Region One Executive Board Meeting Minutes

Date: 09/09/2020

Minutes Prepared by Kimberly Pencil

**Purpose:** To debrief RLC and receive updates about the RLC report and receive a full walk through of an Intent of Expenditure (IOE)

**Accomplish:** Fully debrief RLC and receive actions and next steps about the RLC report and have an understanding of the process for filling out an Intent of Expenditure (IOE)

Total Agenda Time: **2 hours 0 mins**

Actual Agenda Time: **2 hours 5 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. Updates on the Region I Website
   C. FRC Rates
   D. IOE Workshop
   E. Appointment of East Canada Zone Chair
IV. Open Discussion
V. Chair/Vice Chair Positive Affirmation
VI. Meeting Adjournment

#StaySafe #StayHealthy #StayPositive *We will get through this together*
Meeting Called to Order at: 9:00pm EST

(* = excused)

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<thead>
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<th>Position</th>
<th>Name</th>
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<td>Phoebe Ato</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 Garcon</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>Zone Chairs</td>
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<td>Samara Fair</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>Regional Leadership Conference Chairperson</td>
<td>Aleye Okhipo</td>
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<td>Fall Regional Conference Chairperson</td>
<td>Shanae Butler</td>
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<td>Pre-College Initiative Conference Chairperson</td>
<td>Ariella Sanders</td>
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<td>International Committee Chairperson</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>Shena Marshall</td>
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<td>Guest</td>
<td>Avery Brown</td>
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<td>Guest</td>
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Quorum: No.

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Old Business

- Adoption of the Agenda: 1 min

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

- **REB Check-In- Vice Chair (Kyra-Lee)- 10 mins**
  - What are you looking forward to this semester?
    - Nogaye: Learning how to make more meals.
    - Shanae: Want to get over with the GRE.
    - Sarah: Signed up to be a math mentor for high school kids. Excited for that.
    - Sami: Got her own space.
    - Kimberly: Taking practical courses.
    - Karisma: Finishing it.
    - Jalen: Looking forward to his classes. They won’t be boring.
    - Dorothy: Passing with all A’s.
    - Esther: Finishing it. Her birthday as well.
    - Curtis: Getting another belt for boxing.
    - Benjamin: The next three months being better than the last three.
    - Ariella: 4.0 GPA. Hopefully an internship or co-op.
    - Aleye: Getting back to working on her graduate research.
    - Phoebe: Structure. Over the summer she doesn’t have structure so it bothers her.
    - Enyo: Her birthday (September 30th).
    - Yeti: Her birthday.
    - Shena: Eventually getting to social dance again.
    - Angelena: Meeting us all in person someday.

- **Updates about the Region 1 Website (Sami)**
  - Walk through of the new Region 1 Website
    - Had training on a website on the backend this past Saturday.
    - Goal is to release it at the beginning of December.
    - Trained to add pages, content, and widgets.
    - Got to log in to the new backend called Kenteco.

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- Contacted us in June about writemaps that allowed her to create pages on the new website.
  - Allows the pages to be on the back end of the website Kinteco.
- Might be asking us for more content.
- Will have bi-weekly workshops to train for the backend.
  - As her schedule permits.
  - Can ask questions whenever though.
- Needs photos since a lot of stock photos are on the website.
  - Will ask for any old photos we have in our drives via email.

○ Questions
- Shanae: Seeing as they are trying to have the entire website up by December, is it possible to launch the FRC website for membership for now?
  - Sami: Yes. Currently updating the FRC site now. Should be done by Friday. Changes have been made but not saved yet.
    - Going to keep the same format and work with the wix website and do as much as possible.
    - If there’s anything you want on the FRC site, please let her know.
  - Shanae: Would changes be published as soon as possible?
    - Sami: Yes. Just wanted to take the time to get everything uniformed.
- Sarah: How do you like the new website? How does it look? Assuming it’s for the membership?
  - Sami: Backend is very fun. Has everything you can think of and so much she can do with it. Let her know whatever you want in your section. Thinks membership will like it.
    - Can make it very interactive and do a lot with spotlights.
- Sarah: What happens with the old website?
  - Sami: Will have an update time where the old website is closed and transitioning to the new backend will occur. Should not take long. Working with an outside developer currently to speed up the process. You will see the new changes immediately when it opens and you go to the same URL.
- Kyra-Lee: Would you be able to show us the website and what it looks like now?
  - Sami: (Shows demo) As you can see there’s everything you can add. If you would like for her to present in detail at another REB meeting, she can.
  - Backend of the old website doesn’t look as good and is very complicated.

