Purpose: To practice the NSBE46 Regional Session Scripts as well as ensure the entire REB is comfortable with 2020 RLC by walking through the agenda and general session scripts.

Accomplish: Practice the NSBE46 Regional Session Scripts as well as ensure the entire REB is comfortable with 2020 RLC by walking through the agenda and general session scripts.

Total Agenda Time: 2 hours 0 mins
Actual Agenda Time: 2 hours 4 mins

Agenda
I. Meeting Call to Order + Roll Call
II. Old Business
   A. Adoption of the Agenda
   B. Approval of REB Meeting Minutes
      1. REB Meeting #5 [07-21-2020]
      2. REB Meeting #6 [08-04-2020]
   C. Approval of Operating Guidelines
   D. E-Business Discussion
III. New Business
   A. REB Check-In
   B. 2020 NSBE 46 Updates and Run Through
   C. 2020 RLC Updates and Run Through
IV. Open Discussion
V. Chair/Vice Chair Positive Affirmation
VI. Meeting Adjournment
Meeting Called to Order at: 8:36pm EST by Phoebe Ato

(* = excused)

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<tr>
<th>Position</th>
<th>Name</th>
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<td>Guest</td>
<td>Lanelle Sneed</td>
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Quorum: Yes.

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Old Business

• Adoption of the Agenda

- Motion: “I move to adopt the REB Meeting Agenda titled 'REB Meeting Agenda [08-18-2020]”
  Maker: Ben
  Seconder: Jalen
  Status of Motion: PASSED by Consensus

• Approval of REB Meeting Minutes
  o REB Meeting #5: 07-21-20

- Motion: “I move to approve the REB Meeting Minutes titled 'REB Meeting #5 [07-21-2020]”
  Maker: Esther
  Seconder: Sarah
  Status of Motion: PASSED by Consensus

  o REB Meeting #6: 08-04-20

- Motion: “I move to approve the REB Meeting Minutes titled 'REB Meeting #6 [08-04-2020]”
  Maker: Shanae
  Seconder: Isabella
  Status of Motion: PASSED by Consensus

• Approval of Operating Guidelines

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Motion: “I move to approve the 2020-2021 operating guidelines.”

Maker: Jalen - Thinks the edits that were made are proper for this year and they are ready for this year.

Seconder: Sarah - To add on from Jalen, not just for this year but for future boards as well. Document brought up everything that needs to be covered.

Discussion:
- Kyra-Lee: In regards to any grammatical errors or any word phrases, should we comment that on the document still? What is the final final review?
  - Kweku: Final final review is the review for grammatical errors, spelling, and formatting. In terms of content, that part is done after we vote. Can bring up these corrections in discussion too.
- Kyra-Lee: Wants to verify that there is a section in the operating guidelines that specifically touches on lateness. Being that there is a fine for being late. The process overall.
  - Kweku: There is a section line specified for that. They have one week before the scheduled time or 48 hours within the meeting scheduled date.
- Isabella: What does the 48 hours mean specifically? Is it before or after the meeting?
  - Kweku: If a meeting is scheduled within the week, you have 48 hours from when the meeting invite was sent to send a notice. There’s two situations. One where you’re preemptively saying your late. Another where it’s an extenuating circumstance where the 48 hour window is for.
- Dorothy: How do we deal with an action item we don’t have the time to complete? Example is an action item due in 48 hours.
  - Kweku: You do have time to dispute an action item within 72 hours of it being assigned. This is stated in the document.
  - Sarah: We adjusted it to say an action item cannot not be due in 48 hours.

Call to question: Kimberly

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**E-Business Discussion - Kweku**

