Region One Executive Board Meeting Minutes

Date: 09/23/2020

Minutes Prepared by Kimberly Pencil

Purpose: To introduce our new REB Members, review and discuss the proposed Fall Meeting Agenda, understand REB Responsibilities and next steps for the RLC Report, receive high level updates from Finance and Membership Zone.

Accomplish: To understand each topic, the details they entail and next steps moving forward.

Total Agenda Time: 1 hour 35 mins
Actual Agenda Time: 1 hour 33 mins

Agenda
I. Meeting Call to Order + Roll Call
II. Old Business
   A. Adoption of the agenda
III. New Business
   A. REB Check-In
   B. Fall Meeting Agenda
   C. RLC Report
   D. Activity Report Updates
IV. Open Discussion
V. Chair/Vice Chair Positive Affirmation
VI. Meeting Adjournment

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**Meeting called to order at:** 9:00 PM EST by Phoebe Ato

(* = excused)

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<th>Position</th>
<th>Name</th>
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<td><strong>Administrative Zone</strong></td>
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<td>Regional Vice Chairperson</td>
<td>Kyra-Lee Harry</td>
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<td>Regional Secretary</td>
<td>Kimberly Pencil</td>
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<td>Regional Treasurer</td>
<td>Sarah Garçon</td>
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<td>Regional Programs Chairperson</td>
<td>Curtis Linton</td>
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<td>Regional Parliamentarian</td>
<td>Kweku Colecraft</td>
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<td>Regional Professionals Chairperson</td>
<td>Angelena Edwards</td>
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<td>Regional Advisory Board Chairperson</td>
<td>Desmond St. Rose</td>
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<td>Regional Chairperson Emeritus</td>
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<td>New England Zone Chairperson</td>
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<td>New Jersey Zone Chairperson</td>
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<td>Upstate New York Zone Chairperson</td>
<td>Jalen Edmonds</td>
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<td>East Canada Zone Chairperson</td>
<td>Chetachi Ugwu-Ojibe</td>
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<td>Regional Telecommunications Chairperson</td>
<td>Samara Fair</td>
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<td>Regional Publications Chairperson</td>
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<td>Esther Daramola</td>
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<td>Regional Assistant Treasurer</td>
<td>Benjamin Pascal</td>
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<td>Aleye Okhio</td>
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<td>Fall Regional Conference Chairperson</td>
<td>Shanae Butler</td>
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<td>Spring Business Meeting Chairperson</td>
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<td>Pre-College Initiative Conference Chairperson</td>
<td>Ariella Sanders</td>
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<td>Regional Academic Excellence Chairperson</td>
<td>Nogaye Ka</td>
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<td>Regional Pre-College Initiative Chairperson</td>
<td>Karisma McCoy</td>
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<td>Regional AWFE/TORCH Chairperson</td>
<td>Isabella Animadu</td>
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<td>Advisor</td>
<td>Joshua Virgin-Bryan</td>
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<td>Advisor</td>
<td>Yetti Ajayi-Obe</td>
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<td>Advisor</td>
<td>Dario Boyce</td>
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<td>Guest</td>
<td>Avery Brown</td>
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<td>Treasurer Emeritus</td>
<td>Shena Marshall</td>
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**Quorum:** Yes.

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Old Business

- Adoption of the Agenda:  **1 min Because we have quorum again :) !!!!**
  - Desmond: The two appointments were done incorrectly and because of that the new members of the REB are unable to vote. According to Parliamentary Procedures. Process needs to be done correctly.
  - Kweku: It’s his understanding based on the bylaws and conversation with Avery that it was technically done incorrectly but based on the rhetoric it the bylaws it withstands.
    - Avery: Based on the rhetoric, yes it may withstands but would defer it to Desmond because he has more years of experience and he only has 4.
  - Phoebe: Can Desmond please clarify what he is saying. Is it that they cannot not vote? Or not on the board? On the admin call, Desmond did say they were on the board and put this error in the transition report.
    - Desmond: They are on the board but cannot vote. We do not have a quorum.
  - Kweku: What process should we follow to have them on the board?
    - Desmond: Same process you follow.
    - Phoebe: Okay so an interview.
    - Desmond: Interview, interaction with an advisor, then back to discussion since we had no quorum before. Discussion will lead Phoebe to an executive decision.
  - Curtis: Would like to add activity reports update for 10 mins to the agenda.
    - Curtis: Competitions and FRC updates will be sent in an email.

