Region One Executive Board Meeting Minutes

Date: 05/19/2020

Minutes Prepared by Kimberly Pencil

**Purpose:** To appoint individuals to the 2020-2021 Regional Executive board.

**Accomplish:** Fully discuss and appoint individuals to the 2020-2021 Regional Executive Board.

Total Agenda Time: **1 hour 15 mins**
Actual Meeting Time: **1 hour 29 mins**

**Agenda**

I. Meeting Called to Order + Roll Call
II. Old Business
   A. Adoption of the Agenda
   B. Approving Minutes from 05-04-2020 REB Meeting
III. New Business
   A. Appointment to the 2020-2021 Region I Executive Board
   B. Update Regarding RTM
   C. Open Discussion
IV. Meeting Adjournment
Meeting called to order at: 9:30pm by Phoebe Ato

(* = excused)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present</th>
<th>Late</th>
<th>Absent</th>
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<td><strong>Administrative Zone</strong></td>
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<td>Regional Chairperson</td>
<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 Garçon</td>
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<td>Regional Programs Chairperson</td>
<td>Curtis Linton</td>
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<td>Regional Parliamentarian</td>
<td><em>VACANT</em></td>
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<tr>
<td>Regional Professionals Chairperson</td>
<td>Angeline Edwards</td>
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<tr>
<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><strong>Zone Chairs</strong></td>
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<tr>
<td>New England Zone Chairperson</td>
<td>Dia Brown</td>
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<td>New Jersey Zone Chairperson</td>
<td>Griffin Fountain</td>
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<td>Metro/LI Zone Chairperson</td>
<td>Dorothy Belton</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>
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<td>Regional Telecommunications Chairperson</td>
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<td>Regional Publications Chairperson</td>
<td>Dorothy Belton</td>
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<td>Regional Public Relations Chairperson</td>
<td>Jalen Edmonds</td>
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<td>Regional Finance Chairperson</td>
<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><em>VACANT</em></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>
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<td><strong>Membership Zone</strong></td>
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<td>Regional Charter Membership Chairperson</td>
<td>Griffin Fountain</td>
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<td>International Committee Chairperson</td>
<td><em>VACANT</em></td>
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<td><strong>Programs Zone</strong></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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<tr>
<td>Regional AWFE/TORCH Chairperson</td>
<td>Isabella Animadu</td>
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<tr>
<td>Business Diversity Chairperson</td>
<td>Dia Brown</td>
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<td><strong>Guests/Advisors</strong></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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#StaySafe #StayHealthy #StayPositive *We will get through this together*
Old Business

- Approving REB Meeting Minutes [05-04-20]: 3 mins (9:32pm-9:38pm)
  - Phoebe: Why do we approve meeting minutes?
    - Kimberly: As a way to keep everyone accountable for their word and have an accurate understanding of what happened in REB meetings.
    - Avery: Just to add on, these are the minutes. This is our audit for someone to know how the REB is operating.
  - Avery: Technically, not really criticism, but parliamentary procedures can be discussed in the discussion period.

<table>
<thead>
<tr>
<th>Motion: “Move to approve REB meeting minutes titled REB Meeting #1: [05-04-2020]”</th>
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<tbody>
<tr>
<td>Maker: Kimberly</td>
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<td>Seconder: Jalen</td>
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<td>Status of Motion: PASSED by Consensus</td>
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- Adoption of the Agenda: 1 min (9:38pm-9:39pm)

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<tr>
<th>Motion: “I move to adopt the REB Meeting Agenda titled ‘REB Meeting Agenda 05-19-2020’”</th>
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<tbody>
<tr>
<td>Maker: Dia</td>
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<td>Seconder: Jalen</td>
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New Business:

- Practicing Parliamentary Procedures: Vice Chair 15 mins (9:39pm-10:13pm)
  - Kyra-Lee: Presenting “One page parliamentary procedures document.”
    - Kyra-Lee: We made a motion to adopt the agenda and approve REB meeting minutes from last meeting.
    - Kyra-Lee: Would anyone like to make a motion? Preferably someone who has not practiced it in the last meeting.
      - Curtis: I move to table a motion.
      - Sarah: Which one?
      - Curtis: The last one we just did.
        - Curtis: To be honest, I don