○ 2020 FRC Rates - 30 mins
  - Rates

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We need to cover the 33,000 revenue goal for FRC.

- Has the three rates.
  - Early Bird, Regular, and Onsite
- 2019 rates were used to calculate the 2020 rates which are discounted.
- Factored in expected attendance as well.
- Best solution is rates decreased by 40% with an expected turnout of similar historic attendance.
  - Best value for membership.
  - Still meets revenue expectations.

Motion: “I move to approve the document “2020 FRC rates as of August 12th 2020” on the sheet “Calculation of Rates Same Attendance at 40%””
Maker: Ben
Seconder: Sarah

Discussion:
- Kyra-Lee: What are the platforms that will be used and the justification of the prices so membership knows what they’re getting in to?
  - Ben: The price is for the revenue line item of the budget. Still working on the platform where Introda will be used for the career fair.
  - Phoebe: When coming up with rates, we must hit the 33K. With justification, we can work with FRC CPC to make sure the programming is right.
- Isabella: Knows he said he calculated the projected attendance based on passed FRC, but seeing that conference isn’t in person, did we account for the trends of attendance being in person?
  - Ben: Factored in trends from national convention.
- Esther: Seen the rates but will say the price isn’t too expensive for membership in her opinion. In order for us to justify the price we have now, it pushes us to have a really good conference for membership in terms of workshops and the career fair so that people know their money is well spent.
  - Phoebe: As chair, she did get emails from people trying to re-register for NSBE46 after seeing the company list. So it’s for Finance to get a good career fair and Programs to have good workshops to justify.
  - Kimberly: Agrees. Thinks the rates are reasonable. Just keep the energy now and push FRC to make it a good one.
- Jalen: What percentage of success is the threshold? How low can we go? It would be cool to look at Nationals success as well.
  - Phoebe: Will share numbers from nationals.
- Curtis: Agrees. Now he just has to do the programs.
- Kimberly: If the rates do get approved? What is the timeline looking like for them to be published? Do the dates for registration brackets still apply?
  - Sarah: Spoke to WHQ today. Has a meeting with WHQ tomorrow. Requested an earlier timeline since the days will be ideal to stay the same.

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Shena: Rates always take two weeks to publish. The dates are very optimistic. If dates are to be shifted, they will probably be shifted for a week.

Kyra-Lee: Coming from a membership perspective. For the PCI students, is there any updated information for them as to what they will be paying for? Advisors will have questions on this since they’re not really interested in something like the career fair. PCI price is close to collegiate.

Phoebe: This is something the Programs zone should bring back to their meetings.

Ben: It was always close.

Karisma: Did put in the request for companies to have high school opportunities and for universities to offer waivers for undergraduates. There will be the same competitions on a virtual level and great workshops for them.

Angelena: If there is a two week delay on getting the rates published, there has to be an alignment with the programming and what goes out. We need to expedite getting the information out to attract membership.

Nogaye: Are there still reduced rates for APEX this year?

Ben: Yes.

Phoebe: Probably want to get rid of the onsite word. Comm zone make sure that doesn’t get there in communication to membership.

Esther: How late is too late then?

Phoebe: Will have to come from the platform. They have to transfer the login information prior. Thinks it was a week for NSBE46.

Dorothy: There’s a day missing between regular and early birds. Was that planned?

Ben: Corrected it.

Phoebe: There is no quorum but will still like for Kimberly to do a roll call vote and then she will say final executive decision.

Call to question: n/a.

Roll Call Vote

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<tr>
<th>Role</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Vice Chair</td>
<td>X (still wants her justification though)</td>
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<td>Secretary</td>
<td>X</td>
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<td>Treasurer</td>
<td>X</td>
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<td>Programs Chair</td>
<td>X</td>
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<td>Metro/LI Zone Chairperson</td>
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<tr>
<td>Upstate Zone Chairperson</td>
<td>X (wants to clear the onsite term)</td>
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In Favor: 6  Opposed: 0  Abstain: 0

Status of Motion: PASSED by Executive Decision

Intent of Expenditure (IOEs) Workshop- 30 mins

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○ **Walk through**
  - Will break us up into our functional zones.
  - Every zone will have a member of the finance team to go over the content.
  - Kweku and Phoebe will go with comm.
  - Enyo will go with membership.
  - Advisors will be with their respective zones.

○ **Supporting documents**
  - 2019-2020 Budget
  - 2019 FRC IOE
  - IOE Template

○ **Questions**

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<th>Motion: “I move to extend the time by 20 minutes.”</th>
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<td>Maker: Curtis</td>
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<td>Seconder: Dorothy</td>
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**Status of Motion: PASSED by Executive Decision**

○ Dorothy: Sees that membership has a $500 budget for supplies. If membership wanted to do a gift card, would it come from that line item?
  - Sarah: It would fall under gifts and awards.

