Region One Executive Board Meeting Minutes

Date: 06/23/2020

Minutes Prepared by Kimberly Pencil

Purpose: To ensure that every board member is aware of all the details surrounding the upcoming Regional Open Forum, Accountability System, and 2020 NSBE Conferences.

Accomplish: Thoroughly discuss and understand what is happening for the Regional Open forum.

Total Agenda Time: 2 hours 0 mins
Actual Meeting Time: 1 hour 42 mins

Agenda

I. Meeting Called to Order + Roll Call
II. Old Business
   A. Adoption of the Agenda
   B. Approving Minutes from 05-19-2020 REB Meeting & RTM Week I
   C. Check-Ins
   D. Accountability
III. New Business
   A. Annual Convention and RLC Update
   B. Regional Forum
   C. Open Discussion
IV. Meeting Adjournment
Meeting Called to Order at: 8:31pm EST by Phoebe Ato

(* = excused)

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<td>Regional Vice Chairperson</td>
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<td>Yetti Ajayi-Obe</td>
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**Old Business:**

- **Adoption of the Agenda**

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<th>Motion: “I move to adopt the REB Meeting Agenda titled 'REB Meeting Agenda 06-23-2020’”</th>
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<td>Maker: Karisma</td>
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<td>Seconder: Jalen</td>
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<td><strong>Status of Motion: PASSED by Consensus</strong></td>
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  - Kweku: Wants to remind everyone that this meeting will be run under parliamentary procedures. Make sure you raise hands and use the speakers list. If you can’t use zoom functions, send him a text on his put in the chat if you have something to say.
  - Let’s get this rolling!

- **Approval of Past REB Meeting Minutes**

  - Approving RTM Meeting Minutes
    - Kimberly: We’ll be going over the minutes from the last REB Meeting on May 19th & RTM Week I.
      - Hope everyone read the minutes and made their comments. We will be approving them and no changes will be made after.
    - RTM Week One

      | Motion: “I move to approve the REB meeting minutes titled 'RTM Week I’” |
      |-----------------------------------------------|
      | Maker: Kimberly |
      | Seconder: Sarah |
      | **Status of Motion: PASSED by Consensus** |

  - Approving REB Meeting Minutes
    - REB Meeting [05-19-20]

      | Motion: “I move to approve the REB meeting minutes titled 'REB Meeting #2: [05-19-2020]’” |
      |-----------------------------------------------|
      | Maker: Kimberly |
      | Seconder: Shanae |
      | **Status of Motion: PASSED by Consensus** |

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New Business:

- Check ins (Kyra-Lee)
  - Updates:
    - One word to describe your past week:
      - Shanae: Overheated
      - Sarah: Busy
      - Sami: Productive
      - Nogaye: Interesting
      - Kimberly: Grateful
      - Karisma: Exciting
      - Jalen: Busy
      - Isabella: Hectic
      - Dorothy: Still expensive
      - Curtis: Blessed
      - Benjamin: Tiring
      - Kweku: Insightful
      - Avery: Productive
      - Dario: Interesting
      - Angelena: Hectic
      - Phoebe: Restful
      - Kyra-Lee: Busy
    - Kyra-Lee: Thank you for that everyone! Love to know that a lot of us had exciting, insightful, interesting weekends. For others who are busy like herself, they will get through this week.
  - Kyra-Lee - Accountability System:
    - Here’s the accountability system.
      - There are 4 sections attached to it.
        - Accountability tracking: gives short descriptions of the accountability.
          - Not just action items but anything that you are assigned/accounted for.
        - Accountability summary: The number. System to see how many action items were assigned/completed. Just a rough check, calculation portion.
        - Accountability detail: Longer description. The exact email that person who assigned the action item gave so that everything is there and is accounted for.
        - Accountability fines: Will be used to see how much fines are cured in from the REB. I Hope the page stays empty but if it does get filled up "you know."
      - As you can see we’ve had about 10-12 accountability + action items already.
        - Some are due this week.
      - This will be how she keeps track of everyone and makes sure action items are done because we want to hold each other accountable.
  - Questions

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Sarah: When assigning an action item, do we have to fill out the spreadsheet ourselves?