- Kweku: How comfortable do we feel in doing e-business? There seems to be a lack of discussion with the board. Do people find it hard to respond on the email platform or are they busy?
  - Kyra-Lee: This might be a personal thing so apologies if it’s a personal problem. A lot of the past email businesses Kweku has sent out occurred on weekends. They will be sent out in the later evening of the weekend and the voting will take place till Saturday or Sunday.
  - Does understand that we’re not offline on the weekends but it is a little challenging since some people try to disconnect from business on weekends. Therefore some people might find it challenging to have that discussion on the weekends and it might be a little challenging to vote on weekends.
  - If there’s a way this can be slightly adjusted where we’re not making weekend motions.
- Kweku: Does understand and is trying to shift e-business away from weekends to only be a Monday-Friday thing. The last motion had the discussion period open from Wednesday-Friday but it didn’t seem like anyone wanted to discuss. Even for non voting members.
  - This is the power in non voting members since their discussion can sway a vote.
  - There’s currently two motions on the ballot due tonight at 11:59pm.
- Kyra-Lee: Wants to emphasize that although you might not be a voting member that we still would love to hear what your thoughts are because that will also help us who are voting members understand how the majority of the board feels.
- Kweku: Do we prefer to just handle motions on calls and not have e-business at all?
  - Sarah: Personally is more in favor of having motions on calls. If we need to in certain situations, we can use e-business then. If the option is to have it on a call, then why not have it on a call?
  - Jalen: When we first had e-business it was because of a busy time and it was like that off week of an REB meeting. We can engage where e-business is needed. From a discussion standpoint and making the best decision, REB calls might be better.
    - Ones where we know it’s all in favor, that’s fine by him. Just depends on the situation.
- Kweku: In the future, he will try to make e-business occur from M-F. Also, if possible to just avoid them.
  - Remember to vote on the two motions on the table so we can get a decision for the Treasurer Emeritus and Communications Policy.

**New Business**

- **REB Check-In - Kyra-Lee**
  - What made you smile this week?

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Yeti: Hairs grown a lot.
Sarah: Cousin’s girlfriend and daughter came to visit. She loves the kid.
Shanae: Finished her summer classes. Took a nap which is good.
Sami: Moved into her dorm which was really nice. Has four more days of her summer class left. See the end which is near.
Nogaye: Has a new addition to the family. Last week, she got a new niece.
Karisma: Saw her cousin’s baby. Didn’t get to go to the baby shower because of COVID but finally saw the baby.
Kimberly: Brother left for training in the army. Doesn’t support the army for obvious reasons. However, he called this week so she finally got to speak to him and he seems okay. Loves her brother so she’s happy that he’s okay.
Josh: Offer for his house got accepted for 15 stacks lower than the original price.
Jalen: Manager said he’s giving him an offer back.
Isabella: Just got a notification that the Rockets won over the Thunders.
Lanelle: Witnessed her best friend get married. Seeing love celebrated.
Gigi: Found her dream apartment and is supposed to be moving for her job.
Esther: Twitter.
Dorothy: Bought her sister a ticket to come visit her. Sister will be here tomorrow.
Dia: A friend of hers who is older just had her first kid. Friends are stressed but excited. Baby is adorable.
Ben: His paycheck.
Curtis: Got a new puppy.
Avery: Cooking. Makes him smile everyday.
Aleye: Finished her summer classes this past Sunday.
Kweku: Been able to get back to the courts.
Phoebe: Going to church for the first time in person in six months.
Kyra-Lee: Finished her internship. Hopefully on Friday she gets a job offer.

- **2020 NSBE 46 Updates and Run Through - Kyra-Lee**
  - Kyra-Lee: Detailed Walk-through of the script
    - Remember that we have annual convention this week.
    - Thursday August 20th is a one hour time block from 10am-11am EST.
    - NEB has yet to give information on the type of communication we will be having.
      - Whether it is a two way street or one way communication.
  - Phoebe: Was in contact with the CPC chair and he said we won’t know the platform logistics until tomorrow morning.
    - Fear of privacy issues.
    - So far knows that they said it will be a zoom webinar style where it’s one way communication but all Regional chairs denied this. Looking to see what’s the update on this.
    - Josh: Can we just videotape ourselves?
      - Phoebe: We can but want to hear back from the NEB first.

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○ Kyra-Lee: Because of this, the script is tentative so would like us to adjust it for a one way communication to keep our membership engaged.

