71
- Cost reduction options
  - Increase of recruitment for local mentors
  - Decrease in staff travel
  - Reduction in printing, shipping, supply (utilize Aptify)
  - More negotiation with housing/meal plans with universities
  - Curriculum

Option: Scale SEEK camp to \$150k

SEEK 2014 Fundraising outlook

- Projected 75% decrease for 2014 FY Camps

Questions/Discussion

**I move to extend time by 15 minutes.**

**Maker: Jordan Gill**

**Secunder: Harry Kennedy**

Motion passed by consensus

[Questions/Discussion continued]

- \$200,000/year for 3 years from GE
  - Stewardship reports in the works
- If volunteers have asked to work SEEK camps, we need to make cuts there rather than cut the actual programmatic content



- Recognizing that the amt. of money paid to mentors can be altered, especially when comparing to other models
- Most companies are not interested in contributing to the overhead
- **Action Item:** Carl, bring in Ken Merin for advice on changes and how to move forward
- We're moving forward with the same expenses for SEEK, increasing the sponsorship line to \$260k
- **Action Item:** Frank and others plan conversation with appropriate group members

Action Item	Person	Date Due
Indicate responsible party for items in Chair's Discussion	Jasmine Keene	September 22, 2013
Chair's Discussion Item due	Responsible Party	October 1, 2013
Roll Ups due	Each NEB member	September 28, 2013
Which zone processes need to be altered/developed	Comm Zone	October 5, 2013
How to leverage social media data/habits	Khalia Braswell	Winter Meeting
Research how to increase clicks, external communication regarding how to design content (eNews/magazines)	Shuffarel Bonaparte	October 5, 2013
Programs Quantitative Roll Up	Jasmine Keene	October 5, 2013
Pipeline Infographic	Shuffarel Bonaparte	October 12, 2013
Explore impact the following will have on Great 8: Common Core Classes, Year v. Class Standing, # students entering grad school (pt. 8 v. pt. 6), Transfer students	Charon Miller	Rolling
Collect Information from Chapter Presidents; how many enrolled Blacks by disciplines	Regional Chairs	October 31, 2013
Contact and set up meeting with Ken Merin ** pending meeting/Ken's schedule	Carl Mack	October 31, 2013
Have conversation with committee to develop list of actions to be completed	Frank Moore	October 16, 2013
Share NAEP data with NEB & WHQ	Carl Mack, Sossena Wood	September 26, 2013
Send Donna O final schedules, schedule appointment	NEB	September 28, 2013

**Sossena entertains a motion:**

**I move to adjourn the meeting at 8:56PM.**

**Maker: Sukari Brown**

**Secunder: Brianna Hammond**

**Motion passes by consensus.**

**Meeting Adjourned at 8:56PM CDT**



**National Executive Board (NEB) Meeting Minutes**

**October 8, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey			X
National Parliamentarian	Ahmed Awadelkarim	X		
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Communications Chairperson	Jordan Gill			X
National Public Relations Chairperson	Khalia Braswell		X	
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom			X
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini		X	
Region I Chairperson	Sukari Brown		X	
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins		X	
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	
	Sharon Smith, S. Gordon Moore

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 10:00 PM EDT**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**





**Minute Approval**

*I move to approve the following minutes: July 29, 2013 and Fall Meeting.*

**Maker: Brianna Hammond**

**Seconder: Shuffarel Bonaparte**

Call the Question – Brianna Hammond

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker			X
National Programs Chairperson	Jasmine Keene	X		
National Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown			
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	JaRod Collins			X
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	<b>13</b>	<b>0</b>	<b>2</b>

**Motion Passes 13 – 0 – 2**

**African American Women in STEM Taskforce – Jessica Ford**

*\*View accompanying presentation\**

Taskforce Introduction

Defining the Problem

- PCI, Collegiate, Professionals

How can NSBE Help Right Now?

- Conference Programming
- Recognition and Awareness Campaign
- Development of WISE SIG

Four Other Recommendations

- Use recommendations for workshops/events at FRC
- Use recommendations for workshops/events at Convention
- Dedicate one month of the NSBE Year to celebrate AA Women in STEM
- Support and Highlight WISE SIG

Next Steps

- Long term strategies
- Partnering opportunities



- Long term retention and empowerment

**I move to adopt the African American Women in STEM Taskforce Recommendations**

**Maker: Jessica Ford**

**Secunder: Shuffarel Bonaparte**

**Discussion**

- Jasmine Keene – All regions already have at least one of these workshops in place for FRC? Only concern
  - Jessica: Yes
- Lacie Pierre – Wording of “Assign an NPEB or NEB Communications Zone member...”
  - Jessica - Just ensuring that we have a responsible party to make sure the work gets done; assisting to decide on what all is needed for the development of a logo
- JaRod Collins – Was March decided on as the month of celebration?
  - Jessica - Not solidified, but suggesting as a primary option
- Corey Baker – Are we discussing adding GTAs with this awards ceremony?
  - Jessica - Up to the budget, but essentially just recognition and spotlight

Call the Question – JaRod Collins

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown			X
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	16	0	1

**Motion Passes 16 – 0 – 1**

**NSBE 50 Survey – Gabriel Draper**

\*View accompanying presentation\*

NSBE 50 2013

BCA Members’ Rankings

Male v. Female Rankings

Classification Rankings

Top Companies by Region



Top Gov't Employers  
Alumni NSBE 50  
Collegiate v. Professionals Rankings  
Student Survey Respondent Demographics  
Important Criteria  
Drivers of Applicant Attraction  
Geographic Preferences  
Sources of Information  
Internships, Graduate School, and the Job Market

**Questions**

- Ahmed Awadelkarim – What is the purpose of the survey and what will be done with the results?
  - Shared with BCA; used to determine how NSBE members communicate
  - Ahmed [comment]: Moving forward, we should consider what other questions we can ask our membership; try to diversify the data that we're collecting
- Shuffarel Bonaparte – Can the team split the data up and provide the data to the different zones within the board (ie. Comm Zone gets social media data, etc.)?
  - Presentation was developed as an informative, rather than action oriented

**Appointment of Director of Leadership Development – Makita Phillips**

***I move that the NEB appoint JaQuinton Braswell as Director of Leadership Development to the 2013-2014 National Leadership Institute Committee.***

