

<b>Region VI REO 2018-2019</b>	<b>Sunday, May 20<sup>th</sup>, 2018 Time: 5:00 PM PDT</b>	<b>Zoom Conference Call</b>
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I. **Call to Order** at 05:0 PM PST by **Naeem Turner-Bandele**  
**Date:** May 20<sup>th</sup>, 2018, Sunday

II. **Roll Call:** **Betelhem Tarekegn**

Position	Name	Present	Late	Absent
<b>Administrative Zone</b>				
Chairperson	Naeem Turner-Bandele	<b>X</b>		
Vice Chairperson	Nicolette Peerman	<b>X</b>		
Secretary	Betelhem Tarekegn	<b>X</b>		
Treasurer	Kamau Carter	<b>X</b>		
Membership Chairperson	Janaye Matthews	<b>X</b>		
Programs Chairperson	Iman Yusuf	<b>X</b>		
Parliamentarian	Dennis Kibe	<b>X</b>		
Professionals Executive Board Chair	Mikala Windham		<b>X</b>	
Regional Advisory Board Chair	Dr. Kimberly Cross	<b>X</b>		

I. **Agenda Topic #1: Progress Towards the Dream (Zone Updates)**

- Admin Zone:

**Chairman's Updates**

- Visited 42 Silicon Valley on Wednesday (a nontraditional, free tuition, computer science school that would like to partner with Region VI NSBE)
- Will be following up with their representative Shanna again on Wednesday to see if there are areas where Region VI and 42 could collaborate.
- National Membership Zone had a call this past Tuesday. Discussed a potential partnership with Data Carpentries, a company that provides data analytics and visualization training. These services would be offered at FRCs and Convention. A vote on whether to proceed with this partnership will happen on the NEB call next Sunday. The next M-zone call is this Tuesday.
- Sent Nate Rose from Microsoft information on how Microsoft could partner with Region VI at this year's FRC.

**Vice Chair's Updates**

- Briefly looked through OGSMs today
- Started writing the operating guidelines
- Have had check ins with some REO this past week and general REB
- Continuing to handle the Elections Issue at Cal Poly Pomona

**Parliamentarian's Updates**

- Continuing to work on Region VI Bylaws
- RLC Payments
  - Supply request
    - All zones

<b>Region VI REO 2018-2019</b>	<b>Sunday, May 20<sup>th</sup>, 2018 Time: 5:00 PM PDT</b>	<b>Zoom Conference Call</b>
------------------------------------	--	-----------------------------

- Room reservations
- Meals
- Chapter Relief
- May 27th
  - REO needs to email the treasurer with what they need paid for for RLC, every little thing for surplus
  - Use IEO form
  - Physical price
- Line items
  - Due to fination controller 31st regional budget tracker and final budget proposal
  - May 25th, 2018
    - Secretary
      - Advertisement
    - Membership
      - Chapter visits
    - Zone leaders down to zone members
    - REO needs to email the treasurer with what they need paid for for RLC, every little thing for
- Email out registration rates by the end of the call
  - Comments? suggestions?
- Membership Zone:
  - Held first zone call tonight (May 20th)
    - Took a little while to get the ground rolling
  - Sending out Google Forms to collect updated chapter leadership information
  - Starting to set up chapter dashboard this month
  - Budget discussion - chapter visit & Zone Summit costs
  - Starting zone summit planning
- Communication Zone:
  - Have been holding weekly zone meetings on Thursdays
  - Things currently being worked on:
    - RLC flyer
    - Looking through OGSM feedback
    - Putting content (minutes) on the website
    - Collecting content for the newsletter
    - Marketing for RLC/FRC
    - Communicating with RLC through joining the weekly calls (Myles)
    - Creating snapchat and twitter accounts for the region
    - Introducing/getting to know the REB through social media posts and website
- Working with PG&E
  - Sent a presentation as a "Thank You" to Mike to show R6 gratitude towards PG&E's efforts and support in April
  - Now working on a NSBE R6 logo with Comm Zone
- Finance Zone:
  - Has not done a zone call but have had individual correspondence with each zone member
  - RLC contract not signed: some hesitation on the rates
    - Prices are changing for the rooms
    - Trying together all three rooms, food and Amazon considered in the contract
    - Rates are subject to change still

<b>Region VI REO 2018-2019</b>	<b>Sunday, May 20<sup>th</sup>, 2018 Time: 5:00 PM PDT</b>	<b>Zoom Conference Call</b>
------------------------------------	--	-----------------------------

- FRC is determined as of now
- Have been speaking with Naeem:
  - RLC payments to increase board attendance
- Programs Zone:
  - The zone has been focusing on:
    - RLC planning and editing zone OGSM (have been turned in to Nicolette)
    - Yoel was able to create a tentative agenda for RLC and the zone is currently making comments and suggestions
    - Idea is to start pushing out to RLC membership next week
  - Programs Chair:
    - Communicating with Communications Zone and Membership Zone to start pushing out RLC to membership.
    - Working with Professional Programs Chair to discuss both our vision in the position. Also preparing collected data to share to show the state of programming.
    - Wrapping up OGSMs
  - AcX Chair:
    - Finalizing personal and group OGSM.
    - Working on AeX programming she would like to incorporate at RLC.
  - PCI Chair:
    - Finalizing personal and group OGSM.
    - Working on PCI programming he would like to incorporate at RLC.
  - TORCH Chair:
    - Finalizing personal and group OGSM.
    - Working on TORCH programming she would like to incorporate at RLC.
  - RLC Chair:
    - Finalizing personal and group OGSM.
    - Working to get a contract signed.
    - Finalizing tentative agenda.
    - Communicating with Communications Zone and Membership Zone to start pushing out RLC to membership