○ Kyra-Lee - Talking through Thursday and Friday

■ Thursday
  ● MC is Jalen
  ● Welcome by Jalen
  ● REB Introduction by Comm Zone
    ○ Kyra-Lee: Is the slideshows still a go for comm zone?
      ■ Kimberly: Yes, Dorothy is working on the slides. We are sticking to a basic slideshow and a video will be used for RLC.
      ■ Kyra-Lee: How were we thinking about going through the slides?
        ● Jalen: He can moderate.
        ● Kimberly: Yeah Jalen can moderate. If it’s on zoom, people can just show their face when they see their picture and introduce themselves.
  ● Chairs’ Welcome by Phoebe and Angelena
    ○ Phoebe: Yes slides have been put together and have been sent for review. So everyone who needs it has received it.
  ● Interactive Activity by Dia and Sami
    ○ Kyra-Lee: Possibility where this may not be able to happen. Any suggestions to modify this if it’s one way communication?
      ■ Sami: Jalen suggested switching sessions from Friday but is asking for more suggestions.
      ■ Dia: Text message propagation maybe. People can text to a number and present the messages on the screen. Thinking of a poll type of thing.
      ■ Kyra-Lee: What would the polls entail?
      ■ Dia: That’s as far as that goes.
      ■ Kyra-Lee: Sees people are in support of Kahoot.
        ● Can Karisma, Sami, and Dia make a Kahoot?
          ○ Sami: Sure.
    ○ Kyra-Lee: Taking Jalen’s suggestion which was to move FRC or RLC presentations to Thursday to replace the interactive activity. What do people think? Maybe 10/15 minutes of Kahoot and then 10/15 minutes of the RLC presentation.
      ■ Jalen: If we can’t do any activity at all, then that was his suggestion to replace it all together.
        ● Added this comment to the document.
    ○ Kyra-Lee: Would Phoebe and Angelena like to extend their time by 5 minutes?
      ■ Phoebe: Sure. The more time the better. Also wants to say for the

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people making the Kahoot game to keep in mind all demographics (NSBE Jr., Professionals, and Collegiate) when coming up with the questions.

- Kyra-Lee: Feel free to share the link to the Kahoot game as well since it’s a collaborative effort with the REB.
  - Karisma: Isn’t there a Q&A part of webinars on zoom?
- Phoebe: Doesn’t know if she’ll be able to see the questions. Knows there’s someone who will handle the questions but not sure who that will be.

- Kyra-Lee: To be clear for Thursday, we will have the Welcome, REB Introduction, Chairs’ Welcome that will be extended to 20 minutes, and if we do not have a interactive activity, then we will move the RLC presentation to Thursday and extend time for the FRC presentation on Friday.
- Kyra-Lee: Friday starts at the same time (10am-11am EST).
  - MC is Esther.
  - Welcome by Esther (maybe icebreaker).
  - Maybe 30 minute FRC presentation if RLC is moved to Thursday.
  - R1 Chant practice which was supposed to be the interactive piece. Any suggestions for this?
    - Esther: She’s just reviewing the chant so that they know it?
    - Kyra-Lee: Maybe she can just go through it but if interactive they will do the chant with her.
  - Shanae: There are a lot of present changes going on with FRC so can her time be more flexible and cut short? Does not want to just answer questions with “I don’t know.”
    - Kyra-Lee: It’s definitely flexible like introducing CMRs.
  - Esther: For the closing, what is she announcing? Like socials to follow?
    - Kyra-Lee: Will the comm zone be able to provide the slides for announcements to Jalen and Esther?
      - Jalen: Has the slides done for this which covers things we’ve been sharing on our socials already.
  - Isabella: Maybe we can also talk about how to win Region Supreme in addition to CMRs if we can’t do the Regional activity?
    - Kyra-Lee: Phoebe, do we have the criteria for Region supreme?
    - Phoebe: Does not have that and doesn’t think she’ll hear anything back by this week.
    - Kyra-Lee: Maybe Jalen and Esther can plug this in.
  - Karisma: Be sure to add @r1nsbe_jr under social media handles.
  - Kimberly: What’s going in the state of the Region? Maybe we can also add a “Looking Ahead” where we discuss what to expect from the Region this year (yearly programming, SBM, etc.).

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○ Phoebe: Was thinking about doing a slide of staying engaged so will add this.

● Gigi: For NLC, it was really cool that they got a few minutes to vibe out with some music. Knows it’s not super academic or a part of an agenda but it did keep them engaged and in touch. Released some stress and tension. We can use the extra time to play music.

● Dorothy: Unregistered for NSBE46 but says she’s registered. Would want to know how we enter Regional meetings?
  ○ Phoebe: Will send the zoom link for the REB to enter the meeting. If you want to enter the conference, go through the NEB membership chair (nebmembership@nsbe.org).

