



NATIONAL SOCIETY OF BLACK ENGINEERS



Think Green! Please do not print unless absolutely necessary

2016-2017 National Executive Board Meeting Minutes



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National Executive Board (NEB) Meeting Minutes

April 13, 2016

Call to order: 9:00PM EDT

Meeting Agenda for April 13, 2016

National Society of Black Engineers				
National Executive Board				
NEB Elect Meeting – Wednesday April 13, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair-Elect
Roll Call	9:01 PM	9:06 PM	0:05	Secretary-Elect
Agenda Overview	9:06 PM	9:09 PM	0:03	Vice Chair-Elect
Appointment Procedure Overview	9:09 PM	9:14 PM	0:05	Chair-Elect
Appointments	9:14 PM	10:14 PM	1:00	Chair-Elect
Parliamentarian*	9:14 PM	9:19 PM	0:05	Chair-Elect
Chair Emeritus	9:19 PM	9:24 PM	0:05	Chair-Elect
International Committee Chair*	9:24 PM	9:29 PM	0:05	Chair-Elect
Communications Chair*	9:29 PM	9:34 PM	0:05	Chair-Elect
Treasurer Emeritus	9:34 PM	9:39 PM	0:05	Chair-Elect
Finance Chair*	9:39 PM	9:44 PM	0:05	Chair-Elect
Financial Controller*	9:44 PM	9:49 PM	0:05	Chair-Elect
Assistant Treasurer of Special Projects*	9:49 PM	9:54 PM	0:05	Chair-Elect
Pre-College Initiative Chair*	9:54 PM	9:59 PM	0:05	Chair-Elect
Business Diversity Chair*	9:59 PM	10:04 PM	0:05	Chair-Elect
National Leadership Institute Chair*	10:04 PM	10:09 PM	0:05	Chair-Elect
TORCH Chair*	10:09 PM	10:14 PM	0:05	Chair-Elect
National Transition Meeting (NTM)	10:14 PM	10:19 PM	0:05	Tiffany Sithiphone
Questions/Comments/Concerns	10:19 PM	10:24 PM	0:05	Chair-Elect
Adjourn				
Total time			1:24	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	x			
National Vice-Chairperson	Kris Rawls	x			
National Secretary	Racheida Lewis	x			
National Treasurer	Michael Boswell	x			
National Programs Chair	Christian Miller	x			
National Professionals Chair	Richard White	x			
National Parliamentarian					
National Chair Emeritus					
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	x			
National Publications Chairperson					
National Communications Chairperson					



Finance Zone					
Treasurer Emeritus					
National Finance Chairperson					
National Financial Controller					
Assistant Treasurer of Special Projects					
CPC Chairperson	Kendra Allen	x			
Programs Zone					
National Academic Excellence Chair					
National Business Diversity Chair					
National TORCH Chair					
National PCI Chairperson					
National Leadership Institute Chairperson					
National Leadership Conference Planning Chairperson	Alanna Tremble			x	
Membership Zone					
National Membership Chairperson	Anna Haydock	x			
National International Chairperson					
Region I Chair	Niasia Williams	x			
Region II Chair	Nehemiah Harrison	x			
Region III Chair	Deandra Dixon	x			
Region IV Chair	Danielle Render				x
Region V Chair	Rose Telus	x			
Region VI Chair	Alexander Blake	x			
Advisors					
	Reginald Ewing	x			
	Ms. Regenia Sanders	x			
	Mr. S. Gordon Moore, Jr.	x			
	Mr. André 'Dré' Willis	x			
	Dr. Gary May			x	
	Ms. Cheryl L. Adams			x	
	Mr. Tony Harris			x	
	Dr. Njema Frazier			x	
	Mr. Steven (Steve) A Jarrett			x	
	Dr. Stephanie Adams			x	
	Donna O Johnson			x	
	Virginia Booth	x			
WHQ					
	Dr. Karl Reid	x			



	Sharon Southerland-Smith	x			
	Greg Meeropol	x			
	Kyle Rahn	x			
	Christina Sykes	x			
	Constance Thompson	x			
	Stanton Hill	x			
Additional Attendees					

Motion:	I move to appoint Myla Ruffin to the position of Parliamentarian for the 2016-2017 term		
Maker:	Kris Rawls		
Seconder:	Christian Miller		
Maker: -	Seconder: Work ethic: the membership ops plan from the previous year became the "Myla Ruffin" show		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair			
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes 10 0 0			

Motion:	I move to appoint Neville Green to the position of Chair Emeritus for the 2016-2017 term
Maker:	Kris Rawls
Seconder:	Christian Miller



Maker: As current national chair he would be a great addition to help with the admin zone
 Seconder: Yield

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair			
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes 10			
	0	0	

Motion: I move to appoint Casey Tompkins-Rhoades to the position of International Chair for the 2016-2017 term

Maker: Kris Rawls

Seconder: Racheida Lewis

Maker: Spent two years on the IC committee

Seconder: Great team player

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair			

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes 10		0	0

Motion:	I move to appoint Christopher Cole to the position of Communications Chair for the 2016-2017 term		
Maker:	Racheida Lewis		
Seconder:	Kris Rawls		
Maker:	Great asset to the communications zone using his expertise to help NSBE		
Seconder:	Laid good ground work from serving on the IC committee		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair			
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes 10		0	0

Motion:	I move to appoint Corey Baker to the position of Treasurer Emeritus for the 2016-2017 term		
Maker:	Mike Boswell		
Seconder:	Kris Rawls		
Maker:	Great treasurer to help in aid current treasurer to grow		
Seconder:	Yield		
Roll Call Vote			

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair			
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes 10			
	0	0	



Motion:	I move to appoint Makeda Stephenson to the position of Finance Chair for the 2016-2017 term
Maker:	Mike Boswell
Seconders:	Kris Rawls
Maker:	The most qualified of all the applicants for the position
Seconders:	Yield

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair			
Region II Chair	1		
Region III Chair	1		
Region IV Chair			

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes 10			
	0	0	

Motion:	I move to appoint Robert Timmons to the position of Financial Controller for the 2016-2017 term		
Maker:	Mike Boswell		
Seconder:	Kris Rawls		
Maker: Best candidate for the position given history as R2 Treasurer			
Seconder: Fun person, great person, transitioned from R2 RLC Chair to R2 Treasurer in the same term			
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair			
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes 10			
	0	0	

Motion:	I move to appoint Jeremiah Ross to the position of Assistant Treasurer of Special Projects for the 2016-2017 term		
Maker:	Mike Boswell		
Seconder:	Kris Rawls		
Maker: One of the best treasurer from last year and took the time to ask questions in order to get things done and blossom in the position			
Seconder: Someone who will work hard and be proactive in accomplishing tasks			
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair			
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 0	Abstentions: 0
Motion Passes 10			
	0	0	

Motion:	I move to appoint Maya Carrasquillo to the position of Pre-College Initiative Chair for the 2016-2017 term		
Maker:	Christian Miller		
Seconder:	Kris Rawls		
Maker: Has experience as PCI chair at chapter level and understood strategy in a way to advance PCI for the future			
Seconder: Current PCI chair vouched for her effectiveness during the interview process			
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 11	Opposed: 0	Abstentions: 0



Motion Passes 11 0 0

MOTION 11

Motion:	I move to appoint Jacarri Tollette to the position of Business Diversity Chair for the 2016-2017 term
Maker:	Christian Miller
Seconder:	Racheida Lewis
Maker: Current BD chair and still has a strong vision for progressing the role	
Seconder: Yield	

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
In Favor: 11		Opposed: 0	Abstentions: 0

Motion Passes 11 0 0

MOTION 12

Motion:	I move to appoint Gregory Hardy to the position of National Leadership Institute Chair for the 2016-2017 term
Maker:	Christian Miller
Seconder:	Kris Rawls
Maker: Past regional chair, has a vision to streamline the process of training leaders while still putting academics first	
Seconder: Yield	

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 11	Opposed: 0	Abstentions: 0
Motion Passes 11			
	0	0	

Motion:	I move to appoint Zaria Silvia to the position of TORCH Chair for the 2016-2017 term		
Maker:	Niasia Williams		
Seconded:	Christian Miller		
Maker:	Breath of fresh air regarding TORCH with a passion for the position		
Seconded:	Understands the challenges and the role it plays in reaching the 10K goal, also outlined a 30-60-90 plan for the position		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair	1		
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Chair	1		
Region VI Chair	1		
	In Favor: 11	Opposed: 0	Abstentions: 0
Motion Passes 11			
	0	0	

- National Transition Meeting



- Expectations
 - Book travel immediately
 - Hotel information will come the week of NTM
 - Agenda still under construction
 - A lot of information but interactive activities as well
 - **READ** all documents sent out
 - Governing documents, strategic plan, etc.
 - Dress
 - Business casual during the day
 - Casual in the evenings
 - Ebook or hard-copy for leadership books
 - General consensus: hard copy
 - Ask national advisors, Dr. Reid, or Matt to do presentations regarding historical content
 - NTM **will** begin Thursday afternoon. Friday is very content heavy. Meetings will last until Sunday at noon.
 - Travel Authorizations for ground transportation only sent out for rental vehicles. Personal vehicles will go through a reimbursement process for gas.
- Any questions related to NTM ask NLI Chair Tiffany
- Questions, Comments, Concerns
 - Mike – thanks to everyone who reached out
 - Dr. Reid – welcome to the NEB

Meeting Adjourned: 10:32PM EDT

Action Item(s)	
Assigned to:	
Assigned by:	
Required Action:	
Deadline:	



National Executive Board (NEB) Meeting Minutes

April 28, 2016

Agenda (NTM)

Start Time	End Time	Duration	Topic	Presenter	Attendees	Location	Notes
Thursday April 28, 2016 Attire: Business Casual							
7:00 AM	12:00 PM	5:00:00	NEO-Elect Arrival (arrive by 12:00 pm)	-----	NEO-ELECT		
7:00 AM	2:00 PM	7:00:00	NEB-Elect/NEO Arrival (NEB-Elect arrive by 2PM, NEO arrive anytime)	-----	NEB-ELECT/NEO		
7:00 AM	5:00 PM	10:00:00	PEO-Elect Arrival (arrive by 5:00 PM)	-----	PEO-Elect		
1:00 PM	2:30 PM	1:30:00	NEO-Elect/WHQ Counterpart Meeting	-----	NEO-ELECT/WHQ	WHQ	
3:00 PM	5:00 PM	2:00:00	DISC Assessment	Donna O.	NEB-ELECT	WHQ	Learn about your leadership style and how to work with different personalities
5:00 PM	6:00 PM	1:00:00	"Design Thinker Methodology"	Chair-Elect	NEB-ELECT	WHQ	Brainstorming session led by Chairman Nelson
6:00 PM	6:30 PM	0:30:00	Personal and Professional Accountability	Chair-Elect	NEB-ELECT	WHQ	
6:30 PM	UNTIL	-----	Dinner (on your own)	-----	ALL	-----	Dinner will not be provided
8:00 PM	UNTIL	-----	Academic Hour(s)	-----	NEB-ELECT	-----	Study hard!
7:00 AM	11:59 PM	-----	***PEB-Elect arrive at anytime on Thursday	-----			

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	x			
National Vice-Chairperson	Kris Rawls	x			
National Secretary	Racheida Lewis			x	
National Treasurer	Michael Boswell			x	
National Programs Chair	Christian Miller	x			
National Professionals Chair	Richard White			x	
National Parliamentarian	Myla Ruffin			x	
National Chair Emeritus	Neville Green	x			
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	x			
National Publications Chairperson					
National Communications Chairperson	Christopher Cole	x			
Finance Zone					
Treasurer Emeritus	Corey Baker			x	
National Finance Chairperson	Makeda Stephenson	x			
National Financial Controller	Robert Timmons	x			
Assistant Treasurer of Special Projects	Jeremiah Ross	x			
CPC Chairperson	Kendra Allen	x			



Programs Zone					
National Academic Excellence Chair	Wayne Lester	x			
National Business Diversity Chair	Jacarri Tollette	x			
National TORCH Chair	Zaria Silvia	x			
National PCI Chairperson	Maya Carrasquillo	x			
National Leadership Institute Chairperson	Gregory Hardy	x			
National Leadership Conference Planning Chairperson	Alanna Tremble			x	
Membership Zone					
National Membership Chairperson	Anna Haydock	x			
National International Chairperson	Casey Tompkins-Rhoades			x	
Region I Chair	Niasia Williams			x	
Region II Chair	Nehemiah Harrison	x			
Region III Chair	Deandra Dixon	x			
Region IV Chair	Danielle Render			x	
Region V Chair	Rose Telus	x			
Region VI Chair	Alexander Blake			x	
Advisors					
	Reginald Ewing			x	
	Ms. Regenia Sanders			x	
	Mr. S. Gordon Moore, Jr.	x			
	Mr. André 'Dré' Willis			x	
	Dr. Gary May			x	
	Ms. Cheryl L. Adams			x	
	Mr. Tony Harris			x	
	Dr. Njema Frazier			x	
	Mr. Steven (Steve) A Jarrett			x	
	Dr. Stephanie Adams			x	
	Donna O Johnson	x			



WHQ					
	Karl Reid	x			
	Sharon Southerland-Smith			x	
	Greg Meeropol			x	
	Kyle Rahn			x	
	Christina Sykes			x	
Additional Attendees					

- Design Thinker Methodology
- DISC Assessment
- Personal and Professional Accountability
 - Presentation can be found on the portal



National Executive Board (NEB) Meeting Minutes

April 29, 2016

Call to order 9:00 AM EDT

Agenda (NTM)

Friday April 29, 2016 Office: Business Casual <i>Where have we been and where are we now?</i>						
7:30 AM	8:00 AM	0:30:00	Workout (optional)	-----	ALL	Embassy Suites
8:00 AM	8:45 AM	0:45:00	Breakfast	-----	ALL	Embassy Suites
8:45 AM	8:55 AM	0:10:00	Optional Prayer Meeting	Chair-Elect	-----	Embassy Suites
8:55 AM	9:01 AM	0:06:00	Call to Order	Chair-Elect	ALL	Embassy Suites
9:01 AM	9:04 AM	0:03:00	Roll Call	Secretary-Elect	ALL	Embassy Suites
9:04 AM	9:07 AM	0:03:00	Roll Call	PEB Secretary-Elect	ALL	Embassy Suites
9:07 AM	9:16 AM	0:09:00	Introduction of the NEB 2016-2017	Vice Chair-Elect	ALL	Embassy Suites
9:16 AM	9:25 AM	0:09:00	Introduction of the PEB 2016-2017	PEB Chair-Elect	ALL	Embassy Suites
9:25 AM	9:55 AM	0:30:00	Overview and Role of the National Advisory Board	R Reggie Ewing	ALL	Embassy Suites
9:55 AM	10:40 AM	0:45:00	Overview and Role of World Headquarters	Dr. Karl Reid	ALL	Embassy Suites
NSBE 2025: Strategic Plan Discussion						
10:40 AM	11:10 AM	0:30:00	Overview of the Plan	Tony Harris	ALL	Embassy Suites
11:10 AM	11:40 AM	0:30:00	Current Status of the Plan	Dr. Karl Reid	ALL	Embassy Suites
11:40 AM	12:00 PM	0:20:00	Implementing the Plan Going Forward	Chair-Elect	ALL	Embassy Suites
12:00 PM	1:00 PM	1:00:00	Lunch	-----	ALL	WHQ
1:00 PM	2:00 PM	1:00:00	Q&A Panel	K. Reid/ T. Harris/ M. Nelson	ALL	Embassy Suites
2:00 PM	3:00 PM	1:00:00	Zone Breakout Session	NAB	ALL	Embassy Suites
3:00 PM	4:45 PM	0:45:00	Understanding Your Role in Executing the Plan	Andre Willis/ S. Gordon Moore, Jr.	ALL	Embassy Suites
		0:10:00	Break (2:45 PM)	-----	ALL	Embassy Suites
		0:50:00	Understanding Your Role: How to Work Together (resume at 3:55 PM)	Andre Willis/ S. Gordon Moore, Jr.	ALL	Embassy Suites
4:45 PM	5:45 PM	1:00:00	Time Management for 21st Century Leaders	Donna O.	NEB-ELECT	Embassy Suites
5:45 PM	5:50 PM	0:05:00	Meeting Wrap Up/Day 2 Prep	Vice Chair-Elect	NEB-ELECT	Embassy Suites
6:00 PM	8:00 PM	2:00:00	Joint Dinner	-----	ALL	Joe Theismann's Restaurant
8:00 PM	UNTIL	-----	Academic Hour(s)	-----	-----	-----

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	x			
National Vice-Chairperson	Kris Rawls	x			
National Secretary	Racheida Lewis			x	
National Treasurer	Michael Boswell			x	
National Programs Chair	Christian Miller			x	
National Professionals Chair	Richard White	x			
National Parliamentarian	Myla Ruffin			x	
National Chair Emeritus	Neville Green	x			
Communications Zone					



National Public Relations Chairperson	Jonathan Meekins	x			
National Publications Chairperson				x	
National Communications Chairperson	Christopher Cole	x			
Finance Zone					
Treasurer Emeritus	Corey Baker			x	
National Finance Chairperson	Makeda Stephenson	x			
National Financial Controller	Robert Timmons	x			
Assistant Treasurer of Special Projects	Jeremiah Ross	x			
CPC Chairperson	Kendra Allen			x	
Programs Zone					
National Academic Excellence Chair	Wayne Lester	x			
National Business Diversity Chair	Jacarri Tollette	x			
National TORCH Chair	Zaria Silvia	x			
National PCI Chairperson	Maya Carrasquillo	x			
National Leadership Institute Chairperson	Gregory Hardy	x			
National Leadership Conference Planning Chairperson	Alanna Tremble			x	
Membership Zone					
National Membership Chairperson	Anna Haydock	x			
National International Chairperson	Casey Tompkins-Rhoades			x	
Region I Chair	Niasia Williams			x	
Region II Chair	Nehemiah Harrison	x			
Region III Chair	Deandra Dixon	x			
Region IV Chair	Danielle Render	x			
Region V Chair	Rose Telus	x			
Region VI Chair	Alexander Blake	x			
Advisors					
	Reginald Ewing			x	



