

Region VI Executive Board 2018-2019	Sunday, September 2nd , 2018 Time: 5:30 PM PDT	Zoom Conference Call
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I. **Call to Order at 5:30:02 PM PST by Naeem-Turner-Bandele**
Date: September 2nd, 2018

II. **Roll Call:**

Position	Name	Present	Late	Absent
Administrative Zone				
Chairperson	Naeem Turner-Bandele	X		
Vice Chairperson	Nicolette Peerman	X		
Secretary	Betlehem Tarekegn	X		
Treasurer	Uche Agwu	X		
Membership Chairperson	Janaye Matthews		X	
Programs Chairperson	Iman Yusuf			X
Parliamentarian	Dennis Kibe	X		
Professionals Executive Board Chair	Mikala Windham			X
RAB Chairperson	Dr. Kimberly Cross			X
Public Relations				
Public Relations Chairperson	Samias Tsegay	X		
Telecommunications Chairperson	Myles Williams	X		
Finance				
Finance Chairperson	Tolu Familoni	X		
Fall Regional Conference Chairperson	Cameron Marsh	X		
Pre-College Initiative				
Pre-College Initiative Chairperson	Abagaz Sherfa	X		
TORCH Chairperson	Allura Jackson	X		
Regional Leadership Conference Chairperson	Yoel Tekle			X
Academic Excellence Chairperson	Feven Debela			X
Regional Zones				
Southern California Zone Chairperson	Jeray Terell	X		
Northern California Zone Chairperson	Aitanna Parker	X		
Northwest Zone Chairperson	Nathnael (Natty) Solomon			X
Southwest Zone Chairperson	Genesha Gourdine	X		
Rocky Mountain Zone Chairperson	Zacchaeus Oni	X		
International Zone Chairperson	Paulo Jaime	X		
Additional Attendees				
Conference Planning Committee	Michelle Tony	X		
RAB	Johnnie Tangle	X		

III. **Progress towards the dream (Zone Updates):**

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- **Admin Zone:**
 - Created FRC Registration Breakdown Timeline and sent to REB.
 - Held a call with Shanna Uhila from 42 Silicon Valley to evaluate areas of potential collaboration.
 - Compiled a “Corporate Partners and Return on Investment” summary which details the Region’s struggles with sponsors. Emailed to REO and Finance Chairperson.
 - Crafting response to Frances Wilson to address FRC registration and NSBE Financial Policy.
 - Counterpart Check In with NEB Vice Chairperson
 - Vice chair: Check In with Region VI Secretary and Region VI Treasurer
 - Parliamentarian talked to National Counterpart regarding By Law amendments
 - **Membership Zone:**
 - Organizing Calls with Membership, NSBE Jr. Advisors, and Collegiate Advisors to discuss FRC Rates
 - Organize regional call to introduce chapter dashboard
 - Major areas of concern right now: FRC Registration/Costs and Zone Summits
 - Unsure of reason behind no applicants for chapter relief; was it pushed on other platforms besides
 - Also looking into how we as a Regional Board can better support NSBE Jr. Chapters; whose jurisdiction do they fall under? What additional efforts/focuses are necessary to support them? How else can we rebuild a relationship that was lost during time w/o an active PCI chair?
 - A little bit concerned about the sudden uptake in the amount of work we’re expected to do right now, with classes starting/picking up for most of us
 - **Communications Zone:**
 - First FRC newsletter sent out
 - Website updated with FRC and NC information available
 - FRC flyers are being made and should be pushed out throughout the week and following
 - Flyers for specific workshops, information, etc.
 - **Finance Zone:**
 - Determining usability of buses for FRC
 - Registering Case Study Winners for FRC
 - Delivering chapter to relief for respective RLC attendees
 - Met with Herbert for 1st of three treasurer focus calls
 - Added a plethora of workshops to the agenda.
 - Brainstormed a list of possible events to have at FRC.
 - Finished the Call for Workshops form.
 - Finished the Workshops ideas list booklet to help companies with workshop ideas.
 - Still looking to fill positions in CPC (Volunteer Coordinator, Registration Coordinator, Workshop leader, Meals Coordinator)
 - Solidifying agenda in order to get a total count of required room and event space
 - Continued communication and follow up with potential sponsors
 - Secured 2 partners for FRC
 - Still having calls in order to secure more sponsors
 - **Programs Zone:**
 - Working with Communications Zone to Advertise Eng. Div. Comp.
 - Facilitating PCI Chair Relations with National PCI Chair
 - Facilitating Programs Zone members roles for FRC
 - Working on Tech Bowl and Research Exhibition
 - Working on T.O.R.C.H workshop and community outreach at FRC|
 - PCI programming and FRC agenda in the works
- IV. Fall Scheduling and Time Management**
- Prioritizing:

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- Social life
- Good grades and
- Enough sleep
- Physical Health:
 - Good hygiene: when you can't do the bare minimum, you need to step back and see how you can approach your day/schedule
 - Healthy eating: choosing between what is convenient and what is good for us
 - Meal prep for the week
 - Exercise at some level
 - Wake up and sleep at reasonable times:
 - Get at least 6 hours of sleep every day although best would be 7.5 hours
- Mental health:
 - Let your brain rest and take breaks from your responsibilities and commitments:
 - Unwind
 - Unpack, etc.
- Creating a schedule: what to include?
 - Academics:
 - Classes
 - Office hours
 - Study time
 - Deadlines
 - Social life:
 - Spend time with friends
 - Physical health:
 - Walking to school
 - Working out
 - Mental health:
 - Winding down for the day
 - Extracurriculars:
 - Meetings
 - Events
 - Office hours
 - Deadlines
- Where to put your calendar?
 - Google calendar
 - Physical planner
 - Asana
- Staying on top of your schedule:
 - Write it down when you hear it
 - Accountability buddy
 - Set reminders
- Time management:
 - Balance
 - Make sure you are involved in all areas of your commitments and responsibilities
 - Adaptation
 - Prioritization
 - Planning ahead
 - Learning to say no,
 - know/learn about how you operate
 - Accountability

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- Delegate, etc.
- Discussion and questions:
 - What to do with something with a very tight deadline?
 - Figure out what category it falls under and prioritize based on that. Also speak with whom you're working with or who assigned the task to you
 - How do you approach healthy eating?
 - Preparing your meals for the week, and not eating easy microwavable foods
 - How to deal with work-funk?
 - Find out what motivates you
 - Switch roles/tasks
 - Let the fear of not having it done push you
- V. **Document Storage and Organizations**
 - Positional folder:
 - 2018-2019 that should contain everything you have been working on
 - There should be folders for each month in that 2018-2019 folders
 - Document title: [month, day , year]
 - Archives
 - Transition documents
 - Refer to the presentation to see how your folder should look
 - Don't leave personal documents on your NSBE drive
 - Do not have NSBE documents on your personal account
- VI. **Reminders**
 - Leadership Verification:
 - Make sure you fill out the survey and have your transcript sent
 - Have it done by September 30th
 - Monthly Reports:
 - Monthly reports: have both August and September if you can
 - Any major NEB contact:
 - Make sure to communicate about your contact with your NEB counterpart
- VII. **Action Items:**

Action Item #1	
Assigned to:	Vice Chairperson
Assigned by:	Vice Chairperson
Required Action:	Send out NEB Parliamentarian verification email to REB
Deadline:	N/A

Action Item #2	
Assigned to:	Vice Chairperson
Assigned by:	Vice chairperson
Required Action:	Send out slides presentation from meeting.
Deadline:	Sunday, September 2, 2018

Action Item #3	
Assigned to:	Vice Chairperson
Assigned by:	Vice chairperson

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Required Action:	Find confirmation email for verification from filling out the survey.
Deadline:	N/A