- Kyra-Lee: No, please don’t fill out the accountability system by any means. What you would do is use the email she sent 2 weeks ago with the outline about how to send action items to her, the REB will follow that.
  - Also requesting for another email when the action item was assigned subject “[Accountability Detailed]” for a more detailed description of the action item and that will be in the accountability sheet. This is to keep track of what’s in the sheet and understand what the action items mean.
    - May be changed. Will follow up.

Angelena: Where is the “assigned to” column?

- Kyra-Lee: Would be in the accountability detailed section but should probably add it to the accountability tracking section. Will take Angelena’s suggestion.

Sarah: Just to comment. Via the first sheet, can also use the “not applicable” section under the pull down to know who the action item was assigned too.

- Kyra-Lee: This is also a method for Angelena’s question but will also add a section of who the action item is assigned to.

**Annual Convention & RLC Update (Phoebe)**

- Annual Convention
  - Now fully virtual.
  - RLC will be enveloped into an annual convention.
  - Will come through an email of what we as the REB have to pay.
    - For new REB members, Phoebe is not sure if they will be able to attend NSBE46 for free.
  - Will come in an email of who is registered and who will have to pay for the annual convention. Does not know the answer to this for sure yet.
    - If you were not an REB member last year, not sure if we would attend NSBE46 for free. For NSBE47 yes. Can clarify this.

- Are we required to go to virtual annual conventions?
  - Phoebe: Depends on who has to pay for it.
    - Won’t say it’s mandatory yet but the issue may rise if we as a Region have to put on programming for our members at RLC.
    - RLC is still very skeletal; not sure what will be done yet for it.
    - Still preliminary conversations.
      - Not very clear direction on what Regions will be doing with RLC.
      - With being said, on the President’s call, a lot of chapters don’t seem to be attending NSBE46 so we may need to put on separate programming as a Region in order to properly train our members.
        - If we go with this option, then NSBE46 wouldn’t be mandatory if there’s no reason for it; especially with a lot of us paying out of pocket.

- People still registered for NSBE46: Kweku, Sarah, Isabella, Dia, Esther, Phoebe.
- Curtis: Last night via President’s call Phoebe mentioned that we will have our own separate RLC. How far in advance would we know so we can come up with the program?
  - Phoebe: Thought just came since it was overwhelming to see a lot of our

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chapters were not registered for annual convention/RLC.

- Came to her mind that we would need to put on separate programming so that’s something that we as an REB would need to decide.
  - Can’t answer this question now but it would need to go though admin/different zones. So would be a whole different board discussion that she doesn’t think we should talk about tonight. Definitely something that we would start planning probably between the end of July to August.

- Jalen: Will there be a career fair at NSBE46?
  - Phoebe: Yes there will be a career fair.

- NLC
  - Phoebe: Did we all get the email that was just sent about NLC?
    - Kweku: Yeah.
  - Phoebe: People won’t like her but yes she is saying that NLC is mandatory unless you have a legitimate excuse as to why you cannot attend.
    - That would of course have to go through official policy. (emailing Kyra-Lee, cc’ing zone lead and advisor)
    - Doesn’t want to waste time on the call talking about why she made her decision.
      - Her thought process though is that if we’re thinking about hosting a separate RLC/virtual FRC, we should experience what that virtual conference looks like.
      - Also we should be trained by our National counterparts.
        - Of course we had good training at RTM and not saying that going to NLC will completely change our lives but thinks it’s still good to build that network and have that to be successful in your position.
      - Does see financial constraints in the chat. Not sure if it was mentioned in the email but reach out to NLI chair. Agenda shows that it be on weeknights and weekends for 1 week.
        - Monday/Wednesday/Friday/Saturday/Sunday
  - Shanae: So it was mentioned to update our signature blocks. Not sure what that is?
    - Phoebe: That is your email; where you have your name. Just updating it to match that conference is virtual.

- Regional Open Forum (Phoebe)
  - Topic: “Getting it off your chest: Managing Two Pandemics”
    - Subtitle was decided via email vote.
    - Hope by tonight she sees us coming together to plan something good.
    - A lot of us experienced negative feedback from Open Forums on campus so hopes that we can bring our expertise and finetune it for our Region.
  - Purpose
    - To have our members express how they feel.
    - To the comment of “I don’t feel comfortable answering questions.”
      - We’re not going to be answering questions.
        - Just for membership to share their experiences and what they have been going through. What’s been happening in their communities.
        - For us as a REB and membership to understand what different demographics have been going through.