	Ms. Regenia Sanders			x	
	Mr. S. Gordon Moore, Jr.	x			
	Mr. André 'Dré' Willis	x			
	Dr. Gary May			x	
	Ms. Cheryl L. Adams			x	
	Mr. Tony Harris	x			
	Dr. Njema Frazier			x	
	Mr. Steven (Steve) A Jarrett			x	
	Dr. Stephanie Adams			x	
	Donna O Johnson	x			
WHQ					
	Karl Reid	x			
	Sharon Southerland-Smith	x			
	Greg Meeropol	x			
	Kyle Rahn	x			
	Christina Sykes			x	
Additional Attendees					
Melinda Duckworth					

- Introduction of NEB
- Introduction of PEB
- Introduction of outing PEB
- Introduction of outgoing NEO
- Welcome from NLI Chair - Tiffany Sithiphone
- Overview and Role of the National Advisory Board - Reggie Ewing
 - Structure
 - Members
 - Chaiperson
 - Vice
 - Sect
 - 9 advisors
 - Chair Emeritus



- Previous experience
- Areas
 - Academia
 - Industry
 - Administrative
- Committee Recommendations
 - APC
 - Funds Management
 - DRC
 - Elections
- Committee Appointments
 - Purpose
 - Communication Do's and Don'ts
 - Relationship and Support
 - Historical Knowledge
 - Student Development
 - Stewardship and Transition
- Overview and Role of World Headquarters - Dr. Karl Reid
 - Dr. Reid will provide link to Ted Talk about the 'why'
 - Presentation available on portal
 - Servant Leadership
 - Operations
 - Program Development
 - Finance
 - Conference Planning
 - Marketing
 - Training
 - Membership
 - Government Relations
 - Introduction of Executive Team
 - Introduction of Administrative Team - Sharon Southerland-Smith
 - Introduction of Resource Development - Kyle Rahn
 - Introduction of Finance and Accounting - Stanton Hill
 - Introduction of Membership & Registration - Teiko McCollough
 - Introduction of Marketing & Communications - Christina Sykes
 - Introduction of External and Government Affairs - Constance Thompson
 - Introduction of Programs - Greg Meerpool
- Strategic Plan Discussion
- Overview of the Plan - Tony Harris
 - Presentation can be found on the portal
- Current Status of the Plan - Dr. Reid
 - Presentation can be found on the portal
 - Review updated Strategic Plan document



- Implementing the Plan Going Forward - Chair Nelson
 - Presentation can be found on the portal
 - Strengthen the organizational structure to best position all parts of NSBE to work to achieve mission of “increasing the number..”
 - Define what it means to be an engaged member and create special benefits for them
 - Ongoing joint professional development across Collegiate, Professionals, and WHQ
 - Improve website efficiency and effectiveness
 - Become more accessible to the membership and community
- Lunch
- Q&A Panel
 - Chair Nelson, Dr. Reid, Tony Harris
 - 10K NSBE members or 10K African American students?
 - Move the little needle to move the big needle
 - What is the evaluation process of programs?
 - Focus on SEEK data
 - Move on to Collegiate programs and Professionals programs
 - How do chapters contribute to the strategic plan and improve
 - Create the framework for regions to implement amongst chapters
 - Share tools and resources available
 - Are we able to assess the chapters in the AEx Retention program?
 - Variability in data
 - We need to determine what data we need and how valuable it is
 - Budgets are being spent on travel vs programming
 - How do we provide chapters with the tools to hold Deans accountable for diversity pledges?
 - Share white paper with the board so that it is better understand
 - Toolkit that will show how to implement
 - Why is government and corporate involvement strictly financial and not more organizational structure assistance?
 - Plan may only outline a part of the involvement
 - Companies want more impact and collaboration
 - When do we get our data about engineers graduating and how do we provide that to chapters?
 - Google ‘Engineering by the numbers’ (surveying the colleges)
 - ASCE (only 1 year behind)
 - NSF (2 years behind)
 - Provide a tool (through aptify?) to view all this data and breakdown
 - Engage campus administration
 - How do we also target parents to get involved?
 - Ecosystem around the child
 - Parents, teachers, mentors, etc
 - Keep in touch with SEEK attendees/ecosystem year-round



- Give regions/chapters the tools to just execute without having to recreate the wheel
- How are we looking at our customers (members) to understand what they need instead of what we can get out them?
 - Create support systems
 - Find out what is actually working at the chapter level
 - Use programming based on these results
- How do we get corporations to donate resources towards what works and not just sending financial help to the general society?
 - Use the results to say this works and we need money for this
 - Figure out what we want and go ask for it
- What are we focusing on for public policy and how are we determining that?
 - Public Policy SIG
 - STEM Ed coalition
 - Document draft that outlines
- How do we reach the membership (the individuals) past just chapters and measure impact?
 - Start with what we are good at: organizing chapters
 - Get better at getting chapters to implement the national directives
 - Utilize MyNSBE
 - Adopt social media to pull in members instead of just pushing out content
 - Just reach out to members on a personal level
- How was the number 6k increase for professionals determined?
 - Started at 3k
 - Incremental steps (5k, 6k, 7.5k...)
- How do we graduate quality engineers and not just numbers?
 - Careful of how you label
 - Do not sacrifice any part of the mission
 - Through programming
 - Focus on increasing the numbers first
- What will take place at NSBE Capitol Hill Day
 - In progress
 - Joint effort of Collegiate and Professionals with Public Policy SIG
 - Education on the need for the need in more black engineers
 - Train leaders on what to talk about
- How are we helping members well-being and health?
 - Regional leadership needs to bring up issues because they are unknown
 - Regional leadership has direct control over how to focus and implement
- What resources can be used to provide strategy to NSBE Jr. chapters when they are put in place?
 - Replicate successful and effective chapters
 - Provide support for new ideas that are effective
 - Provide resources and training to advisors



- Zone Breakout
- Understanding your role
 - Presentation can be found on the portal
 - Be all in this year
 - Influence with Integrity and Impact
 - Read Governing Documents constantly throughout the term
- Time Management for 21st Century leaders
 - Presentation can be found on the portal
- Meeting Wrap-up/Day 2 Prep
 - Bring folders with handouts
 - Prepare for discussions

Meeting Adjourn 5:48 PM EST



National Executive Board (NEB) Meeting Minutes

April 30, 2016

Call to order: 9:01 AM EDT

Agenda (NTM)

Saturday April 30, 2016							
Attire: Business Casual							
Where are we now and where are we going?							
7:30 AM	8:00 AM	0:30:00	Workout (optional)	-----	ALL	Embassy Suites	
8:00 AM	8:45 AM	0:45:00	Breakfast	-----	ALL	Embassy Suites	Complimentary breakfast
8:45 AM	8:55 AM	0:10:00	Optional Prayer Meeting	Chair-Elect	ALL	Embassy Suites	
8:55 AM	9:00 AM	0:05:00	Call to Order	Chair-Elect	ALL	Embassy Suites	
9:00 AM	9:02 AM	0:02:00	Roll Call	Secretary-Elect	ALL	Embassy Suites	
9:02 AM	9:03 AM	0:01:00	Roll Call	PEB Secretary-Elect	ALL	Embassy Suites	
9:03 AM	9:04 AM	0:01:00	Orders of the Day	Vice Chair-Elect	ALL	Embassy Suites	
9:04 AM	9:45 AM	0:41:00	2016-2017 National Directives	Matthew Nelson, Chair-Elect	ALL	Embassy Suites	
9:45 AM	10:30 AM	0:45:00	2016-2017 NSBE Professionals Vision	Richard White, PEB Chair-Elect	ALL	Embassy Suites	
10:30 AM	10:45 AM	0:15:00	Break	-----	ALL	Embassy Suites	
10:45 AM	11:00 AM	0:15:00	2017 Convention Update	Programs Chair-Elect	ALL	Embassy Suites	
11:00 AM	12:15 PM	1:15:00	Nonprofit Governance 101: The 4 Rs: Roles, Responsibilities and Robert's Rules	Mary Stelletto, Vista Global Coaching & Consulting	NEB-ELECT	Embassy Suites	***PEB will breakout for PDC Presentation
12:15 PM	1:15 PM	1:00:00	Lunch	-----	ALL	WHQ	Lunch will be provided
1:15 PM	2:15 PM	1:00:00	Nonprofit Governance 101: The 4 Rs: Roles, Responsibilities and Robert's Rules (cont.)	Mary Stelletto, Vista Global Coaching & Consulting	NEB-ELECT	Embassy Suites	***PEB will breakout for TPC Presentation
2:15 PM	3:00 PM	0:45:00	Understanding NSBE's Financial Structure and Protocol	Financial Controller	ALL	Embassy Suites	Goal is for audience to understand how NSBE finances work
3:00 PM	3:45 PM	0:45:00	Q4 Quarterly Financials	Financial Controller	NEB-ELECT	Embassy Suites	***PEB will breakout for Budget Program Review
3:45 PM	5:30 PM	0:30:00	2015-16 Operations Planning Year End Review	Sade Ruffin, Vice Chair	ALL	Embassy Suites	Review current status of the Ops Plan and open items
		1:15:00	Operations Planning Session: Programs Zone	Programs Chair-Elect/PEB Programs Chair-Elect	ALL	Embassy Suites	Breakout session led by incoming NEB/PEB zone leads. Goal is to identify the objectives and tasks for the 2016-2017 year
		1:15:00	Operations Planning Session: Membership Zone	Vice Chair-Elect/PEB Chair-Elect	ALL	Embassy Suites	
		1:15:00	Operations Planning Session: Finance Zone	Treasurer-Elect/PEB Treasurer-Elect	ALL	Embassy Suites	
1:15:00	Operations Planning Session: Communications Zone	Secretary-Elect/PEB Secretary-Elect	ALL	Embassy Suites			
5:30 PM	5:40 PM	0:10:00	Meeting Wrap Up/Day 3 Prep				
6:00 PM	8:00 PM	2:00:00	Dinner (on your own)	-----	ALL		Dinner will not be provided
8:00 PM	UNTIL	-----	Academic Hour(s) & PEB ZONE BREAKOUT/ Strategy Sessions	-----	ALL		Study hard!

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green	X			
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson					
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Makeda Stephenson	X			
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			



CPC Chairperson	Kendra Allen			X	
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades			X	
Region I Chair	Niasia Williams			X	
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing			X	
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.	X			
	Mr. André 'Dré' Willis	X			
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris	X			
	Dr. Njema Frazier	X			
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson - Mackey	X			
	Virginia Booth			X	
WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith			X	
	Greg Meeropol	X			
	Kyle Rahn	X			
	Christina Sykes	X			
	Constance Thompson	X			



	Stanton Hill			X	
Additional Attendees					
Melinda Ducksworth Erika Maseko Christopher Carr Brenda Nathan					

Directives & Direction

National Directives

- Breakthrough year – eliminating barriers to establish productivity
- Empower Improvement
 - Define our organizational DNA
 - Question the status quo
 - Enable personal and professional development
 - Collaborate vs. isolate
 - Adopt best practices from process analysis
 - Develop a set of global core values
- Application through data visualization
 - Consolidate the numbers
 - Establish the connection
 - Communicate the findings
 - Decide through insight
- How will you breakthrough?

Professionals Direction

- A place where collegiate and graduating seniors can
 - Look forward to becoming a prof. member
 - Make it a first step in their transition to becoming a Professional
 - Receive support, guidance, and mentoring to prepare them for the next stage in their life
 - Feel secure; that they are still a part of the NSBE family
- A place where young professionals
 - Can get training
- A place where professionals
 - Feel part of the NSBE family
 - Give back and make an impact in the community
 - Are appreciated and recognized for living the mission and their accomplishments
- A place where NSBE
 - Can partner with successful professionals in growing the society and impact 2025 goals
 - Can partner and collaborate with successful professionals who fulfill the mission
 - Can partner and collaborate with successful professionals to impact the community
- Programs
 - Ensure NSBE Professional Programs provide value and relevance to our members/professional programs



- Help our chapters by providing the tools and resources needed to implement successful programs
- Measure the impact of professional Programming in support of the NSBE Mission
- Membership
 - How can we support the vision?
 - Showcase membership value
 - Showcase members
 - Presenting at different conferences, going to the White House, etc.
 - Engage chapters and members from a national and regional level
 - Stay engaged with our chapters and members
 - Listen to our chapters and members
- Finance
 - To know that at the end of the year our financial resources were used efficiently and effectively to impact the mission
 - Stronger workflow and process
 - Understand needs and tie to value and outcome
 - Fully leverage available resources
- Communications
- Goals and focus areas
 - Organizational partnership and impact to 2025 goals
 - Chapter growth and wellness
 - Membership engagement
 - Budget and program transparency
 - Mentorship, partnership, collaboration with NSBE leadership
 - Community and professional impact
- Building a winning team

Q&A

- As a regional chair, how are we expected to present your national directives to the general body?
 - Effective communications between members on the NEB and working with the marketing team to better inform the language surrounding the directives and how to effectively capture the message to share with the membership
- There was a mention of strengthening the NSBE after college programs can we speak to the challenges in this program?
 - We need to get more professionals involved, communicate what the program actually is, Sheila Alves worked on graduating seniors' reception in Region II that was successful.
 - We created a video that we put out there to help inform people of the program and tools available to them post college
- Can you speak to the connection between your directives which seem to be process orientated vs asking "the what" questions?
 - Directives are meant to be signs. There are many ways to get to the destination; vision sets the framework as to how to get to 10K
- At the end of this year how would you measure success
 - We are talking the same language and our operations, our processes, our meetings, our programs are tight.



- How can we help create an inclusive environment in the professional realm as we're continuing to develop and graduate engineers?
 - We have to support companies who are supportive of diversity conversations which may put pressure on the industry to really look into diversifying their climate.
- What we are doing to track our progress to graduating 10K engineers by 2025
 - We need to better understand how to analyze data so that we can understand the data we have and figure the data we need to collect.
- How are addressing the culture of graduate school?
 - Is grad school a priority for getting us to 10K?
- How can we ensure that the NEB and REBs are working towards 10K collectively and not individually?
 - We develop a solution? One thing we could do is set the language possibly through joint training
- How can we address programming, especially from the professional's side, in getting to 10K?
 - Supporting FRCs with PCI programming and graduating seniors' receptions, get the focus back on the mission and our added value to the mission.
 - The goals that we laid out will address the [getting to] 10K, we don't have the data but short term goal is to make sure that the data is being collected and being reported back to NSBE

2017 Convention Update

- Leaving a footprint in Kansas City
 - Community engagements events
 - Pre convention
 - Black Business Bureau
 - Chamber of commerce
 - Community organizers
 - AWFE
 - Post convention
 - SEEK camp
- Highlights of Kansas City
 - Heart of the heartland
 - City of fountains
 - American jazz museum
 - American negro baseball museum
- Considered the heart of silicon prairie
- 2nd largest increase in tech start up companies
 - Think big partners
 - Pipeline, Inc.
 - not just adding to the work force but developing it
- companies
 - Sprint
 - Harley Davidson
- Theme
 - Engineering the Foundation for the Future



- March 29th – April 2nd 2017
- Colors
 - Navy Blue
 - Royals' Blue
 - White
 - Green
- Q&A

Nonprofit Governance 101: The 4 Rs: Roles, Responsibilities and Robert's Rules

- Premiere nonprofit board governance resource
 1. www.boardsource.com
 - research, training, publications
- nonprofit governance definition
 1. IRS has a code (501-c) 1-13 categorization, you don't have to pay taxes
 2. NSBE is a 501-c 3
- Board Roles
 1. Governance
 - Serving as trustees to "protect the public interest"
 2. Supportive
 - Serving as volunteers to support the org's operations, accomplishment of its mission and strategic goals
- Board member legal duties
 1. Duty of care
 - Pay attention be aware
 - Individual members of the board can be sued
 2. Duty of loyalty
 - Loyalty to the mission and vision of this organization collectively
 - Can't be here for your own self interest
 - Signing a conflict of interest clause
 3. Duty of obedience
 - Must comply with applicable federal, state, and local laws
 - Adhere to the org's bylaws and remain guardians of the mission
- 3 hats of nonprofit board members
 1. Governance
 - The board is meeting and quorum is met
 - The only time when legal authority is standing
 2. Volunteer
 - Worn at all other times
 - When working for NSBE but not in the elected position role
 3. Implementer
 - Worn when working for NSBE in the role of their elected position to implement some board action
- 10 responsibilities of nonprofit boards
 1. determine mission and vision, and advocate for them
 - in the bylaws
 2. engage in strategic thinking and planning



- practice in most recent strategic planning process to establish a joint board/advisory/staff task force
- 3. ensure effective fiscal oversight
 - Finance Zone stated in Article VI, Section 2, page 6 of Bylaws
 - Finances state in Article IX, pages 24-48 of Bylaws
- 4. ensure sound risk management, legal and ethical integrity
 - Standards and Ethics Committee stated in Article X, Section 2, page 30 of Bylaws
- 5. ensure adequate resources
 - finance committee stated in article VIII, section 2, page 10 of constitution
 - finance zone stated in article VI, section 2, page 6 of bylaws
- 6. determine, monitor, and strengthen the organization's programs and services
 - academic excellence, membership, precollege initiative, international committees stated in article VII, section 2, page 9-11 of constitution
 - membership and programs zone article VI, section 2, page 6 of Bylaws
- 7. enhance the organization's public image
 - communications, publications, public relations committees stated in article VIII section 1-2, pages 9-10 of constitution
 - communications zone stated in article VI, section 2, page 6 of bylaws
- 8. select and support the chief executive and review his/her performance
 - administrative zone stated in article VI, section 2, page 7 of bylaws
 - administrative and personnel committee state in article X, section 1, pages 28-29 of bylaws
- 9. develop board capacity to ensure strong engagement
 - meetings stated in article XIV, pages 17-18 of constitution
 - meetings stated in article VIII, pages 17-23 of bylaws
 - bylaws and amendments stated in articles XV-XVI, page 18 of constitution
 - elections stated in article XI, pages 37-45 of bylaws
 - document review committee stated in Article X, section 8, page 36 of bylaws
- 10. organize the board to operate efficiently
 - committee structure
 - ad hoc committee
 - zone structure
 - regions structure
 - chapter structure
 - professional structure
 - officers, duties of 15 national level elected positions and 6 national level appointed positions



- Robert's Rules of Order

Roberts Rules of Order Reference Chart

Committee Meeting Management

Per the CVSA Bylaws, Committee meetings are governed by *Roberts Rules of Order*. A quick reference chart for motions is listed below.

Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
1	Close meeting	I move to adjourn	No	Yes	No	No	Majority
2	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
3	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
4	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
5	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
6	Close debate	I move the previous question	No	Yes	No	No	2/3
7	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
8	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
9	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
10	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
12	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
13	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Privileged Motions

Subsidiary Motion

Main Motion

Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
1	Enforce rules	Point of Order	Yes	No	No	No	None
2	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
3	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
4	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
5	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
6	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
7	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
8	Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly. No order of precedence. Introduce only when nothing else is pending.

	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
1	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
2	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
3	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Understanding NSBE's Financial Structure and Protocol

- Review of the Bylaws
 - National Executive Board (Article VI – S.3.C.4)
 - National Treasurer – Shall determine, **together with the other national officers**, the allocation of NSBE financial resources to allow for steady cash flow
 - Finances (Article IX)
 - Section 2.B
 - The Operating Budget shall be **approved by the National Executive Board by a two-thirds vote**. The approved budget must be balanced
 - Section 3.3
 - C. The **NEB may modify the Operating Budget**
 - E. – we should never be in this situation
 - F. National Convention budget can only be modified by the National Treasurer in concurrence with the CPC Task Force
 - G. A region may modify its portion of the budget in a manner defined within its working rules – the net income is not changed
 - Funds Management Committee (S.5.F)
 - People – Treasurer (chair), Finance Chair, Treasurer Emeritus, Director of Accounting & Finance (ex-officio), 2 Advisory Board Members
 - Responsibilities



- Oversee investments of all NSBE funds (mutual funds, money market funds, or risk free financial instruments)
- Definition: Non-Profit Organization
 - Nonprofit corporations cannot operate for profit
 - Can't distribute corporate income to shareholders
 - Funds acquired must stay within the corporate accounts to pay for reasonable salaries, expenses, and the activities of the corporation
 - If the income leads to personal benefit of any individual the corporation is considered to be profit driven
 - Salaries are not considered personal benefits because they are necessary for the operation of the corporation. An excessive salary may cause the corporation to lose its nonprofit status
- Financial Policy
 - NSBE fiscal year 8/1-7/31
 - Annual Convention is NSBE's largest revenue generator
 - Indirect Cost Recovery (IDCR) impacts Regions, Professionals, Annual Convention, NLI, PCI, TORCH, SEEK, and Academic Excellence
 - Signature Authority: The National Budget is not owned by the national finance zone but by the budget owners
 - BCA Programs Fund
 - Funds may not be transferred for any other expenditure
 - Aim to spend at least 85% of budgeted amount
 - Unused funds will go to BCA Programs Reserves
 - Reserves & Endowments
 - The current budget must be insufficient to cover necessary expenditures
 - The board of the respective budget, must approve with a majority vote
 - Q&A
 - Zero based budget means you start the year at \$0
 - Reserves equalize revenue and expense accounts

Q4 Quarterly Financials

2015-16 Operations Planning Year End Review

- The purpose is to highlight goals and map them to the strategic plan
- Strategic Plan vs Operations Plan
 - SP: 5-10 years in the future, shouldn't change unless major changes are needed
 - OP: Changes annually
- Ops plans are detailed and documents in SmartSheet
 - Goals: overall aim or desired result (Strategic Goals/National Directives)
 - Objectives: object of your efforts (quantifiable)
 - Task: Unit of work (Action Items)
 - Assigned to: person assigned to do the work
 - Accountable party: person who confirms the progress and completion
 - WHQ Contact: staff collaborating with to complete action or task
 - Timeline: start and end dates
 - Comments
 - Creation



- Extract objectives/goals from “2025 Strategic Goals”
 - Where should I be year end 2017?
- Review 2015-2016 Operations Plan
 - Extract relevant goals, objectives and tasks
- Concentrated efforts
 - Spread thin over many task/objectives OR
 - Focus on a few objectives/task and do them well
- Collaborative
 - NEB <-> PEB <-> WHQ (assistance from NAB)



National Executive Board (NEB) Meeting Minutes

May 1, 2016

Call to Order: 9:00 AM

Agenda

Sunday May 1, 2016 Attire: Business casual HAPPY NSBE NEW YEAR!!!						
7:30 AM	8:00 AM	0:30:00	Workout (optional)	-----	ALL	Embassy Suites
8:00 AM	8:45 AM	0:45:00	Breakfast	-----	ALL	Embassy Suites
8:45 AM	9:00 AM	0:15:00	Depart to WHQ	-----	ALL	-----
9:00 AM	9:01 AM	0:01:00	Call to Order	Chair-Elect	NEB-ELECT	WHQ
9:01 AM	9:05 AM	0:04:00	Roll Call	Secretary-Elect	NEB-ELECT	WHQ
9:05 AM	9:15 AM	0:10:00	Re-affirm 2016-2017 board appointments	Vice Chair- Elect	NEB-ELECT	WHQ
9:15 AM	9:30 AM	0:15:00	APC Appointment	Vice Chair-Elect	NEB-ELECT	WHQ
9:30 AM	10:10 AM	0:10:00	Program Zone Ops Plan Report Out	Programs Chair-Elect	NEB-ELECT	WHQ
		0:10:00	Membership Zone Ops Plan Report Out	Vice Chair- Elect	NEB-ELECT	WHQ
		0:10:00	Finance Zone Ops Plan Report Out	Treasurer-Elect	NEB-ELECT	WHQ
		0:10:00	Communications Zone Ops Plan Report Out	Secretary-Elect	NEB-ELECT	WHQ
10:10 AM	11:10 AM	1:00:00	Collegiate Chapter Survey Findings	Dr. Karl Reid/Nicole Yates	NEB-ELECT	WHQ
11:10 AM	11:20 AM	0:10:00	Break	-----	-----	WHQ
11:20 AM	11:40 AM	0:20:00	NLC 2016 Briefing	NLI Chair	NEB-ELECT	WHQ
11:40 AM	11:50 AM	0:10:00	Review Action Items	Vice Chair- Elect	NEB-ELECT	WHQ
11:50 AM	12:00 PM	0:10:00	Closing Remarks	Chair-Elect	NEB-ELECT	WHQ
12:00 PM	-----	-----	Adjourn	Chair-Elect	NEB-ELECT	WHQ

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller			X	
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green			X	
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson					
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Makeda Stephenson	X			
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross				X
CPC Chairperson	Kendra Allen			X	
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			
National TORCH Chair	Zaria Silvia	x			



National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades			X	
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing			X	
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.			X	
	Mr. André 'Dré' Willis			X	
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris	X			
	Dr. Njema Frazier	X			
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson - Mackey			X	
	Virginia Booth			X	
WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith	X			
	Greg Meeropol	X			
	Kyle Rahn	X			
	Christina Sykes	X			
	Constance Thompson			X	
	Stanton Hill	X			
Additional Attendees					



Motion:	I move to reaffirm board appointments for the 2016-2017 term		
Maker:	Kris Rawls		
Seconded:	Racheida Lewis		
Maker:	I believe we appointed strong candidates so we should keep them		
Seconded:	Yield		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair			
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair	1		
National Finance Chair	1		
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 15	Opposed: 0	Abstentions: 0
Motion Passes 15 0 0			

Operational Plans report out

Motion:	I move to extend the deadline for the action item "Submit first draft of content for the corporate sponsorship packet" to May 31st 5PM EDT		
Maker:	Alexander Blake		
Seconded:	Danielle Render		
Maker:	It's too quick of a turn around with other things taking priority		
Seconded:	Yield		
Hand Raise Vote			
National Vice-Chair	1		
National Secretary		1	
National Treasurer		1	
National Programs Chair		1	

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



National Public Relations Chair			1
National Publications Chair			
National Communications Chair		1	
National Finance Chair		1	
National PCI Chair		1	
National Academic Excellence			1
National Membership Chair		1	
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 7	Opposed: 7	Abstentions: 2
Motion Passes 7 + Chair's Vote		7	2

Motion:	I move to remove the action item "Submit first draft of content for the corporate sponsorship packet"		
Maker:	Kris Rawls		
Seconder:	Makeda Stephenson		
Maker: This needs further discussion outside of this meeting.			
Seconder: Yield			
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair		1	
National Finance Chair	1		
National PCI Chair		1	
National Academic Excellence	1		
National Membership Chair	1		
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 14	Opposed: 2	Abstentions: 0
Motion Passes 14		2	0



Motion:	I move to appointment the following people to the APC for the 2016-2017 term: Christian Miller Reginald Ewing Tony Harris Regenia Sanders		
Maker:	Kris Rawls		
Seconder:	Racheida Lewis		
Maker:	Seconder: Yield		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair	1		
National Finance Chair	1		
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair			
Region I Chair		1	
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 15	Opposed: 1	Abstentions: 0
Motion Passes 15		1	0

Collegiate Chapter Survey Findings

NLC Briefing

- NLC June 9th- 12th
- Travel & Registration will come by the end of the week
- REB Engagement
 - Send info out ahead of time
- Prepare for workshops
 - Make an agenda
 - Workshop not lecture
- NLI Team is not solely responsible for training REB members



- Start planning with advisors and staff now
- Workshop Expectations – due to Greg
 - Workshop first draft due Sunday, May 15th
 - All feedback returned to the NEB by Sunday, May 22nd
 - Final draft due Wednesday, June 1st
 - NEB will be paired up with advisors
 - Leader & advisor will be present
 - Leader will cover strategic goals, expectations, provide direction, and role of the officer and WHQ
 - Advisor will cover functional side of the job
 - Lay out timeline for the year and what REB leaders should be doing each month

Action Item	
Assigned to:	Michael Boswell
Assigned by:	Matt Nelson
Required Action:	Collect final financial numbers for finance presentation update
Deadline:	Friday, May 6, 2016 5PM EDT

Action Item	
Assigned to:	Admin Zone
Assigned by:	Kris Rawls
Required Action:	Submit first draft of zone operational plan
Deadline:	Friday, May 6, 2016 11:59PM EDT

Action Item	
Assigned to:	Michael Boswell
Assigned by:	Richard White
Required Action:	Finance zone send out a statement regarding a plan of engagement for budgetary planning
Deadline:	Tuesday, May 3, 2016 11:59PM EDT

Action Item	
Assigned to:	Michael Boswell
Assigned by:	Alexander Blake
Required Action:	Send out 2015-2016 budget to the NEB
Deadline:	Monday, May 2, 2016 11:59PM EDT

Action Item	
Assigned to:	NEB
Assigned by:	Makeda Stephenson
Required Action:	Submit first draft of content for the corporate sponsorship packet
Deadline:	Friday, May 13, 2016 11:59PM EDT



Action Item	
Assigned to:	Makeda Stephenson
Assigned by:	Maya Carrasquillo
Required Action:	Send out schedule regarding corporate packet iterations schedule
Deadline:	Wednesday, May 4, 2016 11:59PM EDT

Action Item	
Assigned to:	NEB
Assigned by:	Greg Hardy
Required Action:	First draft of NLC workshop presentations
Deadline:	Sunday, May 15, 2016 11:59PM EDT

Action Item	
Assigned to:	Tiffany Sithiphone
Assigned by:	NEB
Required Action:	Send out 2016 NLC agenda
Deadline:	Sunday, May 1, 2016 11:59PM EDT

Action Item	
Assigned to:	NEB
Assigned by:	Michael Boswell
Required Action:	Book travel as soon as travel authorization are sent
Deadline:	Sunday, May 8, 2016 11:59PM EDT



E-Business Vote April 25, 2016

Motion:	I move to appoint Wayne Lester as the 2016-2017 National Academic Excellence Chairperson		
Maker:	Kris Rawls		
Seconded:	Christian Miller		
Maker:	Yield		
Seconded:	Yield		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer		1	
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair	1		
National Finance Chair	1		
National PCI Chair	1		
National Academic Excellence			
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair			1
Region V Chair	1		
Region VI Chair			1
	In Favor: 13	Opposed: 1	Abstentions: 2
Motion Passes 13			
	1	2	

Action Item	
Assigned to:	Greg Hardy
Assigned by:	NEB
Required Action:	Feedback on first draft of NLC workshop presentations
Deadline:	Sunday, May 22, 2016 11:59PM EDT

Action Item	
Assigned to:	NEB
Assigned by:	Greg Hardy
Required Action:	Final draft of NLC workshop presentations
Deadline:	Wednesday, June 1, 2016 11:59PM EDT

Adjourn: 11:53AM EDT



National Executive Board (NEB) Meeting Minutes

May 23, 2016

Agenda

Meeting Agenda for May 23, 2016

National Society of Black Engineers				
National Executive Board				
NEB Meeting – Monday May 23, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:08 PM	0:02	Vice Chair
Meeting Minutes Approval	9:08 PM	9:13 PM	0:05	Secretary
Appointment - Publications Chair*	9:13 PM	9:28 PM	0:15	Chair
Standards and Ethics Committee Update	9:28 PM	9:43 PM	0:15	Chair
Action Item Reporting & Accountability*	9:43 PM	9:58 PM	0:15	Vice Chair
Questions/Comments/Concerns	9:58 PM	10:03 PM	0:05	Chair
Adjourn				
Total time			1:03	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green	X			
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson					
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Makeda Stephenson	X			
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			



National Business Diversity Chair	Jacarri Tollette	X			
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy			X	
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades			X	
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render			X	
Region V Vice Chair	Catelyn Evans	X			
Region VI Vice Chair	Ngoni Mugwisi	X			
Advisors					
	Reginald Ewing	X			
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.	X			
	Mr. André 'Dré' Willis	X			
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier	X			
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson - Mackey	X			
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith	X			
	Greg Meeropol	X			
	Kyle Rahn	X			
	Christina Sykes	X			
	Constance Thompson	X			
	Stanton Hill	X			
Additional Attendees					



Meeting Minutes Approval

Motion Passes by Consensus

Motion:	I move to approve the meeting minutes from April 13, 2016 and April 28 th -May 1 st , 2016 (NTM)
Maker:	Racheida Lewis
Seconded:	Kris Rawls
Maker:	Approves minutes for public viewing
Seconded:	-

Publications Chair Appointment

Motion:	I move to appoint Austin Rudolph to the position of National Publications Chair for the 2016-2017 term
Maker:	Racheida Lewis
Seconded:	Kris Rawls
Maker:	Interviewed well, spoke well to the position and his skill sets and would be a great asset to the board
Seconded:	-

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair	1		
National Finance Chair	1		
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair			
Region V Vice Chair	1		
Region VI Vice Chair	1		
	In Favor: 15	Opposed: 0	Abstentions: 0
	Motion Passes 15	0	0

Question: Is the chair in favor of this appointment?

Answer: Yes, I was on the call and he interviewed well.



Standards and Ethics Committee Update

- Board votes on committee chair who is selected by the committee
- Individuals to be appointed:
 - NAB
 - Dr. Stephanie Adams
 - Cheryl Adams
 - Donna O. Johnson-Mackey
 - Dr. Gary May
 - Andre Willis
 - NEB
 - Vice Chair - Kris Rawls
 - Region III Chair - Deandra Dixon
 - Chair Emeritus - Neville Green
 - Parliamentarian - Myla Ruffin
 - Professionals Parliamentarian - Thzaira Charles
 - Karl Reid (Ex-Officio)

Action Item Reporting and Accountability

- submit action items via smartsheets
 - follow up after the deadline to note who has/hasn't completed action items
 - let Kris know who is allowed alternative deadlines

Questions, Comments, Concerns

- Colors for photos at NLC is powder blue. Guys powder blue tie, ladies powder blue dress shirt, black suits
- Email regarding business cards was sent out reply with comments via google doc by May 24th 9PM EDT

Meeting to adjourn at 9:34PM EDT



National Executive Board (NEB) Meeting Minutes

June 6, 2016

Agenda

Meeting Agenda for June 6, 2016

National Society of Black Engineers				
National Executive Board				
NEB Meeting (Pre NLC Meeting) – Monday June 6, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:08 PM	0:02	Vice Chair
Meeting Minutes Approval	9:08 PM	9:13 PM	0:05	Secretary
NLC Conference Overview & Expectations	9:13 PM	9:33 PM	0:20	Tiffany Sithiphone
Committee Appointments*	9:33 PM	9:38 PM	0:05	
Academic Excellence Committee				Academic Excellence Chair
Questions/Comments/Concerns	9:38 PM	9:43 PM	0:05	Chair
Adjourn				
Total time			0:43	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White		X		
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green	X			
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			x	
National Finance Chairperson	Makeda Stephenson	X			
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross			x	
CPC Chairperson	Kendra Allen	X			
Programs Zone					



National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette				X
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Alanna Tremble		X		
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing	X			
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.			X	
	Mr. André 'Dré' Willis			X	
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier			X	
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson - Mackey	X			
	Virginia Booth-Womack				
WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith	X			
	Greg Meeropol			X	
	Kyle Rahn	X			
	Christina Sykes	X			
	Constance Thompson	X			
	Stanton Hill	X			
Additional Attendees					



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Meeting Minutes Approval

Motion Passes by Consensus

Motion:	I move to approve the meeting minutes from May 23, 2016
Maker:	Racheida Lewis
Seconded:	Robert Timmons
Maker: -	
Seconded: -	

NLC Conference Overview & Expectations

- Presentation expectations – upload the google drive folder by tonight
 - Use the NLC template
 - Racheida will format
- Use time wisely when you arrive on site to practice presentations
- Business casual throughout NLC. Business professional for Friday during headshots and group photo
- Have to be out of buildings by 10PM
- Questions
 - Use 4:3 template size for classrooms
 - Use 16:9 template size for general session

Academic Excellence Committee Appointment

Motion:	I move to appoint Philip Hargrove to the position of Graduate Student Coordinator of the Academic Excellence for the 2016-2017 term
Maker:	Wayne Lester
Seconded:	Racheida Lewis
Maker: A good friend and good mentor	
Seconded: -	

Roll Call Vote

National Vice-Chair	1		
National Secretary		1	
National Treasurer		1	
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair		1	
National Finance Chair		1	
National PCI Chair			1
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		



Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Vice Chair	1		
Region VI Vice Chair	1		
	In Favor: 13	Opposed: 4	Abstentions: 1
Motion Passes 13		4	1

- Philip has just completed his second master’s degrees and has motivated me [Wayne] to pursue graduate school
- The position hasn’t been fully outlined in order to engage current graduate students
- Treasurer extends time by 3 minutes
- Are we appointing people into a position where duties haven’t been fully outlined yet?
- Finance Chair extends time by 2 minutes
- How do you think this person will help students in PhD programs given his highest level of completion is a Masters level