**Maker: Makita Phillips**

**Secunder: Paula McCall**

***Makita Phillips speaks to motion***

Speaks to position and character of candidate

Solid and ready to move forward assisting regions and the NEB

Call the Question – Jasmine Keene



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	17	0	0

**Motion Passes 17 – 0 – 0**

**Infractions Reminders – Lacie Pierre**

**Closing Remarks – Sossena Wood**

**Madam Chair entertains motion to adjourn meeting.**

***I move to adjourn this meeting at 11:12 PM ET.***

**Maker: Gabriel Draper**

**Secunder: JaRod Collings**

# NATIONAL EXECUTIVE BOARD MEETING MINUTES

## 2015-2016



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown			
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	JaRod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	16	0	0

**Motion Passes 16-0-0**

**Meeting adjourned 11:12 PM EDT.**



**National Executive Board (NEB) Meeting Minutes**

**November 11, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey		X	
National Parliamentarian	Ahmed Awadelkarim	X		
National Chair Emeritus	Calvin Young	X		

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill		X	
National Public Relations Chairperson	Khalia Braswell			X
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold	X		
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting		X	
Region III Chairperson	Jessica Ford		X	
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins		X	
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	
	<i>Yolanda Youngblood, Reggie</i>

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 10:00 PM EST**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**



**Minute Approval**

**I move to approve the minutes from October 8, 2013.**

**Maker: Brianna Hammond**

**Seconder: Shuffarel Bonaparte**

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting			
Region III Chairperson	Jessica Ford			
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins			
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	13	0	0

**Motion Passes 13 – 0 – 0**

**National Director Transition Updates – Sossena Wood**

Discussion of communication regarding letter to membership  
 Interacting with Carl and the lawyer to ensure the information discussed in his note is addressed  
 Financial considerations and concerns being addressed  
 APC had been speaking about decision over a year, was not made in haste  
 Transition communicated to Region II FRC participants this past weekend went well  
 Virginia Booth-Womack’s resignation of the NAB was sent last week  
 Steve Jarrett is heading the search committee for the next ED

**2015 CPC Chair Appointment – Demetri Wilright**

**I move to appoint Noral Walker as the 2015 CPC Chair for Annual Convention.**

**Maker: Demetri Wilright**

**Seconder: JaRod Collins**

***Maker speaks to motion***

Application Process  
 Position Qualifications  
 One candidate applied and was interviewed  
 Selection Committee  
 Candidate Overview

- Has planned smaller conferences in the past, paid attention to details



- Budget and financial experience
- Knowledge of NSBE structure (previous VI PCI Chair)
- Convention Vision

Discussion

- Keith – Technical Professionals Conference knowledge?
  - Not discussed with him, but his understanding of the structure of NSBE and the vision would ensure a successful quality conference
- Corey – How is his performance on your board?
  - Planned well in advance and planned well
  - Hiccup of interacting directly with the Westin in response to a challenge in planning
- Harry – Other commitments?
  - No other commitments, focused solely on his conference
- Corey – How about working on teams?
  - Indicated he would be adamant about delegating and making sure that people knew their roles
- Sossena – What are his thoughts regarding academic excellence?
  - Interested in online study sessions and making sure that it's highlighted at Annual Convention

Sossena extends time by 5 minutes

- Corey – Do you feel confident in this person, or are you just recommending him because he is the only person who applied?
  - Honestly feel that he is the best person for the job
- Carly – What's his weakness?
  - Sometimes he can be a bit rash, in that a decision can be made and he will expand on it; believes that with proper guidance, he can reign that in
- Jasmine – Feel that he does not necessarily know all that goes into CPC Chair; not convinced that he understands the commitments
- Sukari – only has been to one A.C.; what is he going to do to address this challenge?
  - Using his knowledge of that convention and his knowledge of other conferences
- Brandon – Even though he may not have some of the knowledge, he needs to get together with the current team

Sossena extends time by 3 minutes

- Calvin – Are you 100% sure that he can put in the time and understands the commitment and handle his academic commitments during his senior year?
  - Yes





<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond		X	
National Treasurer	Corey Baker		X	
National Programs Chairperson	Jasmine Keene		X	
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte		X	
National Finance Chairperson	Gabriel Draper		X	
National PCI Chairperson	Paula McCall		X	
National AEx Chairperson	Tiffani Davis		X	
National Membership Chairperson	Charon Miller		X	
National International Chairperson	Henrietta Kasaini		X	
Region I Chairperson	Sukari Brown		X	
Region II Chairperson	Vernon Cutting		X	
Region III Chairperson	Jessica Ford		X	
Region IV Chairperson	Harry Kennedy		X	
Region V Chairperson	Jarod Collins		X	
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	2	14	0

**Motion Fails – 2-14-0**

**Bylaw Proposals – Ahmed Awadelkarim**

**I move to amend the previously adopted National Bylaws to include the changes outlined in the NEB Voting Procedures document.**

**Maker: Ahmed Awadelkarim**

**Seconder: JaRod Collins**

***Maker speaks to motion***

Technicalities such as roll call votes on some unnecessary things  
 These items are covered in Roberts Rules of Order

Call the Question – Brianna Hammond



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte			
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	15	0	0

**Motion Passes 15– 0 – 0**

**I move to amend the previously adopted National Bylaws to include the changes outlined in the Chapter\_Eligibility\_Officers document.**

**Maker: Ahmed Awadelkarim**

**Seconder: Jarod Collins**

Call the Question – JaRod Collins



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte			
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	15	0	0

**Motion Passes 15-0-0**

**I move to amend the previously adopted National Bylaws to include the changes outlined in the Regional\_Meetings document.**

**Maker: Ahmed Awadelkarim**

**Seconder: JaRod Collins**

Call the Question – JaRod Collins



<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell			
National Publications Chairperson	Shuffarel Bonaparte			
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	16	0	0

**Motion Passes 16 – 0 – 0**

**Sossena entertains motions to adjourn meeting.  
 I move to adjourn this meeting at 11:01 PM EST.**

**Maker: JaRod Collins  
 Seconder: Brianna Hammond**

**Passed by consensus.**

**Meeting adjourned 11:01 PM EST.**



**National Executive Board (NEB) Meeting Minutes**

**December 4, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey		X	
National Parliamentarian	Ahmed Awadelkarim	X		
National Chair Emeritus	Calvin Young		X	