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Just to have that open communication thing.

- Two professionals will be on the call (Mental Health Professional & Public Policy SIG leader)
- Chance for us to engage and shine with membership since they won’t see us face to face until March 2021.
  - Best if we start interacting with them now and think this is a good time to do that and grow closer as a community.
- Changed from “Townhall” to “Open Forum” based on feedback about if we will be taking questions.

Flow of Day

- Will go over responsibilities since they intertwine with each other.
- Wanted to ensure everyone has a role instead of her planning the forum alone.
  - Zone leads should’ve communicated with their members.
- We can provide each other feedback and finetune their responsibilities.
  - By the end of this call, we will be leaving with the agenda for Saturday.
- Responsibilities (since Phoebe is not planning this alone):
  - Programs Zone - Agenda
    - Kept everything pretty much short and sweet.
    - Invited a mental health professional and have a public policy professional from the SIG group as suggested from Phoebe.
    - Only thing that sticks out is the 8:46 moment of silence for George Floyd.
      - I Think this could be really powerful.
  - Detailed Thought Process
    - REB will come on the call (ten minutes early at 6:50pm EST) to make sure everything is up and running and slides are in place.
    - Will then go into the opening statement. The NEB provided a script for this that they will be using.
      - Thought it would be good for Phoebe to do the opening statement.
    - Then Angelena will take over for the 8:46 moment of silence.
    - Then the public policy SIG professional stated they wanted to start off the call or end the call.
      - Since they were in contact with this person (Rosalina Bray) before the mental health professional, they wanted to give her the space to open up the call.
      - For 20 minutes she will talk about how to take the next steps in providing legislation and things we can do as engineers to impact the community.
    - Then there will be an open discussion for membership to state how they feel about the public policy presentation and assuming that they’ll have some type of frustration/sadness.
    - So that will be a segway into the mental health professional. (Dr. GiGi Hamilton)
      - Same professional from R4 and R5’s Open Forum.
      - Will have 15 minutes.

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- Going to give some resources and the comm zone will follow up with an exit survey.
- Sponsor timing is tentative since he didn’t hear much from anyone on that matter.
- Then there will be the NSBE Call to Justice.
- Also thanking everyone for being on that call.
  - The Program zone thought that it would be important to let people stay on the call if they wanted to. Won’t force them off.

- Programs Zone - Questions
  - Phoebe: Why is public policy discussion 20 minutes? Thought it would be an hour. That’s when we would have questions and the floor would be open for conversation. Looks like they will just be talked at the discussion.
    - Curtis: Looked at it in the sense that they do not want to be bored on the call. So it will be short, sweet, and to the point. It will be impactful in that way.
  - Sarah: Is the sound good?
    - Kweku: Yeah your sound is good.
  - Sarah: Thinks what Phoebe is saying makes sense since in terms of you want to give people that space to talk.
    - Curtis: So in that case, do you think it would make sense to have a longer block of time after the professionals’ talks?
      - Sarah: Yeah unless they were planning on doing a Q&A. Is it just talking or is there also a Q&A session?
        - Curtis: Mental Health professional wants to stay on as long as possible and touch as many people as she can.
  - Kimberly: So the presentation that we (comm zone) has, there are questions on it that would fit under the open discussion. So is that the space for those questions to be used or for everyone to just voice out their opinions?
    - Curtis: Thinks it would be a space for everyone to voice out their opinions. Questions would kind of set it up. Give people the space to say how they feel.
    - Phoebe: To add on to Curtis, for those questions, with Phoebe and Angelena as moderators, if they see the conversation dying down, they can just throw in one of those questions. Would probably want a question to start the conversation going.
  - Benjamin: Was someone partnering in the opening session about a research group?
    - Curtis: Didn’t say anything about a research group. Only thing close to that is the public policy SIG and putting together legislation.
  - Benjamin: In the opening statement, Curtis said the NEB sent that?

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Curtis: Yes they sent a script.

Benjamin: Currently do you know what they’re planning to do in this current climate? Only thing he saw was a memo from the NEB.

Phoebe: Thinks that this was birthed from the NEB being active. Regional Chairs thought it was best for everyone to work as Regions since the climate is different in other states. NEB is planning to have more of a town hall during annual conventions where they’re recruiting professionals from different backgrounds to address more issues like this.