● Kyra-Lee: Friday will entail the welcome, maybe 2020 RLC presentation, FRc presentation, R1 chant, maybe a music jam out session, and then a closing.
  ■ Kyra-Lee: For any questions or suggestions, feel free to email Kyra-Lee or make a comment on the document.
    ● If you will be attending the Annual Convention, it starts tomorrow.
    ● If you can attend the Regional meeting, please do on Thursday Aug 20th and Friday Aug 21st.

● 2020 RLC Updates and Run Through
  ○ Kyra-Lee: Thank you to the RLC team for putting together the final touches for our Region I RLC.
  ○ Kyra-Lee - Detailed Run Through of Scripts
    ■ 6 sessions total.
    ■ RLC is Wednesday, Thursday and Saturday of next week.
      ● Starting on Wednesday August 26th from 8pm-9pm EST.
      ● Make sure you are continuing to encourage our members to register for RLC.
    ■ Wednesday August 26th
      ● RLC Welcome by Aleye
      ● State of the Region by Phoebe
      ● Dismissal by Phoebe
      ● Phoebe: Thinks there was a comment from the last REB call to move the REB introductions up so that it’s moved to the first day. May want to cut the time from her State of the Region since she can’t talk long.
        ○ Kyra-Lee: Are the presentations for the Full House challenge of the REB introductions set to be finished for next week?
          ■ Dorothy: Yes. To clarify, it will be the Full House challenge but we’re using the Family Matters theme song.
      ● Kyra-Lee: So update for Wednesday is RLC Chair Welcome, REB Intro, State of the Region, and then dismissal.
        ○ Phoebe: Who will introduce the REB? Thinking for Aleye to say something and then it flows right into her introducing the rest of the team.
Sarah: Echoes Phoebe and also makes a comment to update the Wednesday time to 7pm-8pm EST.

- Thursday August 27th
  - Welcome by Ariella
  - CMR Overview by Kyra-Lee
    - Chapters should receive CMRs between today and tomorrow
  - Overview of the Day/Dismissal by Ariella

- Saturday August 29th
  - General Session
    - Welcome by Ben
    - Activity Reports Overview by Curtis
      - Kyra-Lee: Is Curtis set to present about activity reports?
        - Curtis: Yes. Will send a presentation to Phoebe, Aleye, and advisors.
        - Kyra-Lee: Can Curtis also send the activity reports to the rest of the REB?
          - Curtis: Yes.
  - Closing Session
    - Welcome by Nogaye
    - 2020 FRC Presentation by Shanae and Ariella
      - Kyra-Lee: Will the time frame be okay for RLC?
        - Shanae: Hopefully she will get more information by next week but it should work.
    - Conference Closing by Aleye
    - Final Closing by Phoebe
  - Kyra-Lee: Do the professionals have anything to add on about RLC? Ways they would help?
    - Lanelle: Thinks this is great. Good work to everyone! However we would like to utilize them, just let them know. Any help with facilitating zoom rooms as well, they can assist there. She blocked out Saturday.
    - Gigi: Basically in the same boat as Lanelle. Can help if there’s any need for resume reviews or career guidance. Anything else beyond that as well. Encourages us to send an email to state how they can help to better articulate themselves to the board.

- Aleye - Conference Updates
  - Transition times have been factored in.
  - Wednesday
    - Starts at 7.
    - Opening Session will be led by Phoebe.
    - NSBE 101 led by Avery.
    - Game night.

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Curtis, Aleye, and Sami are making the game so no need for zone chairs to make them.

- Jalen: Did you say that there will be a game for NSBE 101?
  - Aleye: No. NSBE 101 will be a presentation by Avery. NSBE Game night will be a trivia game style and jeopardy game style.
  - Jalen: If we are doing trivia/kahoot for NSBE46 on Thursday, a reminder to ensure there’s not too much crossover.

**Thursday**
- General Session
- E-board Management session by Kwame
- How to be an Effective Leader for NSBE Jr. by Kyra-Lee
- Zone Breakouts by Geographical Zone Chairs
- Closing by REB
- Kyra-Lee: Can the East Canada zone be a part of the zone breakout as well?
  - Aleye: Yes.

**Saturday**
- General Session
- Functional Zone Breakouts lead by Zone Leads
- Breaks
- Positional 1:1s lead by REB for their Counterparts
  - PR and Pub will be by Dorothy and Jalen
  - Treasurer and Assist Treasurer will do a joint session.
- Kyra-Lee: Can we remove Vice Presidents from Admin Zone? They might question if they should go to admin or membership. Have them stay in the membership zone.