Questions, Comments, Concerns

- Please respond to regional counterparts in as timely of a fashion as possible

Meeting Adjourned: 9:58PM EDT



National Executive Board (NEB) Meeting Minutes

June 9, 2016

Start Time	End Time	Duration	Agenda Item	Presenter
			☐ Thursday NEB Meeting	
1:00pm	1:01pm	1 min	Call to Order	Chair
1:01pm	1:06pm	5 mins	Roll Call	Vice Chair
1:06pm	1:09pm	3 mins	Orders of the Day	Vice Chair
1:09pm	1:14pm	5 mins	Minutes Approval	Secretary
1:14pm	2:44pm	90 mins	DiSC Assessment	Donna O
2:44pm	2:54pm	10 mins	eBusiness Policy	Parliamentarian
2:54pm	2:59pm	5 mins	break	
2:59pm	3:44pm	45 mins	WHQ Update	Dr. Karl Reid
3:44pm	4:04pm	20 mins	NSBE BET Experience	Secretary
4:04pm	4:29pm	25 mins	Loan Management	Treasurer
4:29pm	4:44pm	15 mins	Operating Guidelines	Vice Chair
4:44pm	4:54pm	10 mins	Action Items Review	Comm Chair
			Adjorn	Chair

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green		X		
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	x			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Makeda Stephenson		X		
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen		X		
Programs Zone					



National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake		X		
Advisors					
	Reginald Ewing		x		
	Ms. Regenia Sanders			x	
	Mr. S. Gordon Moore, Jr.	x			
	Mr. André 'Dré' Willis			x	
	Dr. Gary May			x	
	Ms. Cheryl L. Adams			x	
	Mr. Tony Harris		x		
	Dr. Njema Frazier	x			
	Mr. Steven (Steve) A Jarrett			x	
	Dr. Stephanie Adams			x	
	Donna O Johnson		x		
WHQ					
	Karl Reid	x			
	Sharon Southerland-Smith	x			
	Greg Meeropol	x			
	Kyle Rahn	x			
	Christina Sykes	x			
	Constance Thompson	x			
	Stanton Hill	x			
Additional Attendees					



Motion:	I move to approve the meeting minutes from the June 6, 2016 NEB meeting		
Maker:	Kris Rawls		
Seconded:	Niasia Williams		
Maker:	Yield		
Seconded:	Yield		
Roll Call Vote			
National Vice-Chair			
National Secretary			
National Treasurer			
National Programs Chair			
National Public Relations Chair			
National Publications Chair			
National Communications Chair			
National Finance Chair			
National PCI Chair			
National Academic Excellence			
National Membership Chair			
National International Chair			
Region I Chair			
Region II Chair			
Region III Chair			
Region IV Chair			
Region V Chair			
Region VI Chair			
	In Favor: 0	Opposed: 0	Abstentions: 0
Motion Passes by consensus			

E-Business Policy (**Myla Ruffin, National Parliamentarian**)

- Conduct Business using electronic media
- Send notification of intent to the chair and parliamentarian
- Feedback on intent from national chair and parliamentarian
- E-business submission to chair and parliamentarian
 - Only chair or parliamentarian can distribute official considerations to the neb
- E-business distribution
 - NEB/NAB/WHQ
 - Subject line states topic
 - Date as for discussion and voting
- Open discussion
 - 3 business days
 - Neb member must send agreement of consideration (second)
 - Use reply all
- Voting period
 - 1 business day



- Collected in a forum
- Results day after voting closes
- Only voting members participation
- Chair, Secretary, Parliamentarian, rab chair

Amendment Proposals (**Myla Ruffin, National Parliamentarian**)

- Engaged in updating governing documents
- Identify
 - New ideas
 - Actual operations
 - Organizational changes
- Propose
 - Purpose
 - Background information
 - Proposed change
- Review
 - Submit to tdrc
 - DRC reviews proposal
 - Update proposal
- Present to NEB
 - Socialize proposal
 - Know voting requirements to pass
 - Send info prior to NEB meeting
- Vote
 - NEB Vote
 - Senate
 - Constitution
 - $\frac{2}{3}$ NEB
 - Ratified by $\frac{3}{4}$ of senate
 - Bylaws
 - Either NEB or Senate
 - Proposed amendments shared with senate by chair at quarterly meetings

WHQ Update (**Dr. Karl Reid, Executive Director**)

- Promotions
 - Christopher Carr - Director of Collegiate and Professional Programs
 - Trina Fletcher - Director of Pre-Collegiate Programs

DISC Assessment (**Donna O. Mackey, NAB Advisor**)

- Zone Group Exercise
- DISC meanings
- Zone Dos and Don'ts when communicating

WHQ Update (**Dr. Karl Reid, Executive Director**)

- Review (next 90 days)
 - Staffing
 - Strategic Planning
 - Fund Development



- Program Development
- ED Priorities
 - Revenue generation and expense management
 - Moving the needle towards 10K
- Administration
 - Solar panels installed on roof of WHQ
 - Staff changes
 - Promotions
 - Restructure
 - Sterling Armstrong from Marketing to Resource Development
 - Searches
 - Director programs fund development - replacement
 - Seek coordinator - replacement
 - Programs coordinator - scholarships (funded by NGC - 1 year)
 - Programs coordinator - career services (funded by NGC - 1 year)
- Process Improvement (**Sharon Smith**)
 - Staff and leadership
 - Improve systems
 - Improve membership renewal/growth
 - Increase donations/financial growth
 - Improve vendor procurement process
 - Improve society support
 - Improve conference planning
 - Revamp contract review process
- Membership
- External and Government Affairs (**Constance Thomas, Director of External and Governmental Affairs**)
 - NSBE Awareness
 - Telling our story
 - Positioning NSBE as an indispensable leader
 - NSBE 2025 & 50K Coalition
 - Strategic Partnerships
 - Mutually beneficial - “Protecting our Brand”
 - Advance each segment of membership
 - Strengthen SIGs
 - Strengthen power of our technical professionals
 - STEM ED Policy
 - Q3 Accomplishments
 - STEM ED Coalition Membership
- Finance (**Stanton Hill, Director of Finance and Accounting**)
 - Revenue - 79% of milestones
 - Expense - 97% of milestones
 - Budget proposal in June; Vote at Summer meeting
- Programs (**Greg Merepool, Senior Director of Programs**)
 - SEEK
 - 12 cities; 14 programs
 - Cycle 1 started in New Orleans, Birmingham and Jackson



- Cycle 2 starts June 13th in Houston, Lancaster, and Atlanta
- Step back year to focus on program excellence
- More rigorous mentor interview
- Scale in 2017 to 21 programs
- Strategic city selection using SEEK Potential Index
- Re-engaging cities with SEEK history: Oakland, NYC
- Developing new sites (KC, Pittsburgh, Charlotte, Sacramento)
- Develop franchise model
- Leverage other programs to help hit NSBE2025 goal
- NGC/NSBE Integrated Pipeline Program
 - FAMU, Howard, N. Carolina A&T
 - \$2 million over 3 years
 - 8 students per institution per year
 - \$45000 to each university over 3 years
 - \$8000 scholarship in junior and senior year
 - Career services including internship placement
 - NGC mentor
 - NGC Scholars summit at Convention
 - Recruitment in Fall 2016
- Fund Development (**Kyle Rahn, Director of Fund Development**)
 - \$2 million scaling grant for SEEK over 3 years (NSF)
 - \$300K grant for CS majors from Google
 - Includes FTE position for one year
 - Exceeded BCA goal
 - Convention Revenue at 80% of goal
 - Job Posting Revenue exceeded goal
 - Seek Revenue at 53% of goal
- Marketing and Communications (**Christina Sykes, Director of Marketing and Communications**)
 - Launched “Be 1 of 10,000” campaign
 - Reserves investment
 - Promotional materials
 - Website
 - Graphics
 - Updated annual report and overview brochure
 - Investment Impact
 - Commercial on WUSA-9 and Bounce TV
 - Over 2 million impressions over 3 months
 - Facebook Advertising
 - Target over 686K impressions
 - Launching this summer
 - Cision software
 - Reach thousands of journalists in US and Canada
 - New website
 - Tentative December 2016
 - Steve Harvey radio show appearance
 - Engineers Week/video projects



- Homepage takeover
 - \$155,376 of \$200,000 allocated has been invested
 - Balance redirected toward redesign and mobile app
- Next 90 days (Dr. Reid)
 - Programs
 - Membership development and registration
 - Funding and expense management
 - 10k pledges
 - “Summer of STEM” Integrated Campaign
 - Staffing and Budgeting
 - Staff development, performance reviews and engagement society
 - Strategic Planning
 - ELT retreat - planning for FY17/Training
 - Modeling 10k
 - Fund Development
 - BCA Meeting
 - Proposal development
 - Appeals to individual donors
 - Program development
 - Seek 2016 and NSBE Jr
 - Retention Toolkit
 - “Summer of STEM”
 - 50k Coalition Planning

Loan Management (**Michael Boswell, National Treasurer**)

- Loan Management Account
 - Flexible line of credit to avoid taking out of reserves
 - Meant for short term borrowing
- Reserves
 - Long term investing
 - Society aims to contribute 2-3% of operational budget annually
- Board approved \$556,911 of reserve spending through end of fiscal year 2016
- Contributing factors
 - Unmet revenue targets
 - Convention
 - SEEK
 - Publications
 - Reimbursable SEEK grants
 - After camps are completed
 - Not on FY 2016
- Additional considerations
 - Poor expense management
 - Overspending line items
 - Poor contracts
 - Last minute requests
- Impact
 - Challenge paying convention bills
 - Delayed reimbursements



- Potentially unable to make future payroll
- Potentially unable to host SEEK camps or pay SEEK mentors
- Action Taken
 - WHQ authorized to use \$1.56M from LMA
 - 3.25% variable rate
 - Required to pay back in 3 years; goal to pay back in 2 years or sooner
 - Forecast expenses and generate revenue better
 - Improved policies and procedures
 - Cut expenses for remainder of fiscal year
 - Put money into reserves
- Q&A
 - How do we prevent quality from suffering with decrease in expenses
 - Not change quality; eliminate problems
 - Is the reimbursement for SEEK camps on the FY 2016?
 - Fall; next FY; revenue
 - Are actions applicable to FY 2017?
 - Now and beyond
- Extension of time was approved

Adjourn 5:04 PM



National Executive Board (NEB) Meeting Minutes

June 10, 2016

Start Time	End Time	Duration	Agenda Item	Presenter
			Friday NEB/PEB/CPC Meeting	
8:00pm	8:01pm	1 min	Call to Order	Chair
8:01pm	8:06pm	5 mins	Roll Call	Vice Chair
8:06pm	8:09pm	3 mins	Orders of the Day	Vice Chair
8:09pm	8:19pm	10 mins	Introductions of NEB/CPC	Vice Chair/CPC Chair
8:19pm	8:34pm	15 mins	Convention Rotation Information	Al Rutherford
8:34pm	9:49pm	75 mins	CPC Update and Planning	CPC Chair
9:49pm	9:54pm	5 mins	Closing Remarks	Chair
			Adjorn	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	x			
National Secretary	Racheida Lewis				x
National Treasurer	Michael Boswell	x			
National Programs Chair	Christian Miller	x			
National Professionals Chair	Richard White	x			
National Parliamentarian	Myla Ruffin	x			
National Chair Emeritus	Neville Green				
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	x			
National Publications Chairperson	Austin Rudolph				x
National Communications Chairperson	Christopher Cole	x			
Finance Zone					
Treasurer Emeritus	Corey Baker			x	
National Finance Chairperson	Makeda Stephenson	x			
National Financial Controller	Robert Timmons	x			
Assistant Treasurer of Special Projects	Jeremiah Ross	x			
CPC Chairperson	Kendra Allen	x			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	x			
National Business Diversity Chair	Jacarri Tollette				x
National TORCH Chair	Zaria Silvia	x			
National PCI Chairperson	Maya Carrasquillo	x			



National Leadership Institute Chairperson	Gregory Hardy	x			
National Leadership Conference Planning Chairperson	Alanna Tremble				x
Membership Zone					
National Membership Chairperson	Anna Haydock	x			
National International Chairperson	Casey Tompkins-Rhoades	x			
Region I Chair	Niasia Williams	x			
Region II Chair	Nehemiah Harrison	x			
Region III Chair	Deandra Dixon	x			
Region IV Chair	Danielle Render	x			
Region V Chair	Rose Telus	x			
Region VI Chair	Alexander Blake	x			
Advisors					
	Reginald Ewing	x			
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.			X	
	Mr. André 'Dré' Willis			X	
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier	x			
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson			x	
WHQ					
	Karl Reid	x			
	Sharon Southerland-Smith	x			
	Greg Meeropol	x			
	Kyle Rahn			X	
	Christina Sykes	x			
	Constance Thompson			X	
	Stanton Hill			x	
Additional Attendees					
<p>Maurice Patterson, Yvette Selby, Thzaira Charles, ShuRhonda Bradley, Keisha Slaughter, Mary McWilliams, Crystal Smith, Akissi Lewis, Kamamu Abubakari, Rusell Marzette, Crystal Watkins</p> <p>Jeremy Ikeogu, Chloe McPherson,</p> <p>Don Nelson</p>					



Al Rutherford, Avis

Site Review

- 2020-2021 in Region III
- Not getting good responses
- Availability
 - Nashville
 - Proposed March 18-22
 - 2nd option position
 - Atlanta
 - No dates available
 - Miami
 - Withdrew; high season demand
 - Orlando
 - No dates available
- Negative feedback from Opryland in Nashville
- Possibility of going out of rotation
 - Anaheim
 - Proposed April 13-20
 - 1st option position
 - Denver
 - Proposed April 6-13
 - 1st option position
 - Phoenix
 - Declined due to rate structure
 - Asked Anaheim to move dates into March
 - Awaiting response from Salt Lake City and Las Vegas
- Avoid high cost locations; avoid setting precedence
- 2021 Region III Availability
 - Atlanta
 - No availability
 - Nashville
 - March 8-15, 2021
 - 1st option position
 - Orlando
 - March 8-15, 2021
 - 1st option position
- Summer meeting discussion of changing from rotational model for Annual Convention

43rd Annual Convention: CPC Vision

- Focus on leaving a footprint in KC
- Theme and Colors
 - Engineering the Foundation for the Future
 - Navy (royals), Powder(water), White, Green(landscape)
- Focus Areas



- Academic Excellence
- Professional Development
- Community engagement
- Social justice
- Untraditional engineering
- Sustainability
- CPC Project Time
 - Brainstorming (March – June)
 - Planning (May – August)
 - Implementation (August – November)
 - Execution (December – March)
- Leadership expectations
 - Submit documentation on time
 - Consistent open communication with CPC counterpart
 - Set realistic goals and expectations for your CPC counterpart
 - Monthly calls with CPC counterpart
- Input from NEB
 - Events
 - Speakers
 - Entertainment

Convention Planning PCI Update

- Goals
 - Engage
 - Educate
 - Empower
 - Inspire
- Programs
 - All student levels
 - History of African-American inventors in STEM
 - Early tech exploration
 - First LEGO and vex robotics
 - Ten80, Rover, Math-a-thon, Energy
 - Professionals and Collegiates as Mentors
- Project based expanded learning programs
 - Learning community model
 - Formal education
 - Informal education
- NSBE Jr PCI as pipeline
- Bringing SEEK into Kansas City
 - Increases students' scores

Discussion

- Membership requests more interaction from NEB during NLC

Adjourn 9:51 PM



Motion:	I move to add 5 minutes to the agenda to discuss the national and regional partnership packet		
Maker:	Alexander Blake		
Seconder:	Danielle Render		
Maker:	There is confusion regarding CPP for regional finance chairs and regional chairs. What is the process? We would like to document it in the minutes		
Seconder:	Yield		
Roll Call Vote			
National Vice-Chair		x	
National Secretary			x
National Treasurer		x	
National Programs Chair		x	
National Public Relations Chair		x	
National Publications Chair			x
National Communications Chair		x	
National Finance Chair		x	
National PCI Chair			x
National Academic Excellence		x	
National Membership Chair		x	
National International Chair		x	
Region I Chair		x	
Region II Chair		x	
Region III Chair		x	
Region IV Chair		x	
Region V Chair		x	
Region VI Chair		x	
	In Favor: 0	Opposed: 15	Abstentions: 3
Motion Fails 0		15	3



National Executive Board (NEB) Meeting Minutes

June 27, 2016

Agenda

National Society of Black Engineers				
National Executive Board				
NEB Meeting – Monday June 27, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:09 PM	0:03	Vice Chair
Meeting Minutes Approval	9:09 PM	9:14 PM	0:05	Secretary
Convention Theme*	9:14 PM	9:24 PM	0:10	CPC Chair
Mobile App Proposal*	9:24 PM	9:44 PM	0:20	Communications Chair
Scholarships and Awards Committee Appointment	9:44 PM	9:54 PM	0:10	Programs Chair
Document Review Committee Appointment	9:54 PM	10:04 PM	0:10	Parliamentarian
Standards and Ethics Committee Chair Appointment	10:04 PM	10:14 PM	0:10	Vice Chair
Collegiate Guide*	10:14 PM	10:19 PM	0:05	Academic Excellence Chair
GPA Verification	10:19 PM	10:29 PM	0:10	Academic Excellence Chair
Questions/Comments/Concerns	10:29 PM	10:34 PM	0:05	Chair
Adjourn				
Total time			1:34	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls				X
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green	X			
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker	X			
National Finance Chairperson	Makeda Stephenson	X			
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen	X			
Programs Zone					



National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette				X
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing	X			
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.	X			
	Mr. André 'Dré' Willis	X			
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier	X			
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey	X			
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid			X	
	Sharon Southerland-Smith	X			
	Greg Meeropol	X			
	Kyle Rahn			X	
	Christina Sykes			X	
	Constance Thompson			X	
	Stanton Hill			X	
Additional Attendees					



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Motion:	I move to approve the meeting minutes from the June 9-10, 2016 NEB meeting (NLC)
Maker:	Racheida Lewis
Seconder:	Niasia Williams
Maker: Yield	
Seconder: Yield	
Motion Passes by consensus	

Convention Theme change

- Reasons behind change
 - Original theme was too wordy
 - Want to shorten theme for better branding purposes