<table>
<thead>
<tr>
<th>Motion: “I move to adopt the REB Meeting Agenda titled 'REB Meeting Agenda [09-23-2020]'”</th>
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<tr>
<td>Maker: Phoebe</td>
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<td>Seconder: n/a</td>
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<td>Status of Motion: <strong>PASSED</strong> by Executive Decision</td>
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New Business

- **REB Check-In- Vice Chair (Kyra-Lee)- 10 mins**
  - What is your favorite early childhood (age 5-13) memory?
    - Tahiyah: Her first time going to Disneyworld in Orlando at age 8.
    - Shena: Going to the park everyday in the summer having water balloon fights and lighting the fireworks on the ground.
    - Sami: In second grade after a bad first day of school, her uncle took her out for ice cream.
    - Sarah: Her and her sister sitting on the roof of their house eating mangoes from the mango tree.
    - Nogayye: Gathering around with family on Fridays watching TV since they weren't allowed to watch TV during the school week.
    - Dorothy: The summers with her cousins in Georgia at their grandmother’s house.
    - Kimberly: Playing double dutch on the sidewalk with her neighbors.
    - Karisma: Bikerding crazy hills with her friends.
    - Jalen: Going to Virginia to his grandmother’s house.
    - Chetachi: Videogames and soccer with his cousins when they came over. At the end of the day they would ask his parents to sleep over.
    - Esther: Stuck between two. Her 10th birthday at the buffet and watching cartoons with her parents on Saturdays.
    - Curtis: Going to the airshows and watching the bluejays.
    - Ariella: Naptime in kindergarten and watching boomerang on the weekends.
    - Aleye: Her first plane ride to London. Inspired her major.
    - Ben: Dominoes with his cousins.
    - Avery: Enjoyed not going to school for 6 months because of a hurricane.
    - Kweku: Time in Jersey hanging out with his brother and his cousin.
    - Phoebe: Her 10th birthday in Nigeria. Her parents went out. Second one is her snail farm that she and her sister built. They were catching them every morning and having funerals for them when they died.

- **Fall Meeting Agenda (Kyra-Lee + Phoebe) - 30 mins**
  - Kyra-Lee: Fall meeting will be spread across 4 different days.
    - **Day 1 - Friday Oct 2nd**
      - FRC Mon/Wed agenda overview by Shanae and Ariella
      - Check-In/How Are We?
      - FRC IOE overview by Sarah
      - Comm zone update by comm zone
      - Desmond: Ariella and Shanae need to let Kyra-Lee know of the changes they would like to make.
      - Phoebe: Sarah figure out the IOE part with advisors. It was copied and pasted from last year’s Fall Meeting.

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Day 2 - Saturday Oct 3rd
- FRC Friday overview by Shanae and Ariella
- 9 min break
- Finance Update by Finance Chair and Treasurer
  - Revenue Update
  - Budget Update
- Working Lunch
  - Order in advance
- Platform Document Overview and Platform Training
  - Finance and FRC CPC to figure out who is doing this and how it’s being done.
- 15 min break
- Competitions Update
  - By AEX and BD
    - Update on elevator pitch, debaters, etc.
    - Nogate: Would you like to see the logistics of the competitions? Or update on how planning is going?
    - Phoebe: Yes but also sign up information and things you need help with. Final preparation things. Work with advisors and zone leaders on this.
- Shanae: There is a timing conflict with Ariella. She only has most of the morning to present and then she is at work after. Recommends Ariella presents first as early as possible.
  - Kyra-Lee: Timing is also based on when2meet Kimberly sent out so please fill it out.

Day 3 - Friday Oct 9th
- FRC Saturday agenda overview by Shanae and Ariella
- General session practice - Part 1 by Kyra-Lee
  - Come prepared for this.
  - Scripts will come out soon.
- Board Bonding
  - Maybe a virtual happy hour.

Day 4 - Saturday Oct 10th
- Programs Zone Updates
  - R1 Programmatic Updates, Marketplace, Scholarships, GPA verification, TORCH fest, etc,
- Updates on FZCs by zone chairs
- Curtis: Any way how the program's zone update can be pushed back by 30mins since he will be in practice until 12:30 on Saturdays?
- Phoebe: Can just switch zone chairs and programs zone.
- Kyra-Lee: Fill out the when2meet Kimberly sent out so she can refer to it.