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Communications Chairperson	Jordan Gill			X
National Public Relations Chairperson	Khalia Braswell		X	
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom			X
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting		X	
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	JaRod Collins		X	
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	
	<i>Reggie</i>

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:00 PM EST**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**

**Interim ED**



**Background – Ahmed**

Sossena making recommendation on behalf of APC to approve interim ED salary  
Motion will be different (presentation, then motion, no second)  
Lacie will be chairing the vote

**Presentation - Sossena**

As of November 6<sup>th</sup>, Carl Mack no longer ED  
APC appointed Virginia Booth-Womack as interim ED, partnering with Sharon Smith DED  
Directors at WHQ have stepped up to manage relationships that Carl has had  
VA has made multiple visits to WHQ  
Attended Region IV FRC and Steve Harvey event  
Informally met with MEPs in an effort to assist with data effort  
Essentially going on sabbatical from Purdue, service she's doing for NSBE

**3 Sections of Agreement**

**Employer/Employee**

- Official role duties
- Term of interim position

**General Provisions**

- Compensation and benefits
  - Similar salary with difference accounting for cost of living
  - Ability for NEB to vote on bonus depending upon performance at end of term
- Recommendations

**Miscellaneous Provisions**

- Legal terminology/explanations

**Budgeted**

**I move to have the National Executive Board adopt the recommendation made by the Administrative and Personnel Committee regarding the Interim Executive Director that are outlined on slide 8 within document [InterimExecutiveDirector-FY1314.xlsx]**

**Maker:** Sossena Wood

**Questions**

- Keith – 401k?
  - Covered by Purdue, but paid during term by NSBE
- Harry – right to sign contracts?
  - Yes, dependent upon which contracts
- Jessica – where will the money be allocated from?
  - Because it's not a budgeted expense, pulled out of reserves
- Sukari – explain details behind housing costs?
  - Participated in research to determine most cost-effective options
  - Upon finding apartment, allocation will change
- Shuffarel – why allocating 12 months, rather than 9 months?
  - In the event we have not found an ED in the 9 months, we will have the money (and details) prepared
- Keith – Relocation costs one way?
  - Currently a one-way cost
- Corey – allocating 9 month cost, if there for 9 months or less, extra funds left from this will transfer to new ED
- Ahmed – isn't approval of next ED information included in next year's budget?



- Depends upon timing, but if agreement is cut short, the excess money will come back to us
- Jasmine – what happens to VA if new ED is found?
  - Have not discussed with APC, but will be taken into account once we reach that point
- Sukari – gym membership reasoning?
  - Request from ED, APC did not view as a problem to allocate
  - Most companies offer gym offers, similar perks come with the highest staff role, VA did not require anything else

### Call the Question –Jasmine Keene

Voting		Yes	No	Abstain
National Chairperson	Sossena Wood	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins			X
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	15	0	1

### Motion Passes 15 – 0 – 1

#### Updates – Sossena Wood

Carl has been paid the final check for his contract  
 Emails from passionate stakeholders backing Carl

- Ensure that we do not get distracted from our movement forward as a board  
 Communication with the attorneys, important to keep everything in a positive light  
 Directors have been doing great job responding to public, especially SEEK donors  
 Must continue to monitor pulse going into BCA meeting  
 NSBE Jr. boycott talked through and has minimized after advisor conversation with Paula  
 As a board must continue planning is tight, as we will be scrutinized at every turn  
 Continue to work with counterparts (regional/WHQ) as leadership is dependent on each other  
 Search committee consists of 10 members and is moving forward (full update provided at winter meeting)

- Sukari – will we have an update regarding expenses for the search committee?
  - Yes, finance team will be working with committee to provide a figure to NEB
  - May be two other financial motions



**Sossena entertains motion to adjourn meeting by consensus at 9:46PM EST.**

**Maker:** Gabriel Draper

**Second:** Brianna Hammond

**Meeting Adjourned at 9:46PM EST.**





**National Executive Board (NEB) Meeting Minutes**

**December 19, 2013**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			X
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene		X	
National Alumni Extension Chair	Keith Humphrey			X
National Parliamentarian	Ahmed Awadelkarim	X		
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill			X
National Public Relations Chairperson	Khalia Braswell		X	
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold	X		
Assistant Treasurer of Special Projects	Krystal McDoom			X
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall			X

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown		X	
Region II Chairperson	Vernon Cutting		X	
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	
	<i>S. Gordon, Steve Jarrett</i>

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:00 PM EST**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**

**2015 CPC Selection Committee – Demetri Wilright**



**I move to appoint Mr. Nicholas White as the 2015 National Convention Planning Committee Chairperson.**

**Maker:** Demetri Wilright

Discussion

Brandon Johnson –

- Strong heart, willing to learn

Lacie Pierre –

- Seen the work he’s done
- Metric-based programs
- Understands alignment

Shuffarel Bonaparte –

- How would you compare him to the last candidate?
  - No comparison

Carly Cobold –

- What will he struggle with?
  - Lacie – tough on himself

Corey Baker –

- Skill building needed but that’s what NSBE does
- Building a team around him

Sossena Wood –

- His heart is in it
- Ambitious and is a team player

**Call the Question – Ahmed Awadelkarim**

Voting		Yes	No	Abstain
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	15	0	0

**Motion Passes 15 – 0 – 0**



**ED Search Committee: Update – Jasmine Keene**

**I move that the National Executive Board accept the recommendation of the Executive Director Search Committee to allocate \$130,000 from our general reserves to pay Korn/Ferry Search Firm to conduct the search process for our new Executive Director**

**Maker:** Jasmine Keene

*Maker speaks to motion*

**Call the Question – Ahmed Awadelkarim**

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond			
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy	X		
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		
	<b>Total</b>	<b>15</b>	<b>0</b>	<b>0</b>

**Motion Passes 15 – 0 – 0**

**Sossena entertains a motion to adjourn meeting by consensus at 9:55 PM EST.**

**Maker:** Ahmed Awadelkarim

**Second:** JaRod Collins

**Meeting adjourned at 9:55PM EST.**



**National Executive Board (NEB) Meeting Minutes**

**January 8, 2014**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene		x	
National Professionals Chair	Keith Humphrey			X
National Parliamentarian	Ahmed Awadelkarim			X
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold	X		
Assistant Treasurer of Special Projects	Krystal McDoom			X
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis			X
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall			X