○ Curtis: If he’s going to do a subscription but it comes with a 60 day trial plan? Does he have to include it in IOE?
  - Sarah: No. Can just finish trial.

○ Karisma: If someone purchases a subscription under their budget, is everyone allowed to use it?
  - Sarah: No, we can share!

○ Nogaye: Does the current amount in the budget update after each purchase? How will we know how much is left?
  - Sarah: Will adjust that part.

○ Isabella: Are we filling out the IOE individually or as a zone. Does the zone lead send it out if it’s a zone IOE?
  - Sarah: For FRC, the zones will do one IOE and zone lead will send. For events outside of FRC, you can send it individually but keep Curtis in the loop. No need to worry about anything else after filling out the IOE.

○ Kyra-Lee: In regards to gift cards having to be approved, will you provide a list of vendors we are allowed to have gift cards from? What is the timeline looking like to get that?
  - Sarah: Can do this in her office hours tomorrow.

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Avery: Point of IOE is an intent. Even if you’re unsure, still put it in the IOE and you can not buy anything.

Kimberly: What’s the communication looking like between the finance zone after the IOE submission? Will we be in the loop of the statuses?
■ Sarah: That’s definitely something possible.

Kyra-Lee: In case gift cards are not approved, what will then happen to the fund being that we can’t allocate it to anything else?
■ Sarah: Gift cards shouldn’t be denied if they are approved vendors. Just stay on budget. Suggests a back up plan in case it is denied.

Shena: To Kyra-Lee, do you plan to mail the gift cards or are they electronic?
■ Kyra-Lee: Electronic.

Sarah: Thanks for your time everyone. Hope everyone learned how to fill out an IOE.

- **East Canada Zone Chair Appointment - 2 mins**
  - Phoebe: East Canada position will be appointed. Should be a great addition to the board.

Motion: “I, Phoebe Ato, Region I Chairperson hereby appoint Chetachi Ugwu-Ojobe as the 2020-2021 East Canada Zone Chair on the Region 1 Executive Board of the National Society of Black Engineers by executive decision.”

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<th>Maker: Phoebe</th>
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<td>Seconder: n/a</td>
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Status of Motion: **PASSED** by Executive Decision

- **Open Discussion- 10 mins**
  - Desmond: Canada does not have to follow the structure for zone conferences. Can be anytime in the year. Since he just got appointed, he needs time to get acquainted. Who will transition him?
    ■ Kyra-Lee: The board. We will all be here to support. Herself and Dario.
  - Kimberly: Everyone please fill out your email signatures. Will send updates with FRC dates. Delete August convention.
  - Dorothy: Did FRC CPC finalize the competitions that will be at FZC?
    ■ Shanae: We don’t have them all but there will be a few like ATB.
    ■ Dorothy: Please send the number and the time allotted and where budget will come from for prizes if any.
    ■ Desmond: Winners of the competition will represent the zone at FRC. If you as the zone chair want to give them a prize, you can. The winners will be awarded at FRC.

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Shanae: Will send out call details for FRC calls.
Karisma: Sent an email for PCI month. If we all can sign up for a date. Submitting content for the NSBE Jr. IG page. Thank you. Mic drop.
Enyo: Thank you for having her on this call. Learned a lot and ready to take whatever back to her chapter.
Desmond: For competitions at zone conferences, talk to Nogaye and Ariella. Maybe Isabella if she has any. Can have NSBE Debaters and Elevators as practice since we don’t have a Business Diversity Chair. Anyone can enter at FRC.
  • Kyra-Lee: Programs zone, please keep the membership zone in the loop on your work.
  • Kimberly: Comm zone too.
Ariella: Fall meeting times?
  • Phoebe: Will be discussed on admin call next week.

- **Chair/ Vice Chair Positive Affirmation- 6 mins**
  - Phoebe: Thank you for everyone for being on the call tonight. Thought it was pretty productive. In these next few months, stay engaged, communicate, over informed. It’s crunch time.

- **Motion to adjourn the meeting:**

  Motion: “I entertain a motion to adjourn this meeting at 11:05pm EST.”
  Maker: Kyra-Lee
  Seconder: Esther
  Status of Motion: **PASSED** by Executive Decision

  **Meeting Adjourned at:** 11:05pm EST

  The next REB meeting will be held on September 23rd, 2020 at 9pm EST.

  **Action Items**

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