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o Questions
  ■ Shanae: Until when can changes be made to the agenda?
    ● Phoebe: Theoretically until the day of.
  ■ Phoebe: Are the breaks okay for everyone? Thought process was to start early and finish early.
    ● Ben: Suggests at least 30 min breaks.
  ■ Phoebe: For any discrepancies, comment on the document.
    ● Kyra-Lee: As well as send any supplemental documents over.
  ■ Jalen: Based on last year's fall meeting, are we to do straight presentations? Wants to make the 40 mins actually productive.
    ● Kyra-Lee: Thinks presentations will be best since visuals help.
    ● Phoebe: Would say 20 mins presentation and leave 20 mins for questions. Discuss logistics, planning, and what do you expect from the board.

- RLC Report (RLC Chair - Aleye) - 20 mins
  o Aleye: Document has been sent out via email with the instructions there so is just going to do an overview.
  o REB Responsibilities
    ■ Sarah (with help of Admin Zone)
      ● Explain the decision behind why RLC was made free.
    ■ Sarah or Aleye to explain the breakdown of registrants based on the registration report from WHQ.
    ■ Aleye will explain the NSBECOnnect process and how Google Form was used to collect supplementary information from registrants.
    ■ PCI RLC summary by Ariella, Kyra-Lee, and Karisma
      ● Workshops and how students responded to it.
      ● Things that are good and can be improved.
    ■ RLC Visual Report
      ● Explaining zoom quality (audio/visual feedback)
    ■ RLC Survey Results
      ● Ask Kimberly to send out a reminder to fill out a survey.
      ● Kimberly: REB can also send it out to their counterparts.
    ■ Everyone to add their feedback and suggestions for future RLCs.
    ■ Appendices will be there to include all the templates and flyers used.

o Deadlines
  ■ First Draft due - Oct 1st
  ■ Final Draft - Oct 8th
  ■ Kimberly: Can we get an extension? There’s a lot going on.
    ● Aleye: Update - first draft due Oct 8th, final draft 22nd
    ● Sarah: Keep in mind that FZC are during that time and then after that the focus is FRC.
    ● Desmond: Once you get the draft, everything is up to you. Suggests to give more time to do the draft and she can finish it

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sometime before FRC.

- Aleye: Draft due Oct. 31st?
  - Everyone is in agreement.
  - Desmond: For every meeting a reminder needs to be done. REB and Admin.

- **Activity Report Update (Programs Chair - Curtis) - 10 mins**
  - Curtis: A total of 87 activity reports have been submitted between the 6 regions. Including the practice ones from RLC.
    - NEB Programs Chair recommends for Curtis to talk with his counterparts and REB to talk with their counterparts.
    - Activity report submissions count towards region supreme.
  - Phoebe: How many did Region I turn in?
    - Curtis: Does not have that information.
    - Phoebe: So what do you get as the R1 programs chair?
    - Curtis: Does not have the ability to analyze the data.
      - Phoebe: In her humble opinion, Curtis should ask to have access to that. Need to know what your Region is doing.
  - Kyra-Lee: Was that an action item to ask Curtis to find out how many activity reports Region I has?
    - Phoebe: Yes. It’s important to have that information as Programs chair to know how the Region is doing.
  - Desmond: Way back when we first had this discussion, we said the R1 programs chair never got that detailed breakdown. It’s always been that way. If we want to have that information, Phoebe needs to do that work because she’s on the NEB.
  - Kyra-Lee: Really push comm zone to share the awareness of activity reports. Fill out that request.
  - Sarah: For Kyra-Lee, what has been the turnout for CMRs?
    - Kyra-Lee: Has 26 from the summer, including all 6 zones. Working through NEZ.

- **Open Discussion - 10 mins**
  - Kimberly: Confused because the appointments happened already. It’s been a couple of weeks now. Discussion could’ve happened before this call to prevent what just happened. So what are the next steps in terms of the newly appointed people on the REB and how do we prevent something like this from happening again?
    - Kweku: In his understanding, doesn’t see anything that doesn’t not justify what we did?
    - Desmond: What’s the process of appointing someone to the board?
    - Kweku: An interview, discussion and a vote, but in the bylaws it says if after 8 weeks there’s a vacancy, the chair can appoint someone and that’s what she did. We also didn’t have a quorum.
      - It was also noted that because we didn’t interview, that it would

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be noted in transition reports. None of this is written down where all of this has to take place.

- Desmond: It is somewhere there and he’s not going to dig up 15 years of emails to get that.

- Kyra-Lee: Everyone was aware of next steps when Phoebe sent the applicant email.