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy			X
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	<i>S. Gordon, Reggie Ewing, Sharon Smith</i>
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\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:00 PM EST**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**

**Minute Approval – Brianna Hammond**



**I move to approve the minutes from October 8, 2013, November 11, 2013, December 4, 2013, and December 19, 2013.**

**Maker: Brianna Hammond**

**Second: Shuffarel Bonaparte**

Call the Question – Brianna Hammond

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene			
National Communications Chairperson	Jordan Gill			
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis			
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini	X		
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy			
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	<b>13</b>	<b>0</b>	<b>0</b>

**Motion Passes 13 – 0 – 0**

**Winter Meeting Logistics – Lacie Pierre**

Attire: Business Casual & Business Professional

Friday Objectives: Convention objectives, data discussions

Portal is becoming populated with information for the weekend

Time to collaborate with Professionals and CPC

- Especially important for Programs and Comm Zone

Card will be distributed to cover food for meetings

**Sossena**

Ensure that you review items on the portal, especially for visitors

Be prepared to devote time to content and discussions that will be had on site

**Sossena Wood entertains motion to adjourn at 9:11 EST**

**Motion passed by consensus.**

**Meeting adjourned at 9:11PM EST.**



**National Executive Board (NEB) Meeting Minutes**

**January 10, 2014**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre			X
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey			X
National Parliamentarian	Ahmed Awadelkarim			X
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper			X
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom			X
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			X
Region I Chairperson	Sukari Brown			X
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford			X
Region IV Chairperson	Harry Kennedy			X
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright			X

<b>Other Attendees</b>	
	<i>Sharon, S. Gordon</i>

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 5:12 PM CST**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Brianna Hammond**

**Convention Briefing – Brandon Johnson**



Currently in Execution Phase

Important for team to be proactive!

- Communicate
- Compromise

Event owner deadlines

Registration Rates:

- Jan. 6, regular rate
- March 1, on-site rate

Discussion of sustainable model for rate increase

Talking points:

- not just PCI
- other rates went up
- allows for better programming
- more competitions

3,135 registrants as of 1/8

Housing for Convention

- empty waitlist for collegiate and professionals
- 5 chapters seeking relocation
- names deadline January 7
- additional hotel contract signed, exploring 2<sup>nd</sup> option
  - shuttle bus would be provided to other hotels
- Sharon – 600 people for housing without having registered
- Vernon – trouble getting in touch with Wyndam Jade
  - Encourage them to continue trying (calling rather than emailing)

Hack-a-thon

- NSBE Category
  - Incentive/prize?
- Nashville Category
- Free-for-all
- Begins Thursday
- Registration has not yet opened
  - Next week or two

Think Tank

- Sunday, Feb. 23
- Goals:
  - Educate community about NSBE
    - Parents, NSBE Chapters, local orgs./schools, public officials
  - Learn how NSBE can leave an impact before, during, and after convention
- Shuffarel – turn it into call to action for local chapters
- Jasmine – try to focus towards technology, could form hack-a-thon ideas

Security Update

- Marketing
  - What convention is/is not
  - Code of Conduct
  - Communicate expectations of membership ahead of time
- Security Planning
  - Provide food and water at late-night events
- Function of Security
  - Understand facility
  - Day/evening patrolling



- Protect problem circumstance
- Volunteers, NSBE Board Leaders, Professionals, Security Team Leads
- S. Gordon – discussion with facility security about video surveillance
- NEB Expectations
  - Maintaining order during events
  - Identifying Carbs & Cards
  - Evening entertainment
- Training sessions on Tuesday, March 22 morning and evening
  - CPC Volunteers will arrive on Tuesday
- “Carbs and Cards”
  - Safe and controlled area
- Workshop for first time attendees
  - Wed-Fri
  - Incentivize attendance
- Medical Emergencies
- Convention Participation
  - Updated values
- The Road to 10K
  - Registration
  - Website Traffic
  - Convention participation

### **WHQ Updates – Sharon Smith**

26,064 members: 14,671 domestic, 11,393 international

Working to collect information about gender

Convention Registration

- NSBE Jr, Collegiate APEx and Collegiate Affiliate numbers are down

Progress on ED Goals

- Membership team working with IT, Accenture, and NSBE Professionals on Aptify capabilities
- data.nsbe.org

NSBE Financials

- Revenue values including investment income
- Expenses are higher this year, particularly as a result of AMS and ED transitions/expenses
- Up in revenue for Convention, but down in numbers of registrants
- Received an Unqualified Opinion in regards to annual audit

Progress on ED Goals

- 50% completion of goal #1
  - Utilities and travel
- 20% completion of goal #2
  - Reductions, sponsorship

Golden Torch Awards

Convention State Rendering

Publications and Communications

- Convention is a most-visited page
- Digital magazines
- Reduce publications expenses
- Magazines for African Members
- Website redesign (national, PEB)

Retention

- NSF meetings





- Retention Roundtable Phase 2 @ Convention
- ExxonMobile

#### Corporate Scholarships

- 4 companies did not renew scholarships for this year
- Fall 2013

#### ED Goals Update

- Increase the total NSBE Scholarship dollar value by 10%

#### PCI

- Increase in most competition registration numbers
- Pilot PCI Program: KidWind
- PCI Science Fair (ISEF) → must engage in process for operational changes

#### National Support Trend

- 49 BCAs registered for Convention

#### Financial Progress on ED Goals

- Create corporate dashboard
- Secure African American Women in STEM
- Increase corporate affinity groups

#### Sponsorship Update

#### Career Services

- Website & usability
- Increase in Resume numbers
- Next steps
  - Increase job applicants
  - Update job seeker profile

#### AMS Replacement System

- ~ 10 month implementation process
- Currently in last piece of design stage

#### SEEK Financials

- \$310,000 confirmed of the \$2.2 million goal
- 10 proposed sites

#### Questions/Comments

- Khalia – will interact with Telvin to utilize social media regarding SEEK
- Virginia – lots of support from Sharon in the first 30 days
  - Staff embraces need for change
  - Survey tool at WHQ to measure service
  - Trip to Ghana
  - Call from the office of San Francisco

**Review regarding tomorrow – Brianna Hammond**

**Introduction of Korn/Ferry – Steve Jarrett**

**Recessed at 7:16 PM.**



**National Executive Board (NEB) Meeting Minutes**

**January 11, 2014**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre			X
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey			X
National Parliamentarian	Ahmed Awadelkarim			X
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper			X
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom			X
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			X
Region I Chairperson	Sukari Brown			X
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford			X
Region IV Chairperson	Harry Kennedy			X
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright			X

