

Region VI REO 2018-2019	Sunday, June 10th, 2018 Time: 5:00 PM PDT	Zoom Conference Call
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I. **Call to Order** at 05:00 PM PST by [Naeem Turner-Bandele](#)
Date: [June 10th, 2018, Sunday](#)

II. **Roll Call:** [Betelhem Tarekegn](#)

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

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

a. Admin Zone:

i. Chairman's Update - 6/10/2018

- Strategic Planning Task Force will meet this week (date and time TBD)
- National Membership Zone meeting on Wednesday
- Followed up with Microsoft contact Nate Rose, no response received. Will continue trying.
- Working with Regional Chairs and National Treasurer on resolving conflicts over the Data Carpentry partnership
- Setting up a time to meet with Shanna from 42 Silicon Valley.

ii. Vice Chairperson -

- Had a NEB Vice Chair call
 - All vices were in attendance at some point
 - Did introductions and talked about NLC, operating guidelines briefly, Membership Drive which lead into the Back to the Basics Initiative that Jocelyn is writing a proposal for and will have the Vices review at NLC, what we would like to talk about next call which is action item policy
 - Trying to square away the PG&E action items
 - Talked with the NEB Secretary letting him know about the PG&E action items, the Chairs request of having a Chair Instagram and that our Secretary is in need of some general comms zone assistance
 - Checked in with Programs Chair, Secretary, and Communications Chair this week

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- Sent out emails to Dr. Baker and Johnnie today as well seeing if they have been in contact with Finance zone and comms zone respectively
- Attended RLC meeting today
 - iii. Parliamentarian

Finished the by-laws and sent them to you as well as reached out for help to the National counterpart for help on bylaw revisions

b. Membership Zone:

- Able to finish the first draft of the Chapter Toolkit and the dashboard is also being worked on currently
- Starting our zone calls this week; Southern California zone call is happening now and Rocky Mountains will follow next week, Southwest Zone; the week after
 - Introductory
 - Lay framework of their roles as far as interacting with zone chairs
 - Initial introduction of RLC
- RLC Update:
 - Spoke to Yoel about the workshop
 - StacyAnn won't be able to actually do the workshop
 - Another workshop: About retention and academic success; Mona had started
 - Planning will be underway soon with the collaboration of AEx Chair and Membership zone

c. Communication Zone:

- Website has been updated with all past meeting minutes
- Because of finals, not much has been done but the zone's 30-60-90 has been completed

d. Finance Zone:

- First zone call a day before today
- Found that Tolu (Finance Chair) is on finals so she is only able to communicate with one sponsor as of now
- FRC Chair has two solidified positions on the CPC, and seeking professional help from a UNLV alumni
- Things to cover at NLC and gain
- Chapter relief applications need to be out this month so Kamau is currently working on that

e. Programs Zone:

i. 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.
- Working on workshops and competitions for FRC.
- Begin planning for the workshop I will lead at RLC.
- Begin working on the State of Programs Zone presentations for RLC.
- Complete Dr. Cross action item

ii. AeX Chair:

- Transition into new position.
- Prepare for NLC

iii. PCI Chair:

- Working on PCI programming he would like to incorporate at RLC.
- Prepare for NLC.

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iv. Torch Chair

- Working on TORCH programming she would like to incorporate at RLC.

v. RLC Chair:

- Working to get a contract signed.
- Finalizing agenda.
- Communicating with Communications Zone and Membership Zone to start pushing out RLC to membership.

f. Professionals Zone:

- Continuing working on action items and preparing for NLC
- Most of the board will be attending the NLC except the CI chair and the treasurer

IV. Agenda Topic #2: RLC 30-60-90 Plans

a. Membership Zone

- Different phases of publicizing
 - June: communicating with advisors each month to have them in attendance as well as have their members attend RLC
 - Zone chairs will be communicating with their Presidents and Vice Presidents on their calls each month
 - Discuss about fundraising initiatives; to cover overall RLC costs
 - Sending out emails to Jr members and Collegiate members with information about RLC
 - One-on-ones have been very effective so far so we have decided to go that route with the Presidents
 - July- Second phase:
 - What is getting in the way and issues regarding their attendance
 - Funding
 - Registration etc.
 - Introduce workshops that will be held at RLC
 - To encourage people to register and attend
 - August:
 - Focus on helping them prepare for RLC
 - Host different calls
 - What to expect
 - Workshop overview

→ Suggestion/concern; let's include enough information at least 4 weeks before the conference

b. Communications Zone:

- Depends on the signing of the contract because we are not able to push out anything as of now
- Flyers are done but need to be updated with the approved registration rates
- RLC website is underway and should be live by the end of the month
- All of the above depend on when the contract is signed so the zone can go from there and push out all necessary information to membership on time

c. Finance Zone:

- Communication; calling chapter treasurers on expectations for the year
 - Also include; location, registration dates...
- Assign the Finance zone members which chapters to communicate with
- Make sure chapter relief application is live
- Send out or allocate the chapter relief that has not been disbursed
- June:
 - Hands-on communication with sponsors
 - Communicating with treasurers
- July:

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- Plan to collaborate with the rest of the REB to grade the chapter relief applications based on the rubric that has been updated
 - Aiding the Finance chair in securing speakers for general sessions
 - Requesting financial information
 - August;
 - Make sure to have chapters updated with the expenses of RLC
 - Contact finance chairs by phone and giving them details
- Question: when will the deadline be for the chapter relief application?
- Before mid-July
- We should properly appoint people to a Chapter Relief committee as done so in the past
- Focus for deadline: based on how long it would take for the funds to be processed so they can use the funds instead of having the chapters wait for reimbursement

d. Program's Zone

- June:
 - Onboarding RLC committee and planning committee
 - Finalize contract with UW and Amazon
 - Finalize agenda
 - Push out RLC rates and highlights to membership
 - Work with UW advisor to ensure there is no issue with UW
 - Set regular meetings with collaborating zones/REB members and do weekly check-ins
 - July:
 - Set a theme of engagement and impact
 - Finalize workshops
 - Review: do personal check-ins
 - August:
 - Refine, increase and target
 - Track expectations and progress
 - Final check-ins
- Suggestions: - identify all workshop materials and they should be selected within the first 30 day period
- Tweak/alter and finalize the case study workshop
 - Publicizing portion has been covered by other zones
 - If R6 PEB is needed in helping with RLC agenda, their

V. **Agenda Topic #3: Region VI Bylaws Revisions Update**

- Making sure that there are no spelling or other errors
 - Working on membership definition; R6 Parliamentarian reached out to the National Parliamentarian regarding this but has not heard back yet
- Question: Have you looked at the National Bylaws side-by-side with the Regional ones? Any similarities/differences

- Regional bylaws does not have parts that reflect the National Bylaws so it is a bit challenging
- But duties and such have been comparable
- "Candidates must have Junior class standing in order to be" - you have to be at least a Junior to be in the National Board
 - It should be clarified: rising "Junior" rather than "Junior"
- This can be relative so can we enter them based on their year: "third/second... year"
- Make sure to check: "Bylaws" spelling
- ¾ quorum for a Regional Meeting
- ½ quorum for voting instances
- Revisit Engineering initiative

VI. **Operating Guidelines:**

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- 41 pages done and a PowerPoint will be made
- Please refer to the 2018-2019 Impartial Draft: [Here](#)
- The 10 of each month: all of the zone members need to have a monthly report ready
- The 13th of each month: zone leads need to send their monthly reports as well as their zone members' to Vice Chair
- The 15th of each month: Vice Chair will send out reports to National counterpart
- Action item policy and infractions
 - 3 missing action item: infraction
- Suspension and impeachment

→ Suggestion:

- Make an executive summary of major key points no one needs to forget
 - Monthly reports
 - How many infractions call for a verbal conversation vs. impeachment...

VII. **Open Discussion**

VIII. **Meeting Adjourned: 6:01 PST**

Action Item #1	
Assigned to:	Programs Zone (Iman to assign to Yoel)
Assigned by:	Chairperson
Required Action:	Send a PDF version of RLC agenda to R6 PEB
Deadline:	tbd

Action Item #2	
Assigned to:	Vice Chair (Nicolette Peerman)
Assigned by:	Dr. Cross
Required Action:	Make an executive summary of major key points no one needs to forget
Deadline:	June 17th, 2018

Action Item #3	
Assigned to:	Vice Chair (Nicolette Peerman)
Assigned by:	Vice Chair (Nicolette Peerman)
Required Action:	Proposal with Parliament: discrepancy with Membership chair before NLC
Deadline:	June 17th, 2018

Action Item #4	
Assigned to:	Vice Chair (Nicolette Peerman)
Assigned by:	Vice Chair (Nicolette Peerman)
Required Action:	NLC Preparation; Agenda and more...
Deadline:	June 15th, 2018