Aleye: To everyone, please include your zoom links if you haven’t yet.

Dorothy: Will material be provided for NSBE Game Night?
- Aleye: Yes.
- Dorothy: Is there a list for the answers?
- Aleye: Yes, there is a Google Drive link to them and will send it out.

Kimberly: Can everyone please share their zoom links by Friday? This is so that she can send her email out by Monday. Also, if she can have the link to the agenda for membership with the zoom links.
- Aleye: Yes. Can pull it out from the drive on Friday.

Karisma: Does she put the zoom link in the tab for registered members or for also the other tabs?
- Aleye: If you put it in the working agenda tab then you’re fine.

Isabella: Wonders where the Professionals come in. Didn’t really catch that part.
- Sarah: As in workshops specific to professionals?
- Isabella: Yes or if Professionals are leading any workshops?
- Sarah: The purpose of the conference is to train chapter leaders to lead their

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chapters. Professionals typically have this training experience in their workforces and NSBE experiences in college.

- Only Professional leading a workshop that we have right now is Kwame who is the National Professionals Parliamentarian. Also from Region I so he will give a presentation for our Collegiate leaders.
- REB Professionals will help us manage zoom rooms during the positionals.

**Open Discussion**

- Jalen: Can he get a few more sign ups for Motivational Mondays.
  - Isabella can do Sept. 14th.
- Shanae: Can Jalen share the excel of the Motivational Mondays.
- Kimberly: Everyone please fill out the when2meet for REB meetings in the Fall by Friday.
- Sarah: For sessions that most people will attend, please put them on our calendars.
  - No need to do this for positionals.
  - If you made the zoom link, share the calendar with everyone for the big events. Unless we want a time block calendar for RLC.
- Aleye: Will send a breakthrough meeting invite.
- Aleye: Thinking of doing a short 15 minute meeting to happen before RLC each day to people who are presenting.
- Kimberly: Are we doing email invites for attendees?
  - Aleye: There is a different form that Sarah and her made that they will be sent out. There’s also the agenda Kimberly is sending out with the zoom links.
  - Sarah: Does Kimberly just want to include the form in her email.
    - Kimberly: Sure.
- Kyra-Lee: Continue to fill out the form for Virtual Happy Hour.
- Phoebe: Thinking of the User Experience. What was the thought process with so many zoom links instead of just one zoom link for all the general sessions.
  - Aleye: The thought process was for them to just click on the agenda.
- Kweku: Remember to vote on the two motions.

**Chair/Vice Chair Positive Affirmation**

- Kyra-Lee: Congrats to everyone for everything we have done for the summer.
  - Knows a lot of us start school in two weeks.
  - We made it through 5-6 months of a global pandemic.
    - Switching from in person to online schooling. I know this was a challenge with a
lot going on.

- Appreciated what made us smile this week.
- Proud of us.
  - Let’s keep up the energy and support each other. Help and ask questions.
  - We know the vibes. Support black businesses.
- Phoebe: Wants to say thank you for all the great work. The start was rocky and we haven’t met in person so knows it’s a hard time. We made it to the end of the summer.
  - Such a tremendous privilege to be our Chair.
  - If you’re feeling stressed or overwhelmed, we made it this far. We can finish it out.
    - Summer is usually the hardest time to get equated in your position.
    - Once we make it through FRC, we’re at the finish line.
  - I Want to encourage us if we’re feeling down and overwhelmed to take some time and rest. NSBE will continue regardless. Respond in 48 hours though and do your e-business to make Kweku happy.
  - Thank you to everyone from Professionals, Advisors, and the REB. With that being said: ONE FIYAH!

**Motion to adjourn the meeting:**

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**Motion:** “I entertain a motion to adjourn this meeting at 9:40pm CST.” -Phoebe

**Maker:** Jalen

**Seconder:** Kyra-Lee

**Status of Motion:** PASSED by Consensus

Meeting Adjourned at: 10:40pm EST.

**Action Items**

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**Supporting Documents**

#StaySafe #StayHealthy #StayPositive *We will get through this together*
N/A.

#StaySafe #StayHealthy #StayPositive *We will get through this together*