<b>Other Attendees</b>	
	<i>Sharon, S. Gordon</i>

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 5:12 PM CST**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Brianna Hammond**

**Convention Briefing – Brandon Johnson**



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- Compromise

Event owner deadlines

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  - Incentive/prize?
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Security Update

- Marketing
  - What convention is/is not
  - Code of Conduct
  - Communicate expectations of membership ahead of time
- Security Planning
  - Provide food and water at late-night events
- Function of Security
  - Understand facility
  - Day/evening patrolling



- Protect problem circumstance
- Volunteers, NSBE Board Leaders, Professionals, Security Team Leads
- S. Gordon – discussion with facility security about video surveillance
- NEB Expectations
  - Maintaining order during events
  - Identifying Carbs & Cards
  - Evening entertainment
- Training sessions on Tuesday, March 22 morning and evening
  - CPC Volunteers will arrive on Tuesday
- “Carbs and Cards”
  - Safe and controlled area
- Workshop for first time attendees
  - Wed-Fri
  - Incentivize attendance
- Medical Emergencies
- Convention Participation
  - Updated values
- The Road to 10K
  - Registration
  - Website Traffic
  - Convention participation

### **WHQ Updates – Sharon Smith**

26,064 members: 14,671 domestic, 11,393 international

Working to collect information about gender

Convention Registration

- NSBE Jr, Collegiate APEx and Collegiate Affiliate numbers are down

Progress on ED Goals

- Membership team working with IT, Accenture, and NSBE Professionals on Aptify capabilities
- data.nsbe.org

NSBE Financials

- Revenue values including investment income
- Expenses are higher this year, particularly as a result of AMS and ED transitions/expenses
- Up in revenue for Convention, but down in numbers of registrants
- Received an Unqualified Opinion in regards to annual audit

Progress on ED Goals

- 50% completion of goal #1
  - Utilities and travel
- 20% completion of goal #2
  - Reductions, sponsorship

Golden Torch Awards

Convention State Rendering

Publications and Communications

- Convention is a most-visited page
- Digital magazines
- Reduce publications expenses
- Magazines for African Members
- Website redesign (national, PEB)

Retention

- NSF meetings



- Retention Roundtable Phase 2 @ Convention
- ExxonMobile

#### Corporate Scholarships

- 4 companies did not renew scholarships for this year
- Fall 2013

#### ED Goals Update

- Increase the total NSBE Scholarship dollar value by 10%

#### PCI

- Increase in most competition registration numbers
- Pilot PCI Program: KidWind
- PCI Science Fair (ISEF) → must engage in process for operational changes

#### National Support Trend

- 49 BCAs registered for Convention

#### Financial Progress on ED Goals

- Create corporate dashboard
- Secure African American Women in STEM
- Increase corporate affinity groups

#### Sponsorship Update

#### Career Services

- Website & usability
- Increase in Resume numbers
- Next steps
  - Increase job applicants
  - Update job seeker profile

#### AMS Replacement System

- ~ 10 month implementation process
- Currently in last piece of design stage

#### SEEK Financials

- \$310,000 confirmed of the \$2.2 million goal
- 10 proposed sites

#### Questions/Comments

- Khalia – will interact with Telvin to utilize social media regarding SEEK
- Virginia – lots of support from Sharon in the first 30 days
  - Staff embraces need for change
  - Survey tool at WHQ to measure service
  - Trip to Ghana
  - Call from the office of San Francisco

**Review regarding tomorrow – Brianna Hammond**

**Introduction of Korn/Ferry – Steve Jarrett**

**Recessed at 7:16 PM.**



**National Executive Board (NEB) Meeting Minutes**

**January 16, 2014**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre			X
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey			X
National Parliamentarian	Ahmed Awadelkarim			X
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Communications Chairperson	Jordan Gill	X		
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper			X
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom			X
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			X
Region I Chairperson	Sukari Brown			X
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford			X
Region IV Chairperson	Harry Kennedy			X
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright			X

<b>Other Attendees</b>	
	<i>Sharon, S. Gordon</i>

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 5:12 PM CST**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Brianna Hammond**

**Convention Briefing – Brandon Johnson**



Currently in Execution Phase

Important for team to be proactive!

- Communicate
- Compromise

Event owner deadlines

Registration Rates:

- Jan. 6, regular rate
- March 1, on-site rate

Discussion of sustainable model for rate increase

Talking points:

- not just PCI
- other rates went up
- allows for better programming
- more competitions

3,135 registrants as of 1/8

Housing for Convention

- empty waitlist for collegiate and professionals
- 5 chapters seeking relocation
- names deadline January 7
- additional hotel contract signed, exploring 2<sup>nd</sup> option
  - shuttle bus would be provided to other hotels
- Sharon – 600 people for housing without having registered
- Vernon – trouble getting in touch with Wyndam Jade
  - Encourage them to continue trying (calling rather than emailing)

Hack-a-thon

- NSBE Category
  - Incentive/prize?
- Nashville Category
- Free-for-all
- Begins Thursday
- Registration has not yet opened
  - Next week or two

Think Tank

- Sunday, Feb. 23
- Goals:
  - Educate community about NSBE
    - Parents, NSBE Chapters, local orgs./schools, public officials
  - Learn how NSBE can leave an impact before, during, and after convention
- Shuffarel – turn it into call to action for local chapters
- Jasmine – try to focus towards technology, could form hack-a-thon ideas

Security Update

- Marketing
  - What convention is/is not
  - Code of Conduct
  - Communicate expectations of membership ahead of time
- Security Planning
  - Provide food and water at late-night events
- Function of Security
  - Understand facility
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  - CPC Volunteers will arrive on Tuesday
- “Carbs and Cards”
  - Safe and controlled area
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  - Wed-Fri
  - Incentivize attendance
- Medical Emergencies
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  - Updated values
- The Road to 10K
  - Registration
  - Website Traffic
  - Convention participation

### **WHQ Updates – Sharon Smith**

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Convention Registration

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Progress on ED Goals

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- data.nsbe.org

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- 20% completion of goal #2
  - Reductions, sponsorship