## II. **Agenda Topic #2: Zone OGSM Presentation**

- Membership Zone:
  - Focus on retention and active participation (NSBE Jr,, collegiate... all)
  - Objective and goals: we want to increase our numbers in terms of all affiliates. Increase by:
    - NSBE Jr - 29%
    - Collegiate - 5%
    - Reactivate 5 new chapters
  - Strategy: utilize the NSBE guide as a way to establish foundation
  - Finding out the different needs of chapters
  - Chapter membership rates: dashboards
  - Entering of engineering students:
    - Connect the affiliates through zone summits
    - Measuring through participation
  - Track and highlight chapter activity using chapter dashboards
  - Highlight achievements
  - Solidify financial standing for chapters (especially new chapters)

### Feedback:

- Cross collaborate with the Programs Zone to support and facilitate activities
- Communication Zone:

<b>Region VI REO 2018-2019</b>	<b>Sunday, May 20<sup>th</sup>, 2018 Time: 5:00 PM PDT</b>	<b>Zoom Conference Call</b>
------------------------------------	--	-----------------------------

- Ensure that all content for each zone in the REB and chapters in the region is shared with the Comms. Zone
  - Get feedback on our communication avenues
  - Assign action items and track their completion
- Successfully share and communicate the Chairperson's vision with the region and other external parties
  - Have regional website consistently updated with:
    - REB Meeting minutes
    - Chapter activities
    - Ongoing programs
  - Create separate websites for RLC and FRC and have both websites updated
- Support and highlight chapters as well as individuals who are accomplishing goals that tie in with the vision of the region and the mission statement of NSBE
  - Social media spotlights as well as newsletter spotlights
- Develop creative ways and tools to engage with NSBE members in the region
  - Social media themes
  - Social media content
  - Competitions, games and engaging sessions through the accounts

Feedback:

- Quantify the tracking of getting content on time
- Finance Zone:
  - Objective: strengthen chapter relief
    - Increase attendance to 700 for FRC
  - Collaborate and communicate within the board about chapter relief
  - Retaining financial transparency with the chair
    - Constant contact and communication with Naeem

Feedback:

- How would you think that 700 attendance would be possible? What are the strategies?
- Consider an offline strategy session with each zone to come up with creative ways (for FRC) to get people excited about the conference
- Programs Zone:
  - Utilizing and creating relationships with tech companies around us
  - Promote and strengthen membership
    - Programming that benefits the membership
    - Collaborate with membership zone
  - Programming is incorporated with the directives
  - Partner with companies
    - RLC and FRC
  - Two programs at each conference (individual goals)
  - Collaboration with the finance zone and comm zone
    - Stronger platform
    - Stronger partnership with companies
  - Measurements:
    - SurveyMonkey

Feedback:

- What do you mean by increasing programming by 60%?

<b>Region VI REO 2018-2019</b>	<b>Sunday, May 20<sup>th</sup>, 2018 Time: 5:00 PM PDT</b>	<b>Zoom Conference Call</b>
------------------------------------	--	-----------------------------

- Having more participation with companies from a programs standpoint: what are you looking for in saying participation of companies?
  - Get a pulse of what kinds of activities people want from companies through a focus group or a meeting...

**III. Agenda Topic #3: State of Region VI Finances**

- May Monthly Financials:
  - Net income as of April 30th: \$65,819
    - FRC revenue was almost doubled
    - BCA contributions/sponsorships were all exceeded
    - Loss for RLC
      - Rates are being adjusted accordingly
      - Reallocating of funds
      - Breaking even is a goal as well
  - Net income:
    - RLC payments are primary as of now
    - We do not have a supply request yet
    - Hope to get requests early to start spending money early
- 2018-2019 Budget
  - Determining how to spend the budget
  - Importance of submitting check requests to be ahead of our financials
  - The completed regional budget tracker (Due May 31st)

Feedback/suggestion: (following information should be forwards to the rest of the Programs Zone)

- Goal should be to have everything RLC paid for by end of July
- Issue IOE
  - That is the case right now as well (submission on 15th of every month)
- This needs to be taken care of by June 15th
- Registration rates? Are there any proposals?
  - Kamau will email them out to the rest of the board

**IV. Agenda Topic #4: Open Discussion**

Updates on RLC calls :

- Malcolm on contract
  - Should be signed by Tuesday or Wednesday latest
- Amazon contract
  - Not signed yet
- Finance Chair
  - Working on corporate packet
  - Should be completed by Friday's call

V. **Meeting Adjourned** at 06:00 PM PST by [Naeem Turner-Bandele](#)

Action Item #1	
Assigned to:	Programs Zone
Assigned by:	Treasurer
Required Action:	Supply Request for RLC
Deadline:	Sunday, May 27, 2018

Action Item #2	
Assigned to:	REO

<b>Region VI REO 2018-2019</b>	<b>Sunday, May 20<sup>th</sup>, 2018 Time: 5:00 PM PDT</b>	<b>Zoom Conference Call</b>
------------------------------------	--	-----------------------------

Assigned by:	Chair
Required Action:	All marketing and line items compiled
Deadline:	Friday, May 25, 2018

<b>Action Item #3</b>	
Assigned to:	REB
Assigned by:	Secretary
Required Action:	Send all information PR Chair and Telecomm Chair requested for intros/bios
Deadline:	Friday, May 25, 2018

<b>Action Item #4</b>	
Assigned to:	REO
Assigned by:	Parliamentarian
Required Action:	Reach out to Johnny Tangle about streamlining the professional's role
Deadline:	Sunday, May 27, 2018