- Desmond: Addressed this with Phoebe in an email before the admin call. There are things to be in the transition report and we will cross that soon. Doesn’t think the two candidates interacted with an advisor before coming on the board.

- Kyra-Lee: Yes they have.

- Kimberly: We were on the admin call and it’s in recording that we will move on and document it in the transition report. Why is it this deep? There’s two candidates and they’re here on this call.

- Phoebe: We did speak on this on admin and we came to the agreement that there were discrepancies and to document it and move forward. Thought she was being transparent with the email to everyone. Not blaming everyone and we don’t need to go back and forth but it was documented to move forward.

  - Seems like the issue is with the advisors so do we just want them to set up an hour call with them? If it’s not that then it seems like we’re going backwards.
  - Desmond: Will allow them to talk to the advisors and get the feedback from the advisors then we move forward.
  - Phoebe: Moving forward means they’re on the board, we have quorum and move forward?
  - Desmond: Yes.
  - Phoebe: Who are their advisors?
  - Desmond: Can appoint two advisors to talk with them but they may not be their zone advisors.
  - Phoebe: Chetachi and Tahiyah should be on the lookout for a meeting with an advisor.
  - Kyra-Lee: Yetti and Josh were on the call each with Tahiyah and Chetachi. Desmond was cc’d on the email that said Desmond is his advisor and to set a 1:1 call with him.
  - Desmond: Was this before or after the approval?
    - Kyra-Lee: Afterwards, congratulations.
    - Phoebe: Can we move on, what’s needed?
    - Desmond: Will send an email to let an advisor talk to them.
  - Kweku: Time has expired so can we please remember to follow parliamentary procedure. There are other people on the speakers list who would like to address other topics.

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Sarah: FRC IOE was sent to the board by Ben. Deadline is September 27th to complete.

Karisma: Reminder that it’s PCI month. If you want to sign up for a date to post content on the NSBE Jr. page please do so. She will drop the link in the chat.

Shanae: Would you like to give the board an action item. Everyone on this call to submit a workshop in the call for workshops by September 30th. There’s an FRC call tomorrow and in the agenda there’s the link to the current workshop proposals.
- Wants to remind everyone to fill out the when2meet for the FRC CPC applicant, Christine.
- Keep pushing out the CPC app and CFW.

Desmond: For the last couple of meetings, he has been trying to determine what motivates the REB to be excited not just to get on a call? What is one thing that we actually accomplished that actually motivates this board to jump high and move forward?
- Karisma: Excited about the PCI workshop happening this Saturday. A lot of sign-ups right now. It’s going to be great.
- Desmond: That’s from a PCI standpoint. What about in general?
- Karisma: RLC was very successful.
- Kyra-Lee: RLC and also collectively working on the CMR. That motivated us to keep going.

**Chair/ Vice Chair Positive Affirmation- 3 mins**

- Phoebe: Thank you all for hoping on the call tonight! Hope classes are going well for everyone! Still keep up the good work! We have made a lot of successes thus far. Knows sometimes things can seem stressful but that makes us grow. She likes being challenged. Whatever you’re going through, you will get through it. We will celebrate in Orlando.
- Kyra-Lee: Knows we are going on in the chat. All voices and perspectives matter. The dialogue that we had today was very healthy and important. Sending y’all love and positivity. See y’all at the next virtual happy hour whenever that is.

**Motion to adjourn the meeting:**

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<th>Motion: “I entertain a motion to adjourn this meeting at 10:33pm EST.” -Phoebe</th>
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<tr>
<td>Maker: Karisma</td>
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<td>Seconder: Kyra-Lee</td>
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<td>Status of Motion: <strong>PASSED by Consensus</strong></td>
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Meeting Adjourned at: 10:33pm EST

**Action Items**

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<th>Required Action</th>
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<tr>
<td>REB</td>
<td>FRC Chair</td>
<td>Submit a workshop in the FRC CFW</td>
<td>September 20th, 2020 @ 11:59pm EST</td>
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**Supporting Documents**

- Fall Meeting Agenda:
  https://docs.google.com/spreadsheets/d/12N4x3PqdZBPYoA1oPfeGdlJPoFBcczPuErgzkkUQ1Mo/edit#gid=0
- RLC Report:
  https://docs.google.com/document/d/1XvftLT22C6BK8HdoxH4Be9GQqCJdG0cwvtnVWnaLoS0/edit?usp=sharing

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