Golden Torch Awards

Convention State Rendering

Publications and Communications

- Convention is a most-visited page
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- Reduce publications expenses
- Magazines for African Members
- Website redesign (national, PEB)

Retention

- NSF meetings





- Retention Roundtable Phase 2 @ Convention
- ExxonMobile

#### Corporate Scholarships

- 4 companies did not renew scholarships for this year
- Fall 2013

#### ED Goals Update

- Increase the total NSBE Scholarship dollar value by 10%

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- Increase in most competition registration numbers
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- PCI Science Fair (ISEF) → must engage in process for operational changes

#### National Support Trend

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#### Sponsorship Update

#### Career Services

- Website & usability
- Increase in Resume numbers
- Next steps
  - Increase job applicants
  - Update job seeker profile

#### AMS Replacement System

- ~ 10 month implementation process
- Currently in last piece of design stage

#### SEEK Financials

- \$310,000 confirmed of the \$2.2 million goal
- 10 proposed sites

#### Questions/Comments

- Khalia – will interact with Telvin to utilize social media regarding SEEK
- Virginia – lots of support from Sharon in the first 30 days
  - Staff embraces need for change
  - Survey tool at WHQ to measure service
  - Trip to Ghana
  - Call from the office of San Francisco

**Review regarding tomorrow – Brianna Hammond**

**Introduction of Korn/Ferry – Steve Jarrett**

**Recessed at 7:16 PM.**



**National Executive Board (NEB) Meeting Minutes**

**March 25, 2014**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Professionals Chair	Keith Humphrey	X		
National Parliamentarian	Ahmed Awadelkarim	X		
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Communications Chairperson				
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold			X
Assistant Treasurer of Special Projects	Krystal McDoom	X		
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall			Excused (sick)

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			X
Region I Chairperson	Sukari Brown			X
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy			X
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	<i>Steve Jarrett, Tony Harris, Tom Price, Nicole Yates, Virginia Booth Womack, Donna O. Sylvester Harriet, Sharon Southerland Smith, Shon McGee, Cheryl Adams</i>
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\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 8:12 AM CST**

**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**

**Chair’s Briefing – Sossena Wood**



### Chair's Visits

- January BCA Meeting
- AWFE in Pittsburgh
- National Chair's Report to Senate
- Interview on radio station in Philadelphia
- NSBE SIG Public Policy Meeting
- White House Initiative
- Admin and WHQ Team Leads Meeting

### National Initiative

- SWE
  - Joint support at conferences
  - WISE SIG
- AAWiSTEM Twitter Chats
- Girls Love STEM, DC Professionals
- NSBE in the Community

### ED Briefing [Interim]

- Meeting with WHQ
- Funding for SEEK
- SEEK modeling
  - Have we talked to local school boards about helping to support SEEK?
    - Each state has different expectations, but all options are being considered
- Extended programming for SEEK and NSBE Jr. integration
  - What are some current strategies for this?
    - Focus on the 5-6<sup>th</sup> grade transition, and ensuring that the locations with SEEK have strong enough PCI programs (ways to track it)
- SWE Capitol Hill Day

### APC Briefing

- ED Goals and Objectives
- Transition ED
- APC Proposal
- Second Quarterly report
- ED Search Committee
  - Job description posted based on indicated requirements
  - Future schedule:
    - Top 5 reviewed at convention
    - 2-3 finalists evaluated in mid-April
    - Recommendation provided to NEB final candidacy

### WHQ Update – Virginia Booth Womack

#### NSBE Membership

- International Growth across demographics
- Total number 29,000+
- Increase in engineering majors

#### NSBE Finances

- Expenditures-related

#### NSBE Corporate Relations

- BCA numbers have increased (54)
  - Did not expect these changes!
- Exhibitors fell short this year



- Be sure to interact with BCA companies

SEEK Financials

Aptify with Integrations

- Launch this summer
  - Phase 1: Membership/Accounting modules
- System design and implementation
- Membership wizard
  - 8 data points
  - Specific info on Professionals
- Expo Logic
  - Self Check in
- Connected community
- Testimonials from other organizations similar to NSBE
- Email Marketing
  - Effective and custom email blasts

Questions

#### **APC Proposal – Ahmed Awadelkarim**

**I move to approve the previously adopted bylaw.**

**Maker: Ahmed Awadelkarim**

**Secunder: Gabe Draper**

*Maker speaks to motion:*

APC currently consists of Chair, Treasurer, Emeritus, and an appointed NEO member, 2 advisors

Attempting to be somewhat more transparent to the board

- Would like to add two additional members of the NEB to the APC
  - Believe that this number would prevent confidentiality issues
- Members (excluding Chair and Treasurer) must be approved by NEB
- NEB may remove any member of the APC with  $\frac{3}{4}$  vote

*Secunder speaks to motion:*

Makes it more transparent and processes more understandable

Discussion:

Keith – not an issue of adding people, but of accountability;

- Committees don't operate purely on the will of the chair

Corey – Not really fixing the process, because it's more about informing the members; committee is taking work away from the board to alleviate issues of confidentiality, etc.

- Goal is not to change whether people do not report, assumption is that it will continue to not report
- We would know that the will of the board is included with any voting times

Tony – hearing that you want more of a "voice" from the NEB; the issue that you want to address is the reporting, not sure that the increase of the number will alter that; perhaps the advisors don't vote?

- Doesn't look at the committee questioning what is the litigation risk, but we need to know that the NEB is responsible for the decisions made

Donna O. – understand your concern about feeling like you're blindsided and ; important for APC to protect us legally, nature of APC is someone who has experience in the administrative concepts

- Not comfortable with compromising on this (and altering the changes)

Steve – Sounds that this is a behavioral issue, have seen people added in other organizations; would rather have people removed or advisors not able to vote; more important in the accountability

- Understand that it's behavioral, but recognize that you can't change that usually; so needs to be done through a structural change; nothing you can do in a proposal to address structural changes

Sossena – all committees are supposed to report quarterly and it doesn't happen; APC has become more



transparent over the years; large part is in NEB asking questions; overview of types of topics; sensitivity of items may affect peoples' jobs/career

- Weight of APC decisions is all of those things; we are a board of directors, so everyone should be comfortable making those important decisions (otherwise, should you be on the NEB and should we be student run)

JaRod – don't see reporting aside from what Sossena has indicated; see Ahmed's point to be developed as leaders, and understand that we're affecting individual's lives