Benjamin: So they’re aligning with supporting and not changing?

Phoebe: Curtis can we make this discussion in an hour? Make it end at 9 and add that time to open discussion. I Think two hours (7pm-9pm) is enough.

  - Curtis: Agrees and thinks this is a good idea.

  - Angelena: To the time frame, she doesn’t know the specifics of the open discussion taking place before the mental health professional but based on what she’s hearing us say how she wants to stay around as long as possible, if the public policy SIG did her presentation and then the mental health professional, then a big open discussion after. Maybe this can be a new order if there’s flexibility.

  - Curtis: Was picturing it how the agenda is. Mental health talk will be about the inequities of COVID-19 and how race ties into it from how black people in this country have foundationally been treated. Specific questions would follow after.

  - Kimberly: Just a follow up from before, should there be questions on the slides then or would they be in something like a speaker’s note or document on the side for the moderators to refer to?

  - Phoebe: Maybe stray away from the Q&A talk.

    - Angelena and her can use their discretion to throw something to the audiences if they feel the conversation is dull.

    - Maybe a slide saying open discussion/open forum to just fill the space of the screen.

    - Based on how the conversation is going, they will do their moderating job.

  - Sarah: What is the sponsor part supposed to be exactly?

    - Curtis: It was placed in the template but he didn’t hear anything about sponsors attending so he didn’t allot time for that.

    - Sarah: Was that something the finance zone should’ve taken care of but they weren’t aware of?

    - Phoebe: No, thinks it can be taken off the agenda.

      - Can Curtis or someone from the Programs zone make edits as we talk so we leave with the final logistics.

  - Kimberly: As mentioned in the chat this is about two pandemics and as

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mentioned Curtis said one of the Professionals would be talking about it. Based on some of the questions we have prepared, there are none on the pandemic so would Phoebe and Angelena need a question on the pandemic to hold on to also?

- Phoebe: Yeah to Kyra-Lee’s point, the membership zone was in charge of coming up with questions so they will be discussing this soon.
- Phoebe: Doesn’t get the 7:40-8:00 open discussion. Are we not just having one big discussion?
  - Curtis: That’s where he is confused. If they will be talking about two different things, wouldn’t we want membership to have the space to talk about each presentation.
  - Phoebe: She sees. To kind of base the discussion on what would be presented.
  - Curtis: Yeah.
- Angelena: Wasn’t there supposed to be a discussion on three levels where one is to be PCI, Collegiate, and Professionals specific?
  - Curtis: That was just a part of the template. Can do that if Angelena would like to.
  - Angelena: Doesn’t know if there is something out to track the population coming so the goal was supposed to be to give everyone a little bit of time so nobody got drowned out. HS students might be shy so a specific time to allot to them and their issues.
    - Thought this was how it would be presented to make sure all members were accounted for.
    - Curtis: So where would you like to speak?
    - Angelena: Thinks the layout is fine but this is how we lost an hour in the agenda. The individual discussion pieces were taken out. It could be 20 minutes for each membership type as an example for the open discussion pieces.
      - Each demographic time to talk about stuff that relates to them.
      - Understanding each demographic’s perspectives.
    - Phoebe: So just breaking up that hour, 20 minutes each for each membership type?
      - Angelena: Thinks that’s fine. Would be able to see who’s on the call to finetune it as needed. Can even call out certain people. If we know the chapters on the call, then her and Phoebe should be able to guide the discussion.
    - Kimberly: So then to this point, was the NSBE Jr and other demographics invited if we’re going to break it down by sessions? Knows collegiate were invited.
Phoebe: Good question. Karisma said NSBE Jr was so we will expect them. Angelena do you know if the flyer was circulated through the Professionals?

Angelena: Unsure. Personally have not seen the flyer but will check in with her comm zone.

Jalen: Is the NSBE Call to Justice meant to go last or do we have the discretion?

Curtis: Seen other Regions do it last but sees no reason why we can’t move it around.

Jalen: Only reason he says that is because there are some questions on the slide he thinks can stay to support it.

Example: “How do you think NSBE on all levels (NSBE Jr, Collegiate, Professional Chapters, the Region & National Society) can show advocacy to the BLM movement and aid our membership?” can be a part of the Call to Justice.

It is one of the open forum questions and thinks it should go with the Call to Justice.