Motion:	I move to change the 2017 Annual Convention Theme from “Engineering the Foundation for the Future” to “Engineering Your Foundation”.
Maker:	Kendra Allen
Seconder:	Racheida Lewis
Maker: Yield	
Seconder: Really liked the “your” aspect of the new theme regarding branding	

Roll Call Vote			
National Vice-Chair			
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair		1	
National PCI Chair		1	
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 15	Opposed: 2	Abstentions: 0
	Motion Passes 15	2	0



Mobile App Proposal

- Black owned business to complete the app with a great price given the level of customization
 - Cost is 75K total
- Naming convention: powered by NSBE but named generically in efforts to allow NSBE to be the front runner of non-profits with a mobile app
 - Other orgs may come to us to develop an app for their demographics
- NSBE powered app works in line with the website just like Facebook and their app

Motion:	I move to extend the discussion period of this topic by 10 minutes
Maker:	Makeda Stephenson
Seconder:	Danielle Render
Maker:	Yield
Seconder:	Yield
Motion Passes by consensus	

Scholarships and Awards committee appointment

Motion:-	<p>I move to appoint the following individuals to the 2016-17 Scholarships and Awards Committee-</p> <ul style="list-style-type: none"> • Christian G. Miller, National Programs Chairperson†* • Maya E. Carrasquillo, National Pre-College Initiative Chairperson† • Wayne Lester, National Academic Excellence Chairperson† • Makeda Stephenson, National Finance Chairperson† • Anna Haydock, National Membership Chairperson† • Zaire Silvia, National TORCH Chairperson~ • CPC Programs Sub-Committee Awards Liaison~** • Austin Rudolph, National Publications Chairperson† • Casey Tompkins-Rhoades, National International Chairperson† • Yvette M. Selby, National Professionals Programs Chairperson† • Steven A. Jarret, National Advisor† • WHQ Collegiate Scholarship Coordinator (Currently Danielle Craddock)†** • Niccole Boswell, Chevron Corporation representative, Board of Corporate Affiliates† • Dante Crockett, Ford Motor Company representative, Board of Corporate Affiliates† <p>† Explicitly stated in bylaws ‡ Implicitly stated in bylaws (recommendation) ~ Additional, not stated in bylaws * Committee Chairperson ** Position in transition</p>
Maker:-	Christian Miller
Seconder:	Robert Timmons
Maker:	Yield
Seconder:	Yield
Roll Call Vote	
National Vice-Chair	
National Secretary	‡



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

Motion fails due to falling outside of the guidelines of the bylaws

Document Review Committee appointment

Motion:	I move to appoint the following individuals to the 2016 -2017 Document Review Committee as outlined in the NEBMeeting June_27_2016.ppt document. <ul style="list-style-type: none"> • Myla Ruffin - National Parliamentarian (Chairperson) • Racheida Lewis - National Secretary • Danielle Render - Region IV Chair • Thzaira Charles - Professional Parliamentarian • Andre Willis - National Advisor • S. Gordon Moore - National Advisor • Karl Reid - Executive Director (Ex-Officio without vote) 		
Maker:	Myla Ruffin		
Seconder:	Racheida Lewis		
Maker:	Yield		
Seconder:	Yield		
Roll Call Vote			
National Vice-Chair			
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair	1		
National PCI Chair	1		



National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Vice Chair	1		
Region VI Chair	1		
	In Favor: 17	Opposed: 0	Abstentions: 0
Motion Passes 17			
	0	0	

Standards and Ethics Committee chair appointment

Motion:	I move to appoint Dr. Stephanie Adams as the Standards and Ethics Committee Chair for the 2016-2017 year.		
Maker:	Deandra Dixon		
Seconder:	Racheida Lewis		
Maker:	Yield		
Seconder:	Yield		
Roll Call Vote			
National Vice-Chair			
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair	1		
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 17	Opposed: 0	Abstentions: 0
Motion Passes 17			
	0	0	

Collegiate guide

- How to guide for:
 - GPA verification
 - How to start a chapter



- No such document exists

GPA Verification

- Chapters are having issues identifying a chapter advisor that will advocate for them
- Proposed to have chapter aex chairs verify GPA
 - Ethical and legal issues with this model

Questions, Comments, Concerns

- Has WHQ counterparts for regional conferences been assigned yet?
 - Yes, Sharon will email to Racheida and Rob.
- Revisit the motion for the SAC appointment
 - To be addressed and voted upon via e-business
 - Being cognizant of people's time



National Executive Board (NEB) Meeting Minutes

July 16, 2016

Agenda

Start Time	End Time	Duration	Agenda Item	Presenter
			Saturday NEB Meeting Agenda	
9:00 am	9:01 am	1 min	Call to Order	Chair
9:01 am	9:06 am	5 min	Roll Call	Secretary
9:06 am	9:11 am	5 min	Orders of the Day	Vice Chair
9:11 am	9:16 am	5 min	Minutes Approval	Secretary
9:16 am	9:46am	30 min	Convention Rotation	Treasurer
9:46am	10:06am	20 min	Quarterly Report	Treasurer
10:06am	10:26am	20 min	Convention Rates	Treasurer
10:26am	10:36am	10 mins	Break	
10:36am	11:21am	45 min	WHQ Update	Executive Director
11:21am	12:21pm	60 mins	NEB/WHQ Zone Expectations	Chair/Zone Leads
12:21pm	1:41pm	80 mins	Lunch/Headshots	
1:41pm	2:41pm	60 mins	Data Brainstorming Workshop	Chair
2:41pm	2:56pm	15 mins	CPC Tour Pre Meeting	CPC Chair
2:56pm	4:56pm	120 mins	CPC Tour	CPC Chair
4:56pm	5:16pm	20 mins	CPC Tour Post Meeting	CPC Chair
5:16pm	5:31pm	15 mins	CPC Update	CPC Chair
5:31pm	5:45pm	14 mins	Action Item Review	Secretary
5:45pm	5:55pm	10 mins	Questions/Comments/Concerns/Chair Comments	Chair
			Adjorn	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green			X	
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins		X		



National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker				X
National Finance Chairperson	Makeda Stephenson	X			
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy				
National Leadership Conference Planning Chairperson	Alanna Tremble				
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon		X		
Region IV Chair	Danielle Render		X		
Region V Chair	Rose Telus		X		
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing	X			
	Ms. Regenia Sanders	X			
	Mr. S. Gordon Moore, Jr.	X			
	Mr. André 'Dré' Willis				
	Dr. Gary May	X			
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris	X			
	Dr. Njema Frazier			X	
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey	X			
	Virginia Booth-Womack			X	



WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith	X			
	Greg Meeropol	X			
	Kyle Rahn	X			
	Christina Sykes	X			
	Constance Thompson			X	
	Toria White	X			
Additional Attendees					

Motion: I move to approve the meeting minutes from the June 27, 2016 NEB meeting	
Maker:	Racheida Lewis
Seconder:	Niasia Williams
Maker:	Yield
Seconder:	Yield
Motion Passes by consensus	

- Convention Rotation
 - The purpose is to vote to move out of rotation for convention 2020 & 2021
 - Discussions to explore how the rotation will look moving forward as NSBE grows

Motion: I move to extend time by 10 minutes	
Maker:	Kris Rawls
Seconder:	Deandra Dixon
Maker:	Yield
Seconder:	Yield
Motion Passes by consensus	

Motion: I move to switch Regions III and VI in the Convention rotation schedule, outlined in Article VIII Section 6 of the National By-Laws, from Region III in 2020 and Region VI in 2021 to Region VI in 2020 and Region III in 2021.	
Maker:	Michael Boswell
Seconder:	Robert Timmons
Maker:	Yield
Seconder:	Yield
Roll Call Vote	
National Vice-Chair	1
National Secretary	1



National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair	1		
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 18	Opposed: 0	Abstentions: 0
Motion Passes 18 0 0			

- Convention Rates

Motion:	I move to approve the registration rates for the 2017 Annual Convention in Kansas City, MO as outlined in the document titled "Annual Convention Registration Rates 2017"		
Maker:	Michael Boswell		
Seconder:	Racheida Lewis		
Maker:	Yield		
Seconder:	Yield		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair			1
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair	1		
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		



Region V Chair	1		
Region VI Chair	1		
	In Favor: 17	Opposed: 0	Abstentions: 1
Motion Passes 17		0	1

- Quarterly Report
 - Haven't voted on a budget yet because finance is working hard to make sure the budget is done right
 - Working to restructure the budget
 - Working towards accuracy
 - Making sure that budgets and financials are coded correctly
- WHQ Update
 - Allowing other members of the ELT to present the information to make more valuable use of time during meetings
 - Working with the membership and communications team to drive an increase in international membership
 - Emergency scholarship fund for people in last minute need of funds to get through the next semester
 - Summer of STEM
 - Stepping out of silos – having everyone work together to garner revenue from corporate sponsors

Motion:	I move to approve the meeting minutes from the June 27, 2016 NEB meeting
Maker:	Niasia Williams
Seconder:	Kris Rawls
Maker: Yield	
Seconder: Yield	
Motion Passes by consensus	

- NEB/WHQ Zone Expectations
 - Membership
 - in efforts to remove silos have discussions with WHQ vs just requesting information
 - make sure to be speaking with our boards as well
 - finding out that there are WHQ staff assigned to regions
 - Finance
 - conflicts as to what people are doing as outlined in the bylaws vs what WHQ is responsible for
 - everyone was aware of issues but things weren't addressed to all parties – now everyone is aware and on the same page in order to move forward
- Data Brainstorming Workshop
 - Each zone broke out to brainstorm questions that can be answered through the use of data



CPC Tour Post Meeting

- Agenda items will start to be added
- Registration area by escalators
- Food options
 - Power and light district few blocks away
 - Maybe bring in food trucks

CPC Update

- Workshop tracks
 - Excel Academically
 - Succeed Professionally
 - Positively Impact the Community
- Call for Workshops due Sept 15
- Events
 - KC Jazz and BBQ Networking
 - NSBE “Shark Tank”
- Community Engagement
 - Children’s Mercy
 - Town Hall Meeting
 - Impact and influence in community
- Pre-College Events
 - Kid Zone
 - Competitions
 - Pre Torch Awards Banquet
 - Innovations Lab
 - Institute of Black Invention and Technology Traveling Exhibit
- Technical Professional Events
 - Executive roundtables
 - e.E.M.M.Y. Awards Gala
 - Networking Suites
 - TPB Kickoff luncheon and forum
 - Inside the exec suit breakfast
 - Graduating seniors receptions
 - Young technical professional mixer
 - Executive leadership luncheon
- Graduate student events
 - GEM grad lab
 - ARLS Research
 - Kaplan Testing
 - Engineering dean’s forum
- CPC Timeline at Planning phase
 - Ends in August around RLD
 - Program/content development
 - Call for workshops
 - Major speakers and entertainment
 - 1st draft of agenda



Action Items

- Continue communicating with CPC Counterparts
- Continue communicating with WHQ regarding
- Continue dialogue before meetings about concerns and questions to operate smoothly

Action Item(s)	
Assigned to:	NEB
Assigned by:	Matt Nelson
Required Action:	Submit one area you would like to be further developed as a leader
Deadline:	7/23/2016 at 11:59 PM EST

Action Item(s)	
Assigned to:	NEB
Assigned by:	Matt Nelson
Required Action:	Send list of points from Data Brainstorming session for each group to Chair
Deadline:	7/23/2016 at 11:59 PM EST

Chairman Nelson entertains motion to adjourn meeting at 5:45PM
 Christian so moved
 Kris Rawls Second
 Adjourn at 5:45 PM EST



National Executive Board (NEB) Meeting Minutes

July 25, 2016

Agenda

National Society of Black Engineers				
National Executive Board				
NEB Meeting – Monday July 15, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:08 PM	0:02	Vice Chair
Meeting Minutes Approval	9:08 PM	9:13 PM	0:05	Secretary
Mobile App Proposal*	9:13 PM	9:33 PM	0:20	Communications Chair
Operations Plan Update*	9:33 PM	10:33 PM	1:00	Vice Chair
Questions/Comments/Concerns	10:33 PM	10:38 PM	0:05	Chair
Adjourn				
Total time			1:38	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green			X	
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Makeda Stephenson	X			
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			



National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy			X	
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing			X	
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.			X	
	Mr. André 'Dré' Willis	X			
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier			X	
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey			X	
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith	X			
	Greg Meeropol			X	
	Kyle Rahn	X			
	Christina Sykes	X			
	Constance Thompson	X			
	Stanton Hill	X			
Additional Attendees					



Motion:	I move to approve the meeting minutes from the July 16, 2016 NEB meeting (Summer Meeting)
Maker:	Racheida Lewis
Seconder:	Kris Rawls
Maker:	Yield
Seconder:	Yield
Motion Passes by consensus	

Mobile App Proposal

- After vetting companies Cayenne offered the most customization for the same price
 - Cayenne will allow for complete integration of all NSBE’s back end information within the set price
 - Other companies could not provide integration or provided it with additional fees
 - Other companies would take a much longer timeframe to develop this app
- Has aptify and social media integration for membership engagement
 - User specific content allows for the app to be catered to the membership
 - Allows members to connect to various members via myNSBE integration on a mobile platform
- Revenue generator
 - Currently losing money from current publications
 - Magazines has been in a defunct given the times
 - Reduce number of magazines being printed and shipping by utilizing in conjunction with the app
 - Allows for ad space from our sponsors which can allow for a bigger ROI given that people are doing more on their phones
 - Instead of using guidebook (which we’ve tracked engagement through downloads of the app and guide), we can engage members year round and reduce the need to outsource for digital guide services
- Content will be organized and managed by WHQ staff under the advisement of the Natl. Secretary

Motion:	I move to begin development of the NSBE app by Cayenne as outlined in “NSBE App Overview.pdf”		
Maker:	Christopher Cole		
Seconder:	Racheida Lewis		
Maker:	Yield		
Seconder:	Yield		
Roll Call Vote			
National Vice-Chair		1	
National Secretary	1		
National Treasurer		1	
National Programs Chair		1	
National Public Relations Chair	1		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



National Publications Chair	1		
National Communications Chair	1		
National Finance Chair			1
National PCI Chair		1	
National Academic Excellence		1	
National Membership Chair	1		
National International Chair	1		
Region I Chair		1	
Region II Chair		1	
Region III Chair		1	
Region IV Chair		1	
Region V Chair		1	
Region VI Chair		1	
	In Favor: 6	Opposed: 11	Abstentions: 1
Motion Passes 6			
	11	1	

Motion:	I move to postpone this motion until the next NEB meeting for the membership to be polled regarding the necessity of the app and recommended feature		
Maker:	Christian Miller		
Seconded:	Rose Telus		
Maker: Yield			
Seconded: Yield			
Roll Call Vote			
National Vice-Chair	1		
National Secretary		1	
National Treasurer		1	
National Programs Chair		1	
National Public Relations Chair		1	
National Publications Chair		1	
National Communications Chair	1		
National Finance Chair		1	
National PCI Chair	1		
National Academic Excellence		1	
National Membership Chair		1	
National International Chair	1		
Region I Chair		1	
Region II Chair		1	
Region III Chair		1	
Region IV Chair	1		
Region V Chair		1	
Region VI Chair		1	
	In Favor: 5	Opposed: 13	Abstentions: 0
Motion Passes 5			
	13	0	



Motion:	I move to extend the discussion time by 5 minutes		
Maker:	Christian Miller		
Seconded:	Rose Telus		
Maker: Yield			
Seconded: Yield			
Roll Call Vote			
National Vice-Chair		1	
National Secretary		1	
National Treasurer		1	
National Programs Chair	1		
National Public Relations Chair		1	
National Publications Chair		1	
National Communications Chair		1	
National Finance Chair		1	
National PCI Chair		1	
National Academic Excellence		1	
National Membership Chair		1	
National International Chair		1	
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 7	Opposed: 11	Abstentions: 0
Motion Passes 7 11 0			

Operational Plan Update

- Membership Zone
 - Figuring out the best way to approach virtual chapter visits
 - Reaching out to other zones for areas of collaboration
 - Looking at how to re-activate truly inactive chapters and not those that seem to come and go
 - Anna is working on a mentorship handbook for the mentoring program
- Communications Zone
 - Goal 1 – Communication and Policy Organization
 - 12% Complete
 - 57% complete with the first objective
 - Goal 2 – Operational Education
 - 5% Complete
 - Goal 3 – Membership Empowerment
 - 5% Complete
 - Goal 4 – Website Redevelopment



- 16% Complete
- Finance Zone
 - Updating financial policy
 - Training people once a month regarding NSBE financials to make sure they're informed
 - Working to get the budget absolutely correct
- Programs Zone
 - PCI
 - 1.5.4 - Establish framework and method for year-round stakeholder engagement to assess needs of Pre-College Initiative Programming by July 15, 2016 for 2016-17 implementation.
 - Coordinating with regional PCI chairs to send out availability requests from advisors, students, and parents. Our team has decided to host 3 national calls (quarterly) and host monthly calls per each region. Will be working with the chairs to reach out to teachers in major school districts for their insight about PCI program development as well. A major point is fulfillment of Academic and leadership development programming. We will couple this feedback with the evaluation results to solidify direction.
 -
 - The first call will be hosted (nationally) in the next month.
 - AEx
 - 3.1.1 - Refine the Academic Retention Program Toolkit to focus on chapter academic retention programming. Partner on this effort with at least one (1) organization.
 - Toolkit is being refined currently. Conversation with Nicole Yates and Danielle Craddock to define program metrics for internal evaluation. Focus is being trimmed to purely year-over-year retention and GPA improvement, excluding mentorship (look to move to mentorship program) and career pathway development.
 - 3.1.2 – Establish an Academic Resource Network for member to member file sharing and ad-hoc tutoring.
 - This is preliminary. Conversations have happened as to how to best accomplish. MyNSBE is being evaluated.
 - 3.1.3 - Establish NSBE member office hours through conference call service.
 - This is preliminary. Conversations have happened as to how to best accomplish. The mentorship program is being evaluated as a model.
 - (3.1.4) Implement a funded Graduate Student Facilitated Study Hall program for chapters as a pilot.
 - This pilot is budget pending. The request was \$16,500 for \$500 funding for 30 chapters (evenly spread through the regions) with a 10% programming cushion. The funding will go towards paying a graduate student to hold facilitated study sessions over specific “struggle” topics. If effective, the program would be adopted to the AEx programming portfolio.
 - 3.1.5- Establish an academic help program focused on students who have below a 3.0 GPA.
 - This is losing priority. Will be a development focus for the retention program throughout the term.
 - TORCH
 - 4.1.1- Refine and Implement the T.O.R.C.H. Toolkit to support chapter to