Virginia – the APC is supposed to support the WHQ staff; if we're going to make changes it's got to be about them

Jasmine – problem is the "black box" itself rather than the people in it; the discussion before the APC conversation needs to be primary focus; make sure that the transparency is there

- Boards have been talking for the last 10 years so this is the time to discuss/vote

Shuffarel – NEB members may not feel comfortable coming to the APC; trust in the NEB as well; learning on the job is part of the NEB, not sure it's an issue of everyone not understanding how to make decisions

Bri – not sure that the "voice" is the problem because we do gather information from the board;

- Emphasis about sending out the agenda beforehand; new information in certain decisions that the board may not know about

Donna O. – would you reconsider to being open to a friendly, because there are certain components that shouldn't be lost if some people are on the number

- Feels that the request to compromise has continued over the past few years; have already significantly adjusted; everyone feels that they are not part of the decision-making process; not willing to compromise

Sossena – board opinion is extremely important; understand that there are processes outside of the ED discussion

- Ahmed – sets the direction of the organization in the long run so this example isn't necessarily good
  - Jasmine – confirmation of who is on the board; there would be two additional bodies; concerned that this is going to get tucked away

Jessica – current members are so far removed from membership, so another voice closer to the members could be beneficial

Corey - if we think that the right people are not on the board, that should be changed, rather than the number of people; we can fix it but it's not the best way

**Sossena – Propose 2 calls on this before April 20th**

- 1) Continue Discussion**
- 2) Propose outcome of discussion/changes**

Maker withdraws motion; seconder withdraws motion

**2014-2015 National Budget – Corey Baker**

**I move to approve the 2014-2015 national budget outline in "Final Compiled Budget 3-25-14.xlsx"**

**Maker: Corey Baker**

**Seconder: Lacie Pierre**

*Maker speaks to motion*

\$5 increase across convention rates, haven't been adjusting it for years

BCA Allocation

- Dues: \$40,000

Changes: Revenue

- Department summary
- Decrease to national convention budget
- Professionals change due to the Aerospace Conference

Changes: Expenses

- More money towards AEx and NLI
- Convention changes (security, etc.)

Changes: IDCR Allocation



- WHQ expenses is increased, along with Alumni

Changes: Regional IDCR

### Questions

- Gabe – BCA meeting they talked about convention bags not fully being sponsored, can we consider to add to their dues so that it's already accounted for?
  - Wouldn't make that recommendation, because we would be taking resources away from AEx and PCI; something that the board could decide on considering resources
  - Jasmine: talked about contributing in a piece-wise fashion, rather than adding an additional fee
- Don: understanding and adjusting that sponsors don't always read updates/information about funding allocations
  - May only look at some information provided, but BCA dashboard will be a good tool for them
- Brandon: Reallocating some IDCR; do you think there's enough change to make differences?
  - No, but this is a start to what is needed
- Gabe: \$5 convention increase, could we increase the values for each convention deadline?
  - This change should be a gradual one, often membership does not respond well to "significant" jumps

Call the Question – JaRod Collins

Voting		Yes	No	Abstain
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Communications Chairperson				
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown			
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy			
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	13	0	0

**Motion Passes 13 – 0 – 0**

**CPC Taskforce: 2018 Update and Site Selection – Corey Baker**  
**I move to select Pittsburgh as the 2018 Annual Convention Site**  
**Maker: Corey Baker**

**Secunder: Gabe Draper**

*Secunder speaks to motion:*

Cheapest option and most feasible for members



Discussion:

Corey's presentation:

- Pros
  - Reasonable rooming rates
  - Shuttle service commitment
  - Commitment for NSBE Summer Bridge Program
- Cons
  - Site for several Region II conventions
    - Limitation in locations for regions
- Washington DC
  - Pros
  - Cons
- Comparison: Rates
  - Student versus, corporate, versus staff
- Comparison: Room Blocks (#)
- What happens after voting
  - Negotiations
  - Contracts are signed

Makita: Did they speak about lack of available food items late at night? (contributes to alcohol related incidents)

- May have items that could stay open later, or make shuttles available for that component
- AI: potentially offering lowering prices at hotel
  - Food trucks?

LEED Certified convention center – contribute to senior design/internship involved (branding and real-world experience opportunities)

Keith – suggestion to add Professional to decision making committee

Call the Question – Lacie Pierre

Voting		Yes	No	Abstain
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene	X		
National Communications Chairperson				
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall			
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy			
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	14	0	0



**Motion Passes 14 – 0 – 0**

**Programs Zone Updates – Jasmine Keene**

Paradigm shift of NSBE Jr. Programming

Changes

- First Lego League
- Nascar Ten80
- Technical Innovation Competition

Academic Excellence

- Retention Program Direction
  - Early intervention programs
    - Need to identify corporate marketing strategies

NLI

- Learning management system
- Year-long training
- Chapter development

TORCH

- Re-branding of TORCH
- Partnerships and collaborations
- TORCH model for Convention Host City

Programs Big Picture

**Convention Update - Lacie Pierre and Brandon Johnson**

**Baseline Data – Charon Miler and Nicole Yates**

Major breakdown/membership numbers

8 Data Points breakdown

Recommendations

- SEEK to NSBE Jr. needs to have an intuitive transition
- Collegiate chapter officers will receive reports of membership compared to national data
  - Incorporate MEP/Advisors
- Collegiate to Professional transition
  - Create a graduate student membership type
  - Enhance offerings to Professionals
- Relationships with advisors
- Aptify data collections
- Other metrics to report

Questions

Final Comments – Sossena and Brianna

**I move to adjourn this meeting at 1:22PM CST.**

**Maker: Brianna Hammond**

**Secunder: Gabe Draper**

**Passed by consensus.**

**Meeting adjourned at 1:22 PM.**





**National Executive Board (NEB) Meeting Minutes**

**April 9, 2014**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre		x	
National Secretary	Brianna Hammond			x
National Treasurer	Corey Baker			x
National Programs Chairperson	Jasmine Keene	x		
National Alumni Extension Chair	Keith Humphrey	x		
National Parliamentarian	Ahmed Awadelkarim	x		
National Chair Emeritus	Calvin Young			X

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
Communications Chairperson	Jordan Gill			X
National Public Relations Chairperson	Khalia Braswell	x		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold	X		
Assistant Treasurer of Special Projects	Krystal McDoom			x
2014 CPC Chairperson	Brandon Johnson			x

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	x		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	x		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			x
Region I Chairperson	Sukari Brown	x		
Region II Chairperson	Vernon Cutting	x		
Region III Chairperson	Jessica Ford			x
Region IV Chairperson	Harry Kennedy			x
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	
	WHQ Sharon Pamela Sharif Tom Price Stephanie Adams Mel Mitchell Lori Washington – BCA/Search Committee Strauder Patton – Search Committee Calvin Phelps – Search Committee



	<i>Davina Gamble – Korn Ferry</i>
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\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 7:30 PM EDT**

**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Steve Jarret**

Keith asked about NSBE experience.