So if we’re having these questions during the Open Forum either we address this question to let it segway into Jocelyn or push Jocelyn earlier in the Open Forum.

Phoebe: Jocelyn? Jocelyn will not be on the call unless she comes on her own. Didn’t email invite her.

Jalen: So who’s doing the Call to Justice?

Phoebe: Her or Angelina.

Jalen: Oh my bad.

Jalen: We can put the Call to Justice last or address the questions in the slide during the Open Forum before the Call to the Justice since they lead to it.

Based on the slides, there is the Open Forum slide then questions that lead to the Call to Justice.

Phoebe: One request is for Curtis and his zone to clean up the agenda and share it with the entire REB so comm zone can get it, everyone knows what’s going on, and her and Angelena can practice.

Asks that the REB does not show up on 7 since zoom has to manually enter people in. 6:45 we should be on the call.

Especially if guests are attending and may want to set up early.

I think the video will be good so membership can see us and know what we look like.

Have name and position on zoom.

Dorothy: The only thing about the videos is that it might lower everyone’s bandwidth. Giving a recommendation since she doesn’t want the call to run slow but if everyone has their video on for specific reasons.

Phoebe: To that, her and Angelena will have their cameras on. If
the REB wants to speak and voice their opinions, then she would say have our cameras on for that. At least have your name and position on the participants list.

- Communications Zone - Logistics
  - Kimberly: We were working on a few things: presentation, zoom logistics, and promoting.
  - Going over slides
    - First slide is where the qr code to check in the survey will be attached and the link will be in the chat.
    - Then there’s the purpose of the forum. Obviously Region V would be changed. Didn’t want to make changes to the slides yet until we have the full agenda to have an idea of how the show will be organized.
    - Then there’s the mental health check-in. Will insert the speaker’s name once we have the agenda.
    - Open Forum section for the open forum discussion part.
    - After that you see the series of questions Jalen and Kimberly were pointing out. So based on the feedback, these slides would be deleted and be in a separate doc for Phoebe and Angelena.
      - We’ll just use the general open forum slides to lead that discussion.
    - Referring to the question Jalen is referring to, for the last question on the powerpoint, would we want to keep this on the slides to dictate that conversation about the 3 membership levels and how they are going through the situation?
    - Then showing advocacy with the Public Policy SIG.
    - Then the Call to Justice but it’s obviously not the National Chairperson anymore so her name will be taken off. That’s why Jalen brought this up.
    - Then the Check Out Survey which Kimberly, Sami & Dorothy have been working on based on the membership zone call this past Friday.
  - Promotion
    - Already have a flyer and it’s been posted on Instagram.
    - Assuming zone chairs have been sending the flyer out to promote since she received an email as President.
    - Glad to hear that Karisma has sent it to NSBE Jr chapters.
    - In terms of promotion, we are pretty good. It’s just a matter of reposting so it’s on Twitter and Instagram. Probably share it through GroupMe/other sources.
      - Shoutouts to Jalen for being on it.
  - Zoom Logistics
    - Pretty simple.
    - Will set the call where as soon as people join, they will be muted.
    - In terms of questions or if someone has to speak, raised hands

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function probably won’t be as useful since we don’t know how many people would be raising their hands all the time and that would be hard to keep the order.
  - So people will just type in the chat if they have a question.
  - Finance zone will be sending links to resources which will also be on the slides and in our social media links so people can review them as they please.

- Communications Zone Questions
  - Phoebe: Know you mentioned how the comm zone would like people to “raise hands.” Has that been communicated with Kweku?
    - Kimberly: Yes so Sami coordinated the zoom logistics. Basically how Kweku organizes meetings he will be doing the same.
  - Jalen: So if he gets questions from membership through social media since this is something comm/mem decided to do in the last meeting, with these questions, would he send it to moderators or would he need to do this at all?
    - Phoebe: Send to moderators and then depending on the level of the question, they probably will be sent to guests.
      - If by Friday afternoon he can compile it and send it to Phoebe and Angelena, they can use this.
  - Phoebe: Jalen can you give a deadline on when you would like to have the slides done by?
    - Jalen: Thursday night.
    - Phoebe: Have you received anything from panelists?
      - Jalen: No not yet.
      - Phoebe: Will follow up with panelists.

