I. **Call to Order:** Meeting called to order at 9:03 pm EST by Anthony Murphy

II. **Roll Call:** Maurice Patterson

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present</th>
<th>Late</th>
<th>Absent</th>
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<tr>
<td><strong>Administrative Zone</strong></td>
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<tr>
<td>Chairperson</td>
<td>Anthony Murphy</td>
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<tr>
<td>Chairperson-Elect</td>
<td>Julius Hudson</td>
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<td>Secretary</td>
<td>Maurice Patterson</td>
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<td>Treasurer</td>
<td>Michael Boswell</td>
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<td>Programs Chairperson</td>
<td>Paula McCall</td>
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<td>Parliamentarian</td>
<td>Kendrick Howard</td>
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<td>Advisor</td>
<td>Donna O. Johnson Mackey</td>
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<td><strong>Communications Zone</strong></td>
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<td>Publicist</td>
<td>Allanté Collier</td>
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<td>Technology Officer</td>
<td>Paula Bennett</td>
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<td>Angelena Edwards</td>
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<td>Professional Development Conference Chairperson</td>
<td>Jessica Wright</td>
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<td>Technical Professional Conference Chairperson</td>
<td>Frenae Smith</td>
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<td>Pre-College Initiative Chairperson</td>
<td>Dominick Sanders</td>
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<td>Collegiate Initiative Chairperson</td>
<td>Christine Wingo</td>
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<td>Talent Development Chairperson</td>
<td>Akissi Lewis</td>
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<td>Technical Excellence Chairperson</td>
<td>Syreeta Thomas</td>
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<td>Eric Bryant</td>
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<td>Region I Chair</td>
<td>Ledum Nordee</td>
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<td>Region II Chair</td>
<td>Phyllis Pelzer</td>
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<td>Region III Chair</td>
<td>Lyle Gladney</td>
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<td>Region IV Chair</td>
<td>Alex Isaac</td>
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<td>Region V Chair</td>
<td>Chris Lewis</td>
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<tr>
<td>Region VI Chair</td>
<td>Mikala Windham</td>
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<td><strong>Additional Attendees</strong></td>
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<tr>
<td>National Chair</td>
<td>Niasia Williams</td>
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III. Board Management: Julius Hudson

A. Monthly Report (Template and due dates)
   1. Using a one-page template. Format is still in development.
   2. Retain this monthly report to serve as supplementary material for transitioning to new board
   3. Monthly meetings will not be an update (that’s why we submit the monthly report)
   4. Julius to provide the due dates for reports
      a) Monthly Due first of the month to the Zone Leads
      (1) Zone leads will compile information and send to Chair Elect one week later
      b) First monthly report will not include May

B. 30,60, 90’s
   1. Everyone completed this task
      a) This task does not require resubmission, but it is encouraged to keep it up
   2. The intent is for everyone to look at each other’s submissions and identify any opportunities for zone collaboration
   3. Julius is working to identify how he can support everyone’s goals throughout the year
   4. Julius to join upcoming zone calls to provide more detailed feedback (maybe about 15 minutes of call)

C. Goals for the Year that aligns with the Mission of the Society & Directives of Professionals Chair
   1. Julius sat down with Maurice and Anthony to go over pro’s and con’s last year.
   2. Wants to ensure board accountability is in the forefront for everyone and making our day to day measurable so that we are tracking progress.
   3. Julius planning to deliver goals to everyone (1 goal per person)

D. Accountability
   1. Developing a system for tracking the accountability of boards and who’s actively participating
      a) A System based on cause and effects (celebrate successes and also address slacking)

E. Comments
   1. Donna O has some input that may assist Julius in board management
      a) Syreeta wants to join as well to account for SIGs
   2. Maurice to send Jessica Wright 30,60,90s
   3. Kendrick Howard: Recommend creating documents that establishes overall deadlines and set up a system where everyone has to read it and Julius would get a notification that it was completed.
      a) DocuSign could be an option

IV. Financial Review: Michael Boswell

A. Expectations/Timeline
   1. Ask questions as they come up
      a) If you don’t understand something, ask
      b) If you need help educating others, ask
   2. Be fully engaged
   3. Financial topics are the concern of everyone
      a) Think beyond your specific line items
   4. Michael is hosting webinars to provide training for people
   5. Event owners should be doing your IOEs, Travel Authorizations, and Rooming List.
      a) Do not count on the PEB Treasurer to be doing it for you
      b) IOEs are due to Michael the 10th of every month (May is an exception)
      c) Travel Authorizations should be done early enough (typically submit 45 days prior to needing to travel)
         (1) Must book within the timeframe
         (2) No reimbursements due to last minute decisions
      d) Michael to set up calendar invites for financial due dates with multiple notifications
   6. Goal is to have as few reimbursements as possible this year
   7. Planning to share Financial Policy when it is available
8. All Zone Leads and Regional Chairs to help with identifying those that still need reimbursements
   a) Name, what is was for, and dollar amount
      (1) If you have the original submission, please send to Michael. If not don’t worry
   b) Goal is to send all outstanding requests to WHQ with a completion date by NLC
9. Michael is working on developing a packet that clearly outlines the processing of soliciting money and how to get to the money and where it goes