- community engagement including STEM Fair.
- TORCH Toolkit is being finished now. Next step for the committee is to work on development. This development is to include a stronger STEM approach to community engagement. It has been presented to the BCA as a sink for their community engagement strategies. Also, the work of the NSBE Flint outreach conducted by the Culturally Responsible Task Force (15-16) will be utilized as guidance.
- NLI
- 6.2.0.1- Conduct 1 on 1 meetings with RLC Chairs to discuss development of content specific for their regional members
- 1 on 1's didn't happen but Greg spoke with them on their joint finance call. He extended counsel to review their agendas. Only Region's 2, 3, & 5 obliged, and get their agenda's reviewed.
- 6.2.0.2- Joint RLC kickoff call with Finance zone to discuss financial and content strategy with all regions
- Hasn't happened yet. Priority is to get NLC 2017 Chair found and transitioned by Fall Meeting. Will work to do this after Fall Meeting. Finance Zone is working on securing the location for Joint RLC (Super RLC).
- 6.2.0.3- Train interested RLC chairs on how to implement a "user centered design" workshop at their conference.
- Only Region 4 obliged. Greg has been working with that RLC chair on implementation.
- Programmatic Overview Updates
- 5.1.2- Implement a National Programs Fund including restricted funds for TORCH, PCI, and AEx programming by August 1, 2016.
- This is budget pending. We are in the green as to the content and requirements for the funds. Conversations with Greg Meeropol and Nicole Yates as to how to streamline the process utilizing either a web form on the website or Aptify.
- 7.1.4- Establish metrics and method for tracking success of retention program participants.
- Covered during AEx update.
- 8.2.0.1- Establish a National Programs Overview Smartsheet for easy program assessment and transparency.
- This document was sent out to the board. Modifications were made to make it, programmatically, all inclusive: All WHQ, NEB, PEB, and CPC "owned" programs will be listed here in due time. This can be used for communication between national and regions, comm and finance strategy, and overall transparency.
- **Parliamentarian**
 - Quarterly chats between Chair and Senators about things going on in the society
 - Retweaking the Verification Policy to be approved at Fall meeting to go into effect for next term

Questions, Comments, Concerns



National Executive Board (NEB) Meeting Minutes

August 29, 2016

Agenda

National Society of Black Engineers				
National Executive Board				
NEB Meeting – Monday August 29, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:08 PM	0:02	Vice Chair
Meeting Minutes Approval	9:08 PM	9:13 PM	0:05	Secretary
Facilities Request Form (FRF) Overview*	9:13 PM	9:43 PM	0:30	CPC Chair
NSBE Ghana Recap	9:43 PM	9:53 PM	0:10	Chair
Questions/Comments/Concerns	9:53 PM	9:58 PM	0:05	Chair
Adjourn				
Total time			0:58	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green	X			
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins				X
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Vacant				
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross			X	
CPC Chairperson	Kendra Allen	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			



National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing			X	
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.	X			
	Mr. André 'Dré' Willis	X			
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier			X	
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey	X			
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith	X			
	Greg Meeropol			X	
	Kyle Rahn			X	
	Christina Sykes	X			
	Constance Thompson			X	
	Stanton Hill			X	
Additional Attendees					



Motion:	I move to approve the meeting minutes from the July 25, 2016 NEB meeting
Maker:	Racheida Lewis
Secunder:	Kris Rawls
Maker:	Yield
Secunder:	Yield
Motion Passes by consensus	

Facilities Request Form Overview

- Information about the FRF form was sent out to everyone especially for event owners at Annual Convention
- It's how the CPC collects information about events happening at convention to add to the master agenda
- Complete to the best of your ability at this current moment
- Just because you are not an event owner doesn't mean that you don't have to complete the form
 - Any new event needs this form to be completed
 - Event owners will be contacted appropriately (if not already listed)
- Regional chairs are responsible for creating an FRF for their regional meetings
- FRF is different from a request for workshops
- Due September 15th

NSBE Ghana Recap

- A full debrief will come later in a formal presentation
- 9 members from the WHQ/NEB/NAB staff in addition to Dr. Kari Jordan
 - Matt Nelson and wife
 - Michael Boswell
 - Racheida Lewis
 - Christian Miller
 - Karl Reid
 - Dre Willis
 - S. Gordon Moore
 - Michael Burt (former Region I Professionals Chair)
- Went to support the NSBE Ghana 7th Annual Conference at the University of Cape Coast
 - About the size of a small FRC
- Region I and International Chair were unable to attend due to scheduling and logistics
- Purpose was to assess NSBE Ghana
 - Helping NSBE Ghana set up a permanent office
 - Provide them with legitimacy within the org
 - Setup a resource center for Ghanaian members
- Key Activities
 - Meeting with the Dean of Engineering at the University of Ghana and Advisors for NSBE Ghana
 - Lack of resources especially for math
 - Losing a lot of students to medical fields



- Engineering programs are made to surround societal needs
- Shortage of jobs for aspiring engineers
- Due to lack of equipment most of their work is theoretical vs hands on experience
 - Leading students to pursue graduate study
- US Embassy in Ghana
 - Looking to partner with organizations who can connect people across the country
 - Wanting to support women in engineering
 - Issues with West African students obtaining visas to visit the US especially for Annual Convention
- Ministry of Environment, Technology, and Innovation
 - Concerned with the brain drain
 - Students leaving the country to pursue higher education but not returning to Ghana
- Outgoing Provost of the University of Cape Coast
 - School has to apply to the accreditation board in order to start a new program
 - More focused on sciences than engineering
 - Looking to implement problem based learning to enhance learning
- All Nations University
 - Private schools lacked the prestigious support from the government
 - Launched outreach efforts and started NSBE Jr chapters in the local community
 - Signed a MOU with NASA to provide atmospheric readings
 - Looking for funding for equipment and software
- Met with the Nigerian Delegation
 - Looking at the Ghana model of NSBE to replicate
 - Hoping to host a national conference in June 2017
- Featured on GTV
 - National TV exposure
- Future work
 - Create a budget to support NSBE Ghana
 - Work with the M-Zone to develop chapter development tools for international chapters
 - Want to identify domestic members with roots in Ghana and Nigeria to help bridge the connection
 - Help Ghana develop a way of operating within their culture to become self sustainable

Questions, Comments, Concerns

- When can we expect information about promotions for annual convention?
 - Promotions haven't been determined because of a delay in registration



E-Business Vote April 25, 2016

Motion:	I move to appoint the following individuals to the 2016-17 Business Diversity Committee as outlined in National_Bylaws_04_29_2016 Article X, Section 3. : <ul style="list-style-type: none"> • Jacarri Tollette, National Business Diversity Chairperson* • Shannen Greer, Region 1 Business Diversity Chairperson • Rukayat Muse-Ariyoh, Region 2 Programs Chairperson • Amber Nixon, Region 3 Programs Chairperson • Cynthia Turner, Region 4 Business Diversity Chairperson • Lionel Davis II, Region 5 Business Diversity Chairperson • Danielle Thomas, Region 6 Programs Chairperson • Regenia Sanders, National Advisor • Sandra Jones, Entrepreneurship Special Interest Group Deputy Director • Heather Gibbs, Entrepreneurship Special Interest Group Director
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Maker:	Jacarri Tollette
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Seconder:	Christian Miller
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Maker:	
Seconder:	Yield

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer			1
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			1
National Communications Chair	1		
National Finance Chair			1
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair			1
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 14	Opposed: 0	Abstentions: 4
Motion Passes 14		0	4



E-Business Vote April 25, 2016

Motion:	I move to appoint Gloria Kimbwalu to the position of Workshop Development Manager of the National Business Diversity Committee for the 2016-2017 term.
Maker:	Jacarri Tollette
Seconder:	Christian Miller
Maker:	
Seconder:	Yield

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer			1
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			1
National Communications Chair	1		
National Finance Chair			1
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair			1
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 14	Opposed: 0	Abstentions: 4
	Motion Passes 14	0	4



National Executive Board (NEB) Meeting Minutes

September 17, 2016

Agenda

Start Time	End Time	Duration	Agenda Item	Presenter	Presentation	Voting Item
9:00 am	9:01 am	1 min	Call to Order	Chair	No	No
9:01 am	9:06 am	5 min	Roll Call	Secretary	No	No
9:06 am	9:11 am	5 min	Orders of the Day	Vice Chair	No	No
9:11 am	9:16 am	5 min	Minutes Approval	Secretary	No	Yes
9:16am	9:31am	25 mins	Programs Policy/Handbook	Programs Chair	No	Yes
9:31am	9:51am	20 mins	Committee Reporting Structure	Parliamentarian	Yes	No
9:51am	10:11am	20 mins	Strategic Planning Task Force Appointment	Chair	No	No
10:11am	10:36am	25 mins	SEEK Review and Next Steps	Programs Chair	Yes	No
10:36am	10:41am	5 mins	Break	Vice Chair	No	Yes
10:41am	10:44am	3 mins	Hidden Figures & NSBE's role in it	Karl Reid	Yes	No
10:44am	11:44am	60 mins	2016-2017 Budget	Treasurer		
11:44am	11:54am	10 mins	Strategic Goals Workshop Session	Chair	No	No
11:54am	1:00pm	66 mins	Lunch		No	No
1:00pm	2:00pm	60 mins	Strategic Goals Workshop Session	Chair	No	No
2:00pm	2:30pm	30 mins	Leadership Curriculum and Training Blueprint	NLI Chair	Yes	No
2:30pm	2:50pm	20 mins	NEB Members and Guaranteed 4.0	Academic Excellence C	Yes	No
2:50pm	2:55pm	5 mins	Break	Vice Chair		
2:55pm	3:25pm	30 mins	Justifying a Project Using Analysis	Regina Sanders/Dre W	Yes	No
3:25pm	4:45pm	80 mins	Ops Plan Updates	Vice Chair	Yes	No
4:45pm	5:25pm	40 mins	Convention Update	CPC Chair	No	No
5:25pm	6:10pm	45 mins	G4 - Planning for Success	Academic Excellence C	Yes	No
6:10pm	6:15pm	5 mins	Review Action Items	Secretary	No	No
			Adjorn			

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell		X		
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green	X			
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole				X
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Vacant				
National Financial Controller	Robert Timmons		X		



Assistant Treasurer of Special Projects	Jeremiah Ross				X
CPC Chairperson	Kendra Allen	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Alanna Tremble				
Membership Zone					
National Membership Chairperson	Anna Haydock	X			
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing			X	
	Ms. Regenia Sanders	X			
	Mr. S. Gordon Moore, Jr.			X	
	Mr. André 'Dré' Willis			X	
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier	X			
	Mr. Steven (Steve) A Jarrett	X			
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey			X	
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith	X			
	Greg Meeropol	X			
	Kyle Rahn	X			
	Christina Sykes			X	



	Constance Thompson	X			
	Stanton Hill	X			
Additional Attendees					

Motion:	I move to approve the meeting minutes from the August 29, 2016 NEB meeting
Maker:	Racheida Lewis
Seconder:	Kris Rawls
Maker: Yield	
Seconder: Yield	
Motion Passes by consensus	

Program Policy/Handbook

- Purpose of handbook is to solve problems observed over the years regarding programming
- Creating a framework that outlines duties for operational members of the programs teams
- Possibly create a “Programs Review Committee” which would evaluate programs to be utilized by the organization as a whole
 - Creating programming objectives that standardizes criteria of what programs need to meet
- Setup a timeline to optimize approval of programs during transition
- Address communications and reporting regarding programs

Questions, Comments, Concerns

- Having an agenda prepared before someone comes into the position may deter them from wanting to implement programs
 - Working on a succession plan
- How does this document differ from the strategic plan?
 - This is next level down detail of the strategic plan as regarding programs
- How do we define programs vs mission vs others?
 - Will work with Greg on defining that as next steps moving forward
- Being cautious and explicit in how we state not only what we’re going to do but also what we’re getting rid of as well.

Committee Reporting Structure

- Each committee should report to the NEB to promote transparency and provide information
- Committees will report once a month and reports will be posted on various outlets accessible to the general membership
 - Submitted via smartsheets

Questions, Comments, Concerns

- Will this be just for this year or will this be something that’ll be added into the operating guidelines?
 - We’re migrating to adding it to the operating guidelines so that it becomes apart of the culture and increase transparency amongst zones
- Are there guidelines for how transparency works?



- Use discretion with confidential matters
- Where in this process does this information go to Zone Leads and the Comm Zone?
 - All zones leads will be granted access to the Zone Leads
 - NEB should have viewing access
 - Zone leads should have editing access
 - Comm zone will have final edits to post where necessary
- Is the template a strict template for all committees or will this allow variation across committees?
 - The executive summary allows for additional information to be captured

Strategic Planning Task Force Appointment

Motion:	I move to amend the current motion to include Maurice Patterson, Professional Chair Elect on the task force.		
Maker:	Kris Rawls		
Seconded:	Racheida Lewis		
Maker: Yield			
Seconded: Yield			
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer			
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair			
National Finance Chair			
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 15	Opposed: 0	Abstentions: 0
Motion Passes 15 0 0			

Motion:	I move to appoint the following people to the 2016-2017 Strategic Planning Taskforce: <ul style="list-style-type: none"> ● Neville Green, National Chair Emeritus ● Matthew Nelson, National Chair ● Michael Boswell, National Treasurer



	<ul style="list-style-type: none"> • Kristopher Rawls, National Vice Chair • Myla Ruffin, National Parliamentarian • Nehemiah Harrison, Region II Chair • Niasia Williams, Region I Chair • Christian Miller, National Programs Chair • Racheida Lewis, National Secretary • Tony Harris, NAB Advisor • Virginia Booth-Womack, NAB Advisor • Karl Reid, Executive Director • Christopher Carr, Director of Collegiate and Professional Programs • Teiko McCullough, Director of Membership • Maurice Patterson, Professional Chair Elect 		
	Purpose of the SPTF – Update 2019 Strategic Goals, translate goals into action plans for regions and chapters		
Maker:	Christian Miller		
Seconder:	Nehemiah Harrison		
Maker: Yield			
Seconder: Yield			
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer			
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair			
National Finance Chair			
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	1		
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 15	Opposed: 0	Abstentions: 0
Motion Passes 15		0	0

SEEK Review and Next Steps

- Retention of SEEK students from year to year?
- Turn over from SEEK students become NSBE Jr. members
- Correlations with NSBE members being mentors and student relationships?
- To select a new SEEK camp



- Funding
- Selecting a leadership council
- SEEK potential index (can we really make an impact?)
 - Are we capturing longitudinal data regarding scores for site selection to determine if having SEEK in that location is beneficial to the community and NSBE (especially those without external funding)?
- Question: Moving SEEK under PCI to better track them?

Hidden Figures & NSBE’s role in it

- Unlocking the hidden treasures of NSBE through this partnership
 - Increase national attention
 - Increase funding
- Digital Storytelling, media awareness, and advance screenings are a few opportunities
 - Establish long term media partnerships to extend the word of NSBE
 - AirForce STEM has already agreed to partner with us on this effort

2016-2017 Budget

Motion:	I move to extend discussion time (Budget) by 10 minutes
Maker:	Rose Telus
Second:	Alexander Blake
Maker: Yield Second: Yield	
Motion Passes by consensus	

Motion:	I move to extend discussion time (modifying the Budget motion) by 10 minutes
Maker:	Rose Telus
Second:	Alexander Blake
Maker: Yield Second: Yield	
Motion Passes by consensus	

Motion:	I move to amend the 2016 -2017 proposed national budget motion as described by document “2016-2017 Recommended Budget 9.15.16 v2.xlsx” to remove lines (32-37) and lines (195-253) on the SEEK tab to reflect the maintenance and a quality control focus of current SEEK Camps for the 2017 Summer.
Maker:	Alexander Blake
Second:	Rose Telus



Maker: This is germane to the budget discussion. I want to ensure that we discuss the motion because we need to make sure that we fully train our mentors and optimize our SEEK camps

Secunder: Where is the money that we are borrowing from ourselves going? Each budget line impacted by the loan was cut except SEEK. Give us time to know what's actually working and give us time to strengthen the foundation of SEEK before we expand.

Roll Call Vote

National Vice-Chair		1	
National Secretary		1	
National Treasurer		1	
National Programs Chair		1	
National Public Relations Chair		1	
National Publications Chair		1	
National Communications Chair			
National Finance Chair			
National PCI Chair		1	
National Academic Excellence		1	
National Membership Chair		1	
National International Chair		1	
Region I Chair		1	
Region II Chair		1	
Region III Chair		1	
Region IV Chair		1	
Region V Chair	1		
Region VI Chair	1		
	In Favor: 2	Opposed: 14	Abstentions: 0
Motion Passes 2		14	0

Motion: I move to approve the 2016-2017 budget as outlined in the 2016-2017 Recommended Budget 9.15.16 v2.