- Membership Zone - Logistics
  - Kyra-Lee: Membership zone was responsible for looking over the check-in/check-out survey.
    - As well as coming up with a few more questions which will now be in a document.
  - Kyra-Lee: Was able to coordinate with the NEB Vice Chair. She let Kyra-Lee know that they were the ones that were mainly the owners of the survey but gave her the go to make the survey specific to Region I.
    - Will share the form with the NEB Vice Chair.
  - Kyra-Lee: Also coordinating with the programs zone and comm zone in terms of programs.
    - Finding out there will be a mental health professional in attendance.
      - Will change around questions maybe for a check-out survey.
  - Kyra-Lee: Was brought up already to shape the questions to match both pandemics.
  - Kyra-Lee: Majority of the membership zone has reached out to membership already to promote the forum as well so membership has

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been informed.
○ Karisma - Check In Survey:
  ■ Worked on this with Jalen.
  ■ Decided to keep it short and simple.
  ■ Basic demographic questions so we can see who came out.
  ■ Great way to find out the best way people received information (email, social media, group chat friends, etc.)
  ■ Asks for name, email, zone demographic, leadership position, chapter name, and how did you hear about this.
    ● Best to find out who is showing up to events and best way to receive information.
  ■ Isabella: Is there a section for students not in a leadership position?
    ● Karisma: Yes, general member or non member.
  ■ Phoebe: Is there the option to have the questions as drop downs so the form doesn’t look too long to fill out? Not sure if this is what Isabella was getting to but general membership is not a leadership position so maybe a new title for that question.
    ● Other than that it looks good.
    ● Karisma: Drop down option for long questions or all of them?
    ● Phoebe: Just the long ones.
  ■ Benjamin: With the leadership positions, were all of them formally invited?
    ● Kyra-Lee: Was the NEB formally invited?
    ● Benjamin: Yeah.
    ● Kyra-Lee: Thinks Phoebe had mentioned it.
    ● Phoebe: It’s open and they are aware that it’s going on. To Jalen’s comment, she didn’t specifically ask for Jocelyn to speak. If she attends, she wouldn’t be speaking or anything.
  ■ Kyra-Lee: Added in more questions from what was sent in the original survey to help with CMRs and how many people from different zones who came out just in case if we needed this as an incentive.
○ Dorothy - Check Out Survey
  ■ The survey is still in progress. Will be done by tonight/tomorrow morning.
  ■ Since the check-in survey is a little too tedious, we will keep it short and sweet.
  ■ Since the original check out survey was too personal, the new one will be centered around feedback from the forum.
    ● We would’ve been asking questions about someone’s mental health and it just sits in the drive. Brings up the issue of privacy.

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- General feedback would be to rate each area of the forum from 1-10 and overall setting of the forum.
  - Should be sent out by tomorrow morning.
  - Kyra-Lee: Just for it to be noted, Dorothy is also working with Sami and Kimberly
- Kyra-Lee - General Questions
  - Three main questions they have. Will send them over but not sure where to put them.
    - For chapter leaders, what have you done or what do you plan to do for the BLM movement?
    - For school administrations, how have schools been responding to the current climate? Can be tailored to the PCI demographic also.
    - For professionals, how are their jobs responding and their levels of comfort.
    - Tailored for all three demographics; one question each.
- Finance Zone
  - Sarah: They will be gathering resources and will send everything over to Jalen tomorrow (6/24).
    - Have a document on the drive.
    - Since there’s five of them in the zones, they will provide 5 ranges of resources. There’s also a sentence to go with the resources.
      - Mental health resources.
      - Allyship resources.
      - Black owned businesses.
      - How to be actively involved in the movement.
      - Companies that Support the BLM.
        - Wrote this as a way to share engineering companies who support the movement.
        - Some of them are companies that NSBE has partnered with.
        - There are disclaimers and we don’t want any backlash so is this safe to have?
          - Curtis: AT&T supports for profit prisons.
          - Sarah: Has a list of companies that support the BLM movement so will cross check with that list.
  - Nogaye: How would resources be provided to membership?
    - Sarah: Jalen will be putting them on the slides and Jalen talked about putting them in our bios on social media.
    - Jalen: About that, he can put it in slides as a qr code. Will adjust slides to match the finance zone list of resources.
  - Kyra-Lee: All of the links to the resources will also be at the end of the check-out survey so when they do submit, they have access there also.
  - Karisma: Suggesting that since we are collecting their emails, maybe we

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can email it out to the people who attended with the resources also.
  ■ Sarah: Sounds good!
  ○ Karisma: Maybe we can also email it to membership in general if they were not able to make the call so everyone has access. So zone chairs and PCI chairs can email it out to everyone.
  ■ Phoebe: Thinks this is a good idea.
  ■ Jalen: Can do this too.