B. PDC Update
1. Goal is to make sure the PEB knows where it stands expense wise and revenue wise
2. Currently funds are coming in
   a) Expect report out by the end of the month
   b) Payment should be in NLT than 60 days from when company signs commitment form
3. Encourage everyone to reach out to Jessica Wright to see how they can provide help
4. Mikala Windham:
   a) As sponsorships come in can PEB be notified to know what’s not available and to provide others with the understanding of who, how much, and what they committed too
      (1) Potential solution for Angelena Edwards to send out a weekly email.
      (2) Other Solution: Set up a google drive link that is live, so people can see at any time.
   b) Also provide information to know who is BCA and who others can go after
      (1) Michael: Goal would ideally to bring in more Affiliates as an organization with a sub-goal of 5 new Affiliates coming from the Professionals efforts
      (a) Reason being that Affiliates monies are largely unrestricted revenue which is a benefit to the organization
5. Michael to send email to have the board financially committed to the mission
   a) Grants ask how invested the board of the directors is
   b) Each PEB to make a monetary donation that goes to the Ed Barnette scholarship
      (1) Gets board 100% invested in the society

V. Communications Update: Maurice Patterson
A. Email signatures & pictures
   1. The template was sent to the PEB on how their signatures should look
   2. Everyone whom the PEB Comms Zone does not have a headshot for has been notified
B. Newsletter Process
   1. Content for the Professionals eNews is due the 15th of every month using the submission form that was emailed out
   2. Content for the SIG newsletter is due the 21st of the month using the submission form that was created
C. Social Media Pushes
   1. The goal is to post often about PDC, ASC, and other content as submitted
D. Chapter Engagements
   1. Process for created for chapters to submit content to be posted on social media and in newsletter
   2. Planning to send Eric Bryant Chip toolkit for Communications Zone
   3. Working with Syreeta Thomas to get content from SIGs

VI. Programs Review: Paula McCall
A. SIG Update via Syreeta
   1. Met with each SIG Director to set expectations for the year
   2. First group call to occur in May
   3. Monthly meetings will occur on the 2nd week of the month
   4. Barbara Dunlap now director of Transportation and Infrastructure SIG
5. Intellectual Property SIG was created 2017-2018 NSBE Year as a pilot SIG
6. SIGs are working to fill out their boards
7. SIG Newsletter to go out with all the information for each SIG beginning in June
8. Beginning to utilize LinkedIn for each SIG
9. Met with Karl and Constance about managing partnerships SIGs should own
10. Planning to develop a committee to help with managing SIGs
11. SIGs are committed to generating funds but they don’t all know how
12. All SIGs submitted workshops for the PDC and/or doing some type of other participation
13. All SIGs will be in attendance at NLC
14. Looking to ensure SIGs and PEB are connected

B. ASC Update
1. Currently has 10 registrants
2. 4 full days of exciting content
3. 4 keynote speakers
4. Registration goes up May 21st
5. Racheal is juggling 2 roles as Space Director and ASC planning chair.
   a) Solicit help for conference planning personnel
   b) Ideally would like someone that can pull everyone in and provide the support and with conference planning experience
   c) Content is there but need someone to do the conference chair part.
      (1) Get excitement for the conference and someone who can execute
6. Take conversation offline to discuss ASC in more detail and to possibly reach out to Dr. Howard for some suggestions

VII. Upcoming Events and Needs: Anthony Murphy
A. NLC Meeting and NLC Planning meeting info
1. Thank you for filling out the Global Contact sheet
   a) Make sure your boards have filled it out
2. NLC is planned by the NLI in June 20th-24th
   a) NEB is arriving on Wednesday
   b) PEB, RPEB, and SIGs do not need to arrive until Thursday
      (1) PEB can arrive Wednesday if they want
   c) If you can’t arrive Thursday, you probably will not be able to attend due to the schedule and benefit
   d) Travel
      (1) Registration opens next week currently at the rate of $25 per person. Pay ASAP
      (2) Must register to receive travel
      (3) DCA and BWI are the airports that we will have shuttles from
         (a) If you fly into IAD you will be responsible for your own transportation
         (b) If you leave Saturday, transportation to the airport is at your expense
      (4) Do not delay in booking your travel.
         (a) If you haven’t booked by a certain deadline, your travel will be cancelled
         (b) Once you register all travel information will be sent out
   e) We will be staying in the dorms
   f) Syreeta: Have you seen an agenda? Want to ensure SIGs have training that is beneficial
      (1) Anthony Murphy: No, he has not seen the agenda yet
      (2) If there is specific training, please send to Anthony
      (3) Weekly meetings are occurring
   g) Anthony to find out if we need to arrive by a certain time on Thursday as it relates to shuttle schedule

VIII. Adjournment: Meeting adjourned at 10:25 pm EST by Anthony Murphy
Next meeting: 9:00 pm EST, June 19th via web meeting.
Minutes Prepared by: Maurice Patterson, 2018-2020 NSBE Professionals Secretary

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<tr>
<td>Assigned to: Zone Leads and Regional Chairs</td>
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<tr>
<td>Assigned by: Michael Boswell</td>
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<tr>
<td>Required Action: All Zone Leads and Regional Chairs to help with identifying those that still need reimbursements a) Name, what is was for, and dollar amount (Action)</td>
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<td>Deadline: June 19th</td>
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<tr>
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<tr>
<td>Required Action: Find out if we need to arrive by a certain time on Thursday to NLC as it relates to shuttle schedule</td>
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<td>Deadline: ASAP</td>
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<tr>
<td>Assigned to: PEB</td>
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<td>Assigned by: Anthony Murphy</td>
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<tr>
<td>Required Action: Register for NLC</td>
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<td>Deadline: June 4th</td>
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<tr>
<td>Assigned to: Michael Boswell and Angelena Edwards</td>
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<td>Assigned by: Michael Boswell</td>
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<tr>
<td>Required Action: Determine to best way to display the sponsorship information coming in to the board</td>
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