Davina answered – various levels between candidates



**National Executive Board (NEB) Meeting Minutes**

**April 22, 2014**

<b>Administrative Zone</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Chairperson	Sossena Wood	X		
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene			X
National Professionals Chair	Keith Humphrey			x
National Parliamentarian	Ahmed Awadelkarim			X
National Chair Emeritus	Calvin Young	X		

<b>Communications Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Communications Chairperson				
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		

<b>Finance Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Finance Chairperson	Gabriel Draper	X		
National Financial Controller	Carly Cobbold	X		
Assistant Treasurer of Special Projects	Krystal McDoom			X
2014 CPC Chairperson	Brandon Johnson	X		

<b>Programs Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Academic Excellence Chair	Tiffani Davis	X		
National Leadership Institute Chairperson	Makita Phillips	X		
National PCI Chairperson	Paula McCall	X		

<b>Membership Zone:</b>		<b>Present</b>	<b>Late</b>	<b>Absent</b>
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			X
Region I Chairperson	Sukari Brown			X
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy			
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demetri Wilright	X		

<b>Other Attendees</b>	
	<i>S. Gordon Moore, Sharon Smith, Victoria Hill, Reggie Ewing</i>

\*Quorum is 2 officers, 2 standing committee chairpersons, 3 regional chairpersons \*

**Meeting Called to Order at 9:00 PM EST**  
**Chaired by Sossena Wood – National Chairperson**

**Agenda Overview- Lacie Pierre**

**CPC Chair Appointment – Demetri Wilright**



Applications were reopened following resignation  
 Reminder of selection committee and application  
 Andreas Schauer

- 2015 CPC shadow participant
- Acted as Regional Treasurer during FRC
- Primary reason for Region VI not overspending
- Understands importance of BCA and WHQ relationships
- Academically excellent and possesses leadership qualities
- Previous CPC Chair recommending this candidate
- Lives very close to CPC site
- Has support from current CPC to step into this position

**I move to approve the following minutes: Winter Meeting day 1, Winter Meeting day 2, January 8, 2014, January 16, 2014, and Convention.**

**Maker: Demetri Wilright**

**Seconder: Lacie Pierre**

Discussion

Call the Question – Calvin Young

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene			
National Communications Chairperson				
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy			
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
<b>Total</b>		<b>15</b>	<b>0</b>	<b>0</b>

**Motion Passes 14 – 0 – 0**

**NLC Chair Appointment – Sossena Wood**

**I move to appoint Andrew Ellis as the 2014 NLC Chair.**

**Maker: Brianna Hammond**

**Seconder: Lacie Pierre**

Discussion



Andrew understands what is needed for the upcoming year  
He's done an excellent job in the previous year  
Able to successfully implement

Call the Question – Calvin Young

<b>Voting</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
National Vice-Chairperson	Lacie Pierre	X		
National Secretary	Brianna Hammond	X		
National Treasurer	Corey Baker	X		
National Programs Chairperson	Jasmine Keene			
National Communications Chairperson				
National Public Relations Chairperson	Khalia Braswell	X		
National Publications Chairperson	Shuffarel Bonaparte	X		
National Finance Chairperson	Gabriel Draper	X		
National PCI Chairperson	Paula McCall	X		
National AEx Chairperson	Tiffani Davis	X		
National Membership Chairperson	Charon Miller	X		
National International Chairperson	Henrietta Kasaini			
Region I Chairperson	Sukari Brown	X		
Region II Chairperson	Vernon Cutting	X		
Region III Chairperson	Jessica Ford	X		
Region IV Chairperson	Harry Kennedy			
Region V Chairperson	Jarod Collins	X		
Region VI Chairperson	Demitri Wilright	X		
	<b>Total</b>	14	0	0

**Motion Passes 14 – 0 – 0**

**Aptify Integrations – Sharon Smith**

**I entertain the motion to allocate \$164,279 from the General Reserves to cover the cost for the additional Aptify features and integrations presented to the National Executive Board during the 2014 Convention National Executive Board Meeting and outlined on Slide 3 in the “Aptify Tech Integrations and Cost Summary.PPTX.**

**Maker: Calvin Young**

**Seconder: Lacie Pierre**

Discussion

Email Marketing initiatives

Selection will be made in the future, but needs to be integrated with Aptify now

If this motion does not pass, will it affect the roll out date for July 31?

- No, this is something we would like to get moving but it would not impact the initial roll out
- Will help us streamline the process for the website
  - Some of the blogs, groups, chats reliant on this

How much will we have approved to date if this motion passes?

- Corey – To Tony’s point, there are a few things that were previously mentioned to other WHQ members regarding the changes to the reserves; this would be added on to ~\$600k
- The money currently approved is directly for Aptify; the money previously approved included some padding should be used towards this add on
- We are now in the deal phase



*I move to extend time by 5 minutes*

**Maker: Corey Baker**

**Seconder: Carly Cobbold**

Hard for us to make this decision based off of not knowing how much we've put towards Aptify

**I move to table this discussion for the next NEB Meeting.**

**Maker: Calvin Young**

**Seconder: Gabriel Draper**

**Passed by consensus**

Action Item: Let Sossena know what the information entails

**APC Update: Executive Director**

Final candidate voted on and the APC is currently working through the contractual agreements

Confidential information as the current point of the process is sensitive

Verbal offer and written offer has been sent off

Will officially start on June 1

Will interact with staff prior to beginning work

Hopefully negotiations will be completed by next week

Board will be informed when information may be released to any other parties

BCA will be notified as soon as the contractual agreement is signed

**I move to adjourn this call at 9:55pm EST**

**Maker: Brianna Hammond**

**Second: Corey Baker**

**Meeting adjourned at 9:55pm EST.**