Maker: Michael Boswell

Secunder: Christian Miller

Maker: Yield

Secunder: Yield

Roll Call Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair			
National Finance Chair			
National PCI Chair	1		
National Academic Excellence	1		



National Membership Chair	1		
National International Chair	1		
Region I Chair		1	
Region II Chair	1		
Region III Chair	1		
Region IV Chair		1	
Region V Chair	1		
Region VI Chair	1		
	In Favor: 14	Opposed: 2	Abstentions: 0
Motion Passes 14		2	0

Strategic Goals Workshop Session

- Danielle: I don't feel as if the Regional Chairs are being heard or that their concerns are being considered
- Nehemiah experience: depending on the program and seeing if it's progressive no one idea.
- Alex: the mission has three pillars (excel academically, succeed professionally, positively impact the community)
 - These are the 3 pillars he always uses in making any decisions
- Danielle: Coming from Purdue and talking to founders and knowing that we are supposed to increase the number then we have failed as an organization. We're dropping number
 - Believe that we're telling collegiate that they're less of a priority with SEEK
- Niasia – providing feedback but not seeing that feedback reflected in the end product

Business Case Analysis

- A way for you to put together everything you need to make a good decision
- It has a lot in common with a legal case in a courtroom trial
 - Define, design, develop, decide, deploy, and deliver the case
- Should be accurate and credible

Leadership Curriculum and Training Blueprint

- Core competencies
 - Leading self, leading others, leading the organization
- Question: Can NLC be scheduled with schools on the quarter system in mind?
 - From 2018+ we can consider it

NEB Members and Guaranteed 4.0

- Building Blocks of the System
 - Practical Application
- Accountability Model
 - Frequent Checkups
 - Academic Bonding: GroupMe
 - Studying Time at NEB meetings and other events

Ops Plan Updates

- Communications
 - For the 36% what is exactly within that usability test on the website



- See comm zone ops plan for specific tasks
 - Christian: 30 under 30... who would be the people to judge who we pick for that.... Should go under SAC and no NEB member should get an award. So NEB members can't get in an award
 - Mike: This is to recognize the membership, SAC deals with things outlined already and set in stone. Awards as this, falls under recognition so we could do this.
 - Christian: 30 under 30 can be seen as an award. Up to interpretation... Can be seen as similar to GTA....
 - Racheida: I see both points and maybe have this not fall under SAC but have NAB help Austin judge to keep things objective, or some other committee that is appropriate to judge...
 - Christian: We can move this offline
 - Deandra: What was the demographic for this?
 - Racheida: Working on how to get NSBE Jr. input on this, going through the process to get parental consent for NSBE Jr. would be easiest way to do this. We are also working with professional members on this.
 - Niasia: When it comes to get people signed up, how did people get recruited?
 - Racheida: No email was sent out, and they aren't done recruiting. There was a plan in place and that is being followed, but others are being included. If you want to be included email myself or Christopher to get involved in usability test.
- Programs
 - Create extensive framework and template on how to do PCI programming
 - When it comes to the re-shifting where do PCI advisors fall into this?
 - The basis of the framework stems from the stakeholders involved

Convention Update

- GTA nominations are open
 - Closes 11/1
- Convention deadline is now 11/30
- Only PCI hotels have been contracted
- Annual convention sponsorship has been solidified so far: 54 BCA, 6 Affiliate, 23 College & Exhibitors

Action Item(s)	
Assigned to:	NEB
Assigned by:	Niasia Williams
Required Action:	Compile a list by zone regarding solutions to gaps in communication and decision making. Zone leads then submit to Chair and Vice Chair
Deadline:	10/7/2016 at 11:59 PM EST

Action Item(s)	
Assigned to:	NEB
Assigned by:	Matt Nelson
Required Action:	Provide suggestions on what the business case format should be
Deadline:	10/14/2016 at 11:59 PM EST



Action Item(s)	
Assigned to:	Admin Zone
Assigned by:	Niasia Williams
Required Action:	First draft of a proposal format based on the business case format
Deadline:	10/25/2016 at 11:59 PM EST

Action Item(s)	
Assigned to:	Programs and Finance Zone
Assigned by:	Regional Chairs
Required Action:	Provide documentation/instructions/policies on how regions/chapters can access funding for programming support due to Kris.
Deadline:	10/7/2016 at 11:59 PM EST



National Executive Board (NEB) Meeting Minutes **October 30, 2016**

Agenda

National Society of Black Engineers				
National Executive Board				
NEB Meeting – Sunday October 30, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:08 PM	0:02	Vice Chair
Meeting Minutes Approval	9:08 PM	9:13 PM	0:05	Secretary
Convention Updates	9:13 PM	9:33 PM	0:20	CPC Chair
Convention Promotion Concerns	9:33 PM	10:03 PM	0:30	Region III Chair
Regional Updates	10:03 PM	11:03 PM	1:00	Regional Chairs
Questions/Comments/Concerns	11:03 PM	11:08 PM	0:05	Chair
Adjourn				
Total time			2:08	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White			X	
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green			X	
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Vacant				
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			



National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy			X	
National Leadership Conference Planning Chairperson	Alanna Tremble			X	
Membership Zone					
National Membership Chairperson	Anna Haydock			X	
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Nehemiah Harrison	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing			X	
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.			X	
	Mr. André 'Dré' Willis			X	
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier			X	
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey	X			
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid	X			
	Sharon Southerland-Smith			X	
	Greg Meeropol			X	
	Kyle Rahn	X			
	Christina Sykes			X	
	Constance Thompson	X			
	Stanton Hill			X	
Additional Attendees					



Motion:	I move to approve the meeting minutes from the September 17, 2016 NEB meeting (Fall Meeting)
Maker:	Racheida Lewis
Seconder:	Wayne Lester
Maker:	Yield
Seconder:	Yield
Motion Passes by consensus	

Convention Updates

- Self guided tour
 - Details still being worked out
- No TPC events occurring before Thursday
- Regional meetings will take place 9am-11am
 - Career fair will begin at noon
 - Early access beings at 11am (APEX and Senators)
- 116 companies currently signed on for convention
- Amtrak is closer to the convention center and convention hotels
- Convention housing is open with more hotels being added to the list
- Final presentation will be completed by no later than Wednesday, November 2nd

Convention Promotion Concerns

- Chapters don't have the tools they need in order to sell convention
 - Price and location is making it difficult
 - NSBE Jr. members expressing going to extreme measures to afford convention
- Have we looked into the frequency our chapters travel for zone conferences and FRCs?
 - Does that impact convention travel in general?
- Chapters in Region 6 can't really afford to travel due lack of money and small chapters

Motion:	I move to extend time by 10 minutes
Maker:	Robert Timmons
Seconder:	Nehemiah Harrison
Maker:	Yield
Seconder:	Yield
Motion Passes by consensus	

- Solution: explain why convention is so expensive in order to be transparent and enable members to understand



Motion:	I move to extend time by 5 minutes
Maker:	Rose Telus
Secunder:	Kendra Allen
Maker: Yield	
Secunder: Yield	
Motion Passes by consensus	

Regional Updates

- Region I
 - Finance & Programming
 - FRC
 - 500 registrants
 - Met 87% of sponsorship goal
 - Zone Conferences were successful
 - Membership
 - Goal to charter 10+ chapters by December
- Region II
 - Met 81% of sponsorship goal
 - 618 members registered
 - Members are confused as to how to implement the strategic plan
 - Chapters are unable to obtain 501c-3 status for donations
 - Reach out to Mike
- Region III
 - Diversify avenues to which people learn about NSBE
- Region IV
 - Members have APEx status but can't see scholarships
 - Issue with attending coding conference but not attending FRC
- Region V
 - Members are struggling with putting on programs – would like a toolkit
- Region VI
 - First time FRC has been outside of California and registration has increased

Action Item(s)	
Assigned to:	Mike Boswell
Assigned by:	Regional Chairs
Required Action:	Complete a packet that includes financial information to the chapters with support from Stanton and Kyle
Deadline:	11/23/2016 at 11:59 PM EST

Questions, Comments, Concerns

- Kendra - This is the NEB's convention not the CPC and we need proper engagement from NEB counterparts to implement programming
- Nehemiah – the process for the 2018 CPC Chair has begun
 - Send application materials to Kris and Jonathan



National Executive Board (NEB) Meeting Minutes November 29, 2016

Agenda

National Society of Black Engineers				
National Executive Board				
NEB Meeting – Tuesday November 29, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:08 PM	0:02	Vice Chair
Meeting Minutes Approval	9:08 PM	9:13 PM	0:05	Secretary
Convention Updates	9:13 PM	9:33 PM	0:20	CPC Chair
WHQ Update*	9:33 PM	9:58 PM	0:25	Karl Reid
FRC Recap	9:58 PM	10:28 PM	0:30	Regional Chairs
FRC Moving Forward	10:28 PM	11:08 PM	0:40	Financial Controller
Questions/Comments/Concerns	11:08 PM	11:13 PM	0:05	Chair
Adjourn				
Total time			2:13	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson		X		
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell		X		
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White		X		
National Parliamentarian	Myla Ruffin		X		
National Chair Emeritus	Neville Green			X	
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins			X	
National Publications Chairperson	Austin Rudolph				X
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	Vacant				
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			



National Business Diversity Chair	Jacarri Tollette			X	
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy			X	
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	Anna Haydock				X
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Bruke Mammo	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render			X	
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing	X			
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.	X			
	Mr. André 'Dré' Willis			X	
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier		X		
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey	X			
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid	X			
	Felda Looper	X			
	Greg Meeropol	X			
	Kyle Rahn	X			
	Constance Thompson	X			
	Stanton Hill	X			
Additional Attendees					



Motion:	I move to approve the meeting minutes from the October 30, 2016 NEB meeting
Maker:	Racheida Lewis
Second:	Wayne Lester
Maker: Yield	
Second: Yield	
Motion Passes by consensus	

Convention Updates

- 30% off discount ends tomorrow 11/30
 - due to early bird ending on the same date changed the discount to end when early bird ends to avoid confusion
- Have NSBE Jr call Wyndham Jade to reserve housing without a deposit
- 1100 registrants for convention so far
- Call for workshops have closed
- IOE contact info is due Jan 27th – hard deadline
 - Check with your CPC counterpart to complete this

WHQ Update

- A number of staff changes mainly in the programs team
 - 5 new staff
 - 3 staff departed
- David James Group coming to help with marketing

FRC Recap

- Richard was at R4 conference
- Disconnect with state of society
- Great support from NEB and others who attended
- FRC registration needs to be ready by RLC
- Better signage
- The students showing up to the career fairs GPA is lower than the average GPA
 - May be an issue with reporting
 - BCA companies have been rude

FRC Moving Forward

- FRC as it stands now
 - We try and contract 2 years in advance.
 - We typically take up ¼ to 1/3 of the sleep rooms available.
 - We typically ask for 100% of the meeting space.
 - We plan for FRC to happen within the first three weeks of November.
- Current/Potential Issues
 - The amount of sleeping rooms we use are not proportional to the amount of meeting rooms we use/ask for.
 - Having a three-week window for six FRCs causes date conflicts with SHPE Nationals and can potentially lead to having three FRCs the same weekend
- Proposed Solutions
 - Open up the date window to allow for more potential weekends for FRC



- Last week in October
- Week after thanksgiving
- Have joint FRCs
 - The idea would be that we now will be taking up more of the sleeping rooms and hotels will be more accommodating in allow us use more of their meeting space

E-Business

Motion 1: I entertain a motion to appoint the following individuals to the 2016-2017 Data Visualization Taskforce:

Damon Aniton
Danielle Render
Andre' Willis
Keith Humphrey
Michael Burt
Bob Patterson
Nicole Yates

Motion Passes: 11 -2- 4 (Yes-No- Abstain)

Motion 2: I entertain a motion to appoint the following individuals to the 2016-2017 Communication and Interaction Improvement Taskforce:

Kristopher Rawls, National Vice Chair (chair)
Racheida Lewis, National Secretary
Niasia Williams, Region I Chair
Monushka Sicar, Region III Vice Chair
Andre' Willis, National Advisory Board
Takiyah Jefferson, Regional Advisory Board
Maurice Patterson, PEB Chair Elect
Karl Reid, Executive Director (staff)
Stanton Hill, Director of Finance and Accounting
Greg Meeropol, Senior Director of Programs

Motion Passes: 13 -0- 4 (Yes-No- Abstain)

*Abstained votes are from NEB members who did not vote.

Questions, Comments, Concerns



National Executive Board (NEB) Meeting Minutes **December 18, 2016**

Agenda

National Society of Black Engineers				
National Executive Board				
NEB Meeting – Sunday December 18, 2016				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:08 PM	0:02	Vice Chair
Meeting Minutes Approval	9:08 PM	9:13 PM	0:05	Secretary
NLC Chair Appointment *	9:13 PM	9:43 PM	0:30	Chair
Financial Information	9:43 PM	10:13 PM	0:30	Treasurer
Questions/Comments/Concerns	10:13 PM	10:18 PM	0:05	Chair
CLOSED Meeting **	10:18 PM	10:58 PM	0:40	Chair
Adjourn				
Total time			1:58	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell		X		
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White		X		
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green	X			
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph				X
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker			X	
National Finance Chairperson	VACANT				
National Financial Controller	Robert Timmons			X	
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette		X		



National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Alanna Tremble	X			
Membership Zone					
National Membership Chairperson	VACANT				
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams	X			
Region II Chair	Bruke Mammo	X			
Region III Chair	Deandra Dixon		X		
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake		X		
Advisors					
	Reginald Ewing	X			
	Ms. Regenia Sanders			X	
	Mr. S. Gordon Moore, Jr.			X	
	Mr. André 'Dré' Willis	X			
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier	X			
	Mr. Steven (Steve) A Jarrett				
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey	X			
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid	X			
	Felda Looper	X			
	Greg Meeropol			X	
	Kyle Rahn	X			
	Constance Thompson	X			
	Stanton Hill			X	
Additional Attendees					



Motion:	I move to approve the meeting minutes from the November 29, 2016 NEB meeting
Maker:	Racheida Lewis
Seconded:	Wayne Lester
Maker: Yield	
Seconded: Yield	
Motion Passes by consensus	

NLC Chair Appointment

Motion:	I move to appoint Tamar Daniel as the 2017-2018 NLC Chairperson		
Maker:	Gregory Hardy		
Seconded:	Racheida Lewis		
Maker: Yield			
Seconded:	I go to school with Tamar and recommended that she apply for the role. She has a great spirit and a lot of enthusiasm and will be a great addition to next year's Program Zone		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair			
National Communications Chair	1		
National Finance Chair	VACANT		
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair	VACANT		
National International Chair	1		
Region I Chair			1
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 14	Opposed: 0	Abstentions: 1
Motion Passes 14 0 1			

Financial Information

- CPC had a meeting this past weekend in Kansas City
 - Team had a walkthrough on what is being implemented
 - CPC is willing to be more conscientious about spending to help the organization



- Consolidating programming and transportation
- Have more understanding of spaces they can use versus adding more space to keep cost down
- Closing out FRC
 - Financials finished last Friday
 - Kudos to the regions for doing a good job
 - Brought in a lot of sponsorship with less expenses (more money in than out)
 - Region I exceeded sponsorship for this year as compared to last year
 - Most regions exceeded sponsorship for this year
- Switched to a better Mutual Fund for better interest and dividends yield to help pay off the LMA (when we borrowed against ourselves)
- Money from DC and Denver SEEK Camps (~\$400K) are being reimbursed except (\$22K)
- Biggest takeaway: NSBE is fine – want to be more conservative/make spending adjustments because all revenue generation takes place in quarters 1-3 thus making finances tight in quarter 4.

Questions, Comments, Concerns



National Executive Board (NEB) Meeting Minutes

January 7, 2017

Agenda

Embassy Suites Conference Room	8:00 am	8:00 am	0 min	Call to Order	Chair	No	No
	8:00 am	8:05 am	5 mins	Roll Call	NEB & PEB Secretary	No	No
	8:05 am	8:10 am	5 mins	Orders of the Day	Vice Chair & PEB Chair El	No	No
	8:10 am	8:15 am	5 mins	Minutes Approval	Secretary	No	Yes
	8:15 am	9:15 am	60 mins	Positive Organizational Scholarship	Chair	No	No
	9:15 am	10:00 am	45 mins	Minority Engineering Efforts over the years	Dr. Percy Pierre	No	No
	10:00 am	10:15 am	15 mins	Quarterly Report	Treasurer	Yes	No
	10:15 am	10:30 am	15 mins	Professional Founder Scholarship	PEB Treasurer	Yes	No
Travel back to WHQ	10:30 am	10:50 am	20 mins	Break	Vice Chair	Yes	No
WHQ	10:50 am	11:20 am	30 mins	Membership Zone Briefing	Vice Chair	No	No
	11:20 am	11:50 am	30 mins	Communications Zone Briefing	Secretary	No	No
	11:50 am	12:20 pm	30 mins	Programs Zone Briefing	Business Diversity Chair	Yes	No
	12:20 pm	12:50 pm	30 mins	Finance Zone Briefing	Treasurer	Yes	No
	12:50 pm	1:35 pm	45 mins	Lunch	Vice Chair	No	No
	1:35 pm	1:55 pm	20 mins	Engineering Diversity Proposal	Business Diversity Chair	No	Yes
	1:55 pm	2:40 pm	45 mins	TORCH Proposal	TORCH Chair	Yes	Yes
	2:40 pm	3:00 pm	20 mins	Leadership Verification Policy	Parliamentarian	Yes	Yes
	3:00 pm	3:10 pm	10 mins	Break			
	3:10 pm	3:40 pm	30 mins	Emergency Response Protocol	Secretary		
	3:40 pm	4:10 pm	30 mins	Communications Policy	Secretary	Yes	Yes
	4:10 pm	4:55 pm	45 mins	International Affiliate Model	Dr. Karl Reid	Yes	Yes
	4:55 pm	5:05 pm	10 mins	Break			
	5:05 pm	5:35 pm	30 mins	Membership Needs	Region III Chair		
	5:35 pm	6:05 pm	30 mins	Convention Update	CPC EA		
	6:05 pm	6:15 pm	10 mins	Review Action Items	Secretary	Yes	No

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell	X			
National Programs Chair	Christian Miller				X
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin	X			
National Chair Emeritus	Neville Green			X	
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker	X			
National Finance Chairperson	VACANT				
National Financial Controller	Robert Timmons	X			



Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Chloe McPherson	X			
Programs Zone					
National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy	X			
National Leadership Conference Planning Chairperson	Tamar Daniel	X			
Membership Zone					
National Membership Chairperson	VACANT				
National International Chairperson	Casey Tompkins-Rhoades			X	
Region I Chair	Niasia Williams	X			
Region II Chair	Bruke Mammo	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing		X		
	Ms. Regenia Sanders	X			
	Mr. S. Gordon Moore, Jr.	X			
	Mr. André 'Dré' Willis	X			
	Dr. Gary May	X			
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier	X			
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey	X			
	Virginia Booth-Womack			X	
WHQ					
	Karl Reid	X			
	Felda Looper	X			
	Greg Meeropol	X			
	Don Nelson	X			
	Constance Thompson	X			



	Stanton Hill	X			
Additional Attendees					

Motion:	I move to approve the meeting minutes from the December 18, 2016 NEB meeting
Maker:	Racheida Lewis
Seconder:	Niasia Williams
Maker: Yield	
Seconder: Yield	
Motion Passes by consensus	

Positive Organizational Scholarship

- Ask Matt for details pertaining to NSBE

Minority Engineering Efforts over the years

- Dr. Percy Pierre speaks
 - Changing the Face of Engineering: The African American Experience – John Slaughter
 - Affirmative action “had teeth” back in the day
 - Affirmative action states that companies/universities need to have black talent or risk losing government funding