  ◦ Mock of the Day
    ■ To reiterate the action items with a minute left.
      ● Programs zone to refine the agenda. Make sure the times match with the actual timing.
        ○ Share this with the REB asap.
      ● Jalen sends the slides asap as well so we know what the slides look like.
      ● To everyone for the day off to be logged in at 6:45pm.
        ○ For mic checks, etc.
      ● Not sure how many people we are expecting but as REB members to chime in on the conversation, give our two cents to make sure conversation is not dry.

  ● Open Discussion
    ○ Jalen: Something that the comm zone is working on right now.
      ■ The “Meet the REB” campaign will probably be out for next week. Look out for posts next week where REB will be introduced to social media.
    ○ Sami: Would the REB like her to upload the resources before or after the forum on the website?
      ■ Phoebe: Sami can decide what she thinks is best. We can also direct people to the website. Either works.
    ○ Dia: Question on virtual forum for Nationals, since it was brought up on her counterpart call today, what is this platform for virtual convention? For context, the annual convention will not be having a marketplace due to its hard navigation on the virtual platform so she would want to know how to work through this as a Business Diversity Chair for FRC maybe.
      ■ Phoebe: Has a link and can share this with the REB. For FRC, we haven’t decided if we will use the NEB platform or use our own.
        ● Sarah: Looked up alternatives and will discuss on the finance zone call tomorrow.
    ○ Dorothy: Is there one specific folder where everyone’s headshot is?
      ■ Kimberly: It’s in our comm zone drive. So remember that form we asked for everyone to fill out about themselves. Their headshots are through that form.
    ○ Benjamin: Will the same platform used in March be for the one in August?
      ■ Phoebe: No is the short answer.
    ○ Benjamin: In terms of earlier about the NEB only supporting and not applying pressure. Not saying membership is going through these companies not supporting inclusion. Not supporting black companies, things like this.
      ■ Phoebe: Are you asking if we talk about these issues on the NEB?
      ■ Benjamin: Not just talking about it but doing action.
      ■ Phoebe: Honestly she feels Benjamin’s concern. A lot of discussion from Regional chairs that NSBE should be proactive and do things to support our membership and keep them in mind for all our decision making.
        ● Maybe she should bring Jocelyn on the call so she can handle this.

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Based on her being on the NEB for the past month and a half, there is no conversation on that.

- It's just when something happens, what can we do so membership knows we're there.
- That's how this open forum came about to start at least. This hasn't been done in the past.

- Kyra-Lee: Is there a central place for all the documents pertaining to the open forum for accessibility to everyone. If not, can there be a place in the 2020-2021 documents for the open forum?
  - Kimberly: Definitely had this in mind. Just didn’t know where to put it. But will create a folder in the 2020-2021 drive called events and the Open Forum folder will follow there.
  - For everyone, please put all of your work in the “2020-2021 Documents” folder so that everyone and advisors can have easy access to the work you are doing.

- Phoebe: Thank you to everyone who joined tonight’s call!
  - We went through the agenda fast so hopes people are now confident with the Open Forum.
  - Let’s keep publicising it, put it in our group chats, and anywhere you can.

- **Motion to adjourn the meeting**

  | Motion: “I entertain a motion to adjourn this meeting at 9:08pm CST” |
  | Maker: Kyra-Lee |
  | Seconder: Dia |
  | Status of Motion: **PASSED** by Consensus |

  **Meeting Adjourned at:** 9:08pm CST

**Action Items**

<p>| Action Items |</p>
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<th>Assigned to</th>
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**Supporting Documents**

- Open Forum Agenda
  https://docs.google.com/spreadsheets/d/1SQVoQQWimf0zBAdqfEfRlnzUUD5Vm6Cs8g6Q9MJHqbM/edit#gid=0
- Open Forum Powerpoint
  https://docs.google.com/presentation/d/1bTsVF_Jj4TkKxWf2XpXMWFQAv6HUTASRUzD2TflMkSU/edit#slide=id .p1

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