I. Call to Order at 5:30:02 PM PST by Naeem-Turner-Bandele
Date: September 2nd, 2018

II. Roll Call:

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

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