Quarterly Report

- Winter meeting changed from regularly scheduled weekend due to inauguration
- 30% of the budget has been spent so far
 - raised \$1M more money this year
 - spent \$871K more
- Regions did considerable well for FRC
 - FRC accounts aren’t closed just yet
- First round of scholarships has been closed

Professional Founder Scholarship

- Historically black organizations have rich histories that they’re known for
- Our history is very young
- Creating the Edward E. Barnette Jr. Community Impact Scholarship Fund
- It would take \$13 per professional to give out \$25K in scholarships
 - 1 High School Senior
 - 2 Collegiate Students
 - 1 Non Traditional Student (non-BS holding)
 - 1 post graduate
- Recipients must be nominated

Membership Zone Briefing



- Current membership numbers have increased from Dec '15 to Dec '16
 - Trying to increase membership by 5% a goal set up by the 15-16 membership zone
 - Collegiate and NSBE Jr. are on track. Professionals number may be revisited
- Goal to visit 35% of chapters
- 63 domestic chapters have been chartered
 - reached NSBE Jr goal
 - reached collegiate goal holistically but not broken down by region which will be addressed next
- 2 International chapters chartered
- Mentorship Program
 - Enrollment open until 1/31/17
 - 61 Mentors
 - 101 Active members
- Chapter retention
 - 36% retention of chapters last year
 - goal is to retain 50%
- 53% of goals have been accomplished for the year

Communications Zone Briefing

- Communication and Policy Organization goal: 45% complete
- Operational Education goal: 42% complete
- Membership Empowerment goal: 41% complete
- Website Redevelopment goal: 36% complete
- PDC
 - Developed promo and website materials
 - Managed Crisis Communications
- #NSBE43
 - Aggressive social media campaign that increased registration to ~3900 to date
 - Show look and convention bags have been approved
- Media Relations
 - NSF Includes 50K Coalition Grant News Releases
 - NSF ITEST Awards News Release
 - Kappa Alpha Psi Fraternity Incorporated – NSBE MOU News Release
 - National Black MBA Association, Inc. (NBMBA) Partnership News Release
 - Google Code Success @NSBE
- Media Partnerships
 - DiversityComm
 - Diversity in Action
- Individual Projects
 - ExxonMobil Retention Toolkit
 - White Paper Development
 - 2025 Fact Sheet
 - Ignored Potential: A Collaborative Roadmap for Increasing African American Women In Engineering
 - Fund Relations/Corporate Relations
 - Managed social media outreach and email distribution around



- Giving Tuesday
- Year End Appeal
- Email Blast on NSBE programs, scholarships and conventions
- Hidden Figures
- NSBE Magazines
 - NSBE Magazine Fall 2016
 - #NSBEGrad Issue
 - NSBE Bridge Winter 2016-2017
 - 2015-2016 Annual Report
 - Content meetings being held for the Convention edition
- Social Media
 - Be 1 of 10K Campaign
 - Want to Graduate? Join NSBE
 - Membership Renewal
 - Professional Development Conference
 - Aerospace Professional Conference
 - Graduate School Website – University of Michigan

Programs Zone Briefing

- \$17K/\$40K of National Programs Fund processing for disbursement
 - (3) NSBE Jr., (2) Collegiate, (3) Professional Chapters, (1) International Chapter
- SEEK
 - Mentor application opened Mid-December
 - Student Application opens January 17th
 - Site Leadership Training: Mid-April (hosted by US Coast Guard)
- NSBE Jr. Programs
 - Pilots: ForeSight GPS & Future City Competition
- NSBE Jr. Partnerships
 - The Links, Incorporated
 - MOU signed Fall 2015
 - 6 Links-NSBE Jr. Chapters so far
 - Quarterly check-in meetings with Links leadership
 - Monthly conference calls with Links memberships
 - Kappa Alpha Psi
 - MOU signed Fall 2016
 - 6 Regional Guide Right-NSBE Jr. Chapters so far
 - Quarterly Guide-Right NSBE Jr. chapter check-in meetings
 - Chapter leaders receive invitations to monthly NSBE Jr. webinars
- TORCH Updates
 - Partnering for Hidden Figures showing in Kansas City.
 - Town Hall at Convention
 - Partnering with Cultural Responsibility Task Force
- Collegiate Updates
 - Code Success @ NSBE Programs
 - Bi-Monthly Regional Leaders Newsletter
 - Career Services



- GTA applications closed on November 30th & reviews concluded on December 4th
 - Winners were selected for each category applied*
- Currently, for the Fall 2016 Scholarship Cycle ~900 submitted applications
- Retention Toolkit Development
- Academic Excellence Updates
 - Technical Research Exhibition and Academic Tech Bowl competition being reviewed from FRC feedback to improve convention
- NLI Fellows
 - Fellowship Kickoff Meeting – Nov 27th
 - 1st of 7 webinars – Dec 11th
 - Will be having webinars once every three weeks started Jan 8th, 2017
- Professionals Update
 - Most success PDC to date
 - Piloted Healthcare SIG
 - MindEdge Certifications

Finance Zone Briefing

- Audited financials completed by 2/28
 - Taxes filed by 3/7
- Financial Policy
 - Will be submitted to the DRC early February
 - Delay due to new systems that came in place later than anticipated
- Request for Proposal Process
- Anticipated a \$915K budget shortfall
 - Proposed reductions to the following budgets
 - WHQ
 - Convention
 - Professionals
 - Programs

Engineering Diversity Proposal

- Name change to “Engineering Diversity”
- To focus on various pathways beyond degree conferral
 - Entrepreneurship
 - Professional schools
 - Non traditional and traditional engineering roles
- Committee Focus Shift
 - Resources to aid in career option exploration
- Future Potential Programs
 - Virtual Medical Training
 - Professor Shadowing Initiative

TORCH Proposal



NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



Motion:	I move to accept the National Constitution Amendment proposal titled "APF_16-016_NATLCONSTTORCHCHAIR" to be effective May 1, 2017.		
Maker:	Zaria Silvia		
Seconder:	Niasia Williams		
Roll Call Vote			
National Vice-Chair	1		
National Secretary		1	
National Treasurer		1	
National Programs Chair			
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair		1	
Region IV Chair			1
Region V Chair	1		
Region VI Chair	1		
	In Favor: 10	Opposed: 3	Abstentions: 1
Motion Passes 10 3 1			

Motion:	I move to accept the National Bylaws Amendment proposal to the Scholarship and Awards Committee as outlined in "APF_16-003_NATTLBYLAWS_SAC" to be effective immediately		
Maker:	Zaria Silvia		
Seconder:	Wayne Lester		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair			
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair	1		



National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair			
Region I Chair	1		
Region II Chair			1
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 13	Opposed: 0	Abstentions: 1
Motion Passes 13		0	1

Emergency Response Protocol

Motion:	I move to accept the Emergency Response Protocol as outlined in the document titled "Emergency Response Protocol" to go into effect immediately		
Maker:	Racheida Lewis		
Seconder:	Niasia Williams		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair			
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 14	Opposed: 0	Abstentions: 0
Motion Passes 14		0	0



Communications Policy

Motion:	I move to accept the Communications Policy as outlined in the document titled " Communications Policy" to go into effect immediately		
Maker:	Racheida Lewis		
Seconded:	Christopher Cole		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair			
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair			
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 14	Opposed: 0	Abstentions: 0
Motion Passes 14 0 0			

International Affiliate Model

- The 2014-15 strategic plan task force stated that international chapters and members were being neglected
 - Unequipped as a WHQ and NEB to address these concerns
- Country-based entities that oversee each chapter in a country
- Agree to a non-exclusive, revocable licensing agreement for use of our intellectual property
- Operates under approved governing documents
- Benefits to NSBE
 - Enables NSBE to grow international chapters without increasing demand on core/US based resources
 - Maintain legal control of intellectual property
 - Provides them with autonomy for programming and revenue sources
- Risks



- Rogue chapters/affiliates
- Relevant laws governing associations vary by jurisdiction
- Will require central compliance oversight (NEB & WHQ)
- Budget – Zero Sum Game
- The Charge
 - Identify a partner who can conduct the research, recommend organizational structure, and draft the appropriate legal documents
- Proposals
 - Upper West Strategies
 - Lauletta Birnbaum
- Considered for budgeting for 2017-2018 budget

Convention Update

- 103 workshops on the agenda so far
 - Tracks are: Excel Academically, Succeed Professionally, Impact the Community, Power of Innovation
- #NSBE43 Mr. & Miss. NSBE Pageant
 - deadline 2/1/17
- PCI Mini Conference
 - Innovations Lab
 - NSBE Jr. Night at the College Basketball Experience
 - NSBE Jr. Hip Hop Concert & Magic Show
 - Dream Big Movie Premiere
 - NSBE Jr. Prom
- TPC
 - A few featured events
 - Keynote Luncheons
 - SIG Events
 - Executive Roundtables
- Marketing and Communications
 - 181 sponsors and counting for career fair
 - Workshops Wednesday
- Deadlines
 - Contracts submitted by 1/20
 - General Session requests by 1/20
 - IOEs submitted by 1/27
 - Materials at WHQ by 3/3

Questions, Comments, Concerns

Action Item(s)	
Assigned to:	Mike Boswell
Assigned by:	Keith Humphrey
Required Action:	Provide information regarding financials portfolio investments
Deadline:	January 1/13 11:59PM ET



Action Item(s)	
Assigned to:	Racheida Lewis
Assigned by:	NEB
Required Action:	Send the NEB which tasks you will complete for the year and which ones you won't complete by the end of the term
Deadline:	Jan. 17th 11:59PM ET

Action Item(s)	
Assigned to:	Greg Hardy
Assigned by:	NEB
Required Action:	Send an email about signing up to be an NLI mentor
Deadline:	Jan 8 th 11:59PM ET

Action Item(s)	
Assigned to:	Greg Hardy
Assigned by:	Regional Chairs
Required Action:	Send an email about number of mentors and fellows for each Region
Deadline:	Jan 8 th 11:59PM ET

Action Item(s)	
Assigned to:	Myla Ruffin
Assigned by:	Kris Rawls
Required Action:	Update ops plan
Deadline:	Jan 13 th 11:59PM ET



National Executive Board (NEB) Meeting Minutes

January 29, 2017

Agenda

National Society of Black Engineers				
National Executive Board				
NEB Meeting – Sunday January 29, 2017				
Event	Start Time	End Time	Duration	Presenter
Chair Call to Order	9:00 PM	9:01 PM	0:01	Chair
Roll Call	9:01 PM	9:06 PM	0:05	Secretary
Orders of the Day	9:06 PM	9:08 PM	0:02	Vice Chair
Meeting Minutes Approval	9:08 PM	9:13 PM	0:05	Secretary
Engineering Diversity Amendment*	9:13 PM	9:28 PM	0:15	Business Diversity Chair
CPC Chair 2018 Appointment*	9:28 PM	9:58 PM	0:30	Treasurer, Region II Chair
CPC Update	9:58 PM	10:28 PM	0:30	CPC Chair
Questions/Comments/Concerns	10:28 PM	10:33 PM	0:05	Chair
CLOSED Meeting **	10:33 PM	11:13 PM	0:40	Chair
Adjourn				
Total time			2:13	

Position	Name	Present	Late	Absent	Excused
Administrative Zone					
National Chairperson	Matt Nelson	X			
National Vice-Chairperson	Kris Rawls	X			
National Secretary	Racheida Lewis	X			
National Treasurer	Michael Boswell			X	
National Programs Chair	Christian Miller	X			
National Professionals Chair	Richard White	X			
National Parliamentarian	Myla Ruffin		X		
National Chair Emeritus	Neville Green			X	
Communications Zone					
National Public Relations Chairperson	Jonathan Meekins	X			
National Publications Chairperson	Austin Rudolph	X			
National Communications Chairperson	Christopher Cole	X			
Finance Zone					
Treasurer Emeritus	Corey Baker				X
National Finance Chairperson	VACANT				
National Financial Controller	Robert Timmons	X			
Assistant Treasurer of Special Projects	Jeremiah Ross	X			
CPC Chairperson	Kendra Allen	X			
Programs Zone					



National Academic Excellence Chair	Wayne Lester	X			
National Business Diversity Chair	Jacarri Tollette	X			
National TORCH Chair	Zaria Silvia	X			
National PCI Chairperson	Maya Carrasquillo	X			
National Leadership Institute Chairperson	Gregory Hardy			X	
National Leadership Conference Planning Chairperson	Tamar Daniel	X			
Membership Zone					
National Membership Chairperson	VACANT				
National International Chairperson	Casey Tompkins-Rhoades	X			
Region I Chair	Niasia Williams		X		
Region II Chair	Bruke Mammo	X			
Region III Chair	Deandra Dixon	X			
Region IV Chair	Danielle Render	X			
Region V Chair	Rose Telus	X			
Region VI Chair	Alexander Blake	X			
Advisors					
	Reginald Ewing	X			
	Ms. Regenia Sanders		X		
	Mr. S. Gordon Moore, Jr.	X			
	Mr. André 'Dré' Willis			X	
	Dr. Gary May			X	
	Ms. Cheryl L. Adams			X	
	Mr. Tony Harris			X	
	Dr. Njema Frazier		X		
	Mr. Steven (Steve) A Jarrett			X	
	Dr. Stephanie Adams			X	
	Donna O Johnson-Mackey	X			
	Virginia Booth-Womack		X		
WHQ					
	Karl Reid	X			
	Greg Meeropol			X	
	Kyle Rahn			X	
	Constance Thompson	X			
	Stanton Hill			X	
Additional Attendees					



Motion:	I move to table the motion to approve the meeting minutes from the January 7, 2017 NEB meeting (Winter Meeting) until the end of the meeting
Maker:	Christian Miller
Seconder:	Maya Carrasquillo
Maker: Yield	
Seconder: Yield	
Vote by Consensus	

Motion:	I move to approve the meeting minutes from the January 7, 2017 NEB meeting (Winter Meeting)
Maker:	Racheida Lewis
Seconder:	Kris Rawls
Maker: Yield	
Seconder: Yield	
Vote by Consensus	



Motion:	I move to extend time by 15 minutes.		
Maker:	Kris Rawls		
Seconded:	Niasia Williams		
Maker:	Yield		
Seconded:	Yield		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer			
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair		1	
National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair			
Region I Chair		1	
Region II Chair		1	
Region III Chair	1		
Region IV Chair		1	
Region V Chair	1		
Region VI Chair		1	
	In Favor: 9	Opposed: 5	Abstentions: 0
Motion Passes 9 5 0			

Motion:	I move to accept the National Bylaws Amendment Proposal titled "Business Diversity Committee Redefinition" to be effective immediately.		
Maker:	Jacarri Tollette		
Seconded:	Christian Miller		
Maker:	Yield		
Seconded:	Yield		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer			
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		

NATIONAL EXECUTIVE BOARD MEETING MINUTES 2016-2017



National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair			1
Region I Chair		1	
Region II Chair		1	
Region III Chair	1		
Region IV Chair		1	
Region V Chair	1		
Region VI Chair	1		
	In Favor: 11	Opposed: 3	Abstentions: 1
Motion Passes 11			
	3	1	

Motion:	I move to accept the National Bylaws Amendment Proposal titled "Business Diversity Redefinition" to be effective immediately.		
Maker:	Jacarri Tollette		
Seconder:	Racheida Lewis		
Maker:	Yield		
Seconder:	Yield		
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer			
National Programs Chair	1		
National Public Relations Chair			1
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair	1		
Region I Chair		1	
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 13	Opposed: 1	Abstentions: 1
Motion Passes 13			
	1	1	



Motion:	I move to appointment Kevin Peynado to the position of CPC Chair for the 2017-2018 term.		
Maker:	Bruke Mammo		
Seconder:	Racheida Lewis		
Maker: He came highly recommended by finance zone advisors and has a breadth of experience planning for NSBE and in corporate America.			
Seconder: When he was FRC his conference was one of the most well attended FRC's located in the DC/MD area.			
Roll Call Vote			
National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair	1		
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair			1
National Finance Chair		VACANT	
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair	1		
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair	1		
Region VI Chair	1		
	In Favor: 15	Opposed: 0	Abstentions: 1
Motion Passes 15 0 1			

CPC Update

- Need board members to provide run of show for event items
- Make sure that your event items are within your budget
- If your IOE isn't in by Thursday it won't be processed for convention
- Still don't have representation from all regions for the pageant

Motion:	I move to appoint Robert E. Timmons II, National Financial Controller to the 2016-2017 Communication and Interaction Improvement Taskforce.
Maker:	Robert Timmons
Seconder:	Kris Rawls
E-Business Vote	



National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair			1
National Public Relations Chair	1		
National Publications Chair	1		
National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair	1		
National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair			1
Region I Chair			1
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair			1
Region VI Chair	1		
	In Favor: 12	Opposed: 0	Abstentions: 4
Motion Passes 12 0 4			

MOTION

Motion:	I move to appoint the following individuals to the 2016-2017 Elections Committee: Myla Ruffin- National Parliamentarian Ryan Lawrence- Region I Parliamentarian Devan Dewalt- Region II Parliamentarian Lashell Lewis- Region III Parliamentarian Patrice Brooks- Region IV Parliamentarian Joshua Verret- Region V Parliamentarian Ngoni Mugwisi- Region VI Vice Chairperson Andre Willis- NAB Representative S. Gordon Moore Jr.- NAB Representative
Maker:	Myla Ruffin
Seconded:	Christopher Cole

E-Business Vote

National Vice-Chair	1		
National Secretary	1		
National Treasurer	1		
National Programs Chair			1
National Public Relations Chair			1
National Publications Chair			1
National Communications Chair	1		
National Finance Chair		VACANT	
National PCI Chair	1		



National Academic Excellence	1		
National Membership Chair		VACANT	
National International Chair			1
Region I Chair	1		
Region II Chair	1		
Region III Chair	1		
Region IV Chair	1		
Region V Chair			1
Region VI Chair	1		
	In Favor: 11	Opposed: 0	Abstentions: 5
Motion Passes 11		0	5

Questions, comments, concerns

- Has the NEB application for next year been posted?
 - Should be posted by Tuesday at the latest
- A letter was sent to the 45th President have we heard anything back?
 - The letter was meant as a reintroduction to the White House and the new administrator
- Email guidebook requests to Chloe (cpcexec@nsbe.org) and Racheida by 2/15
- Be active on the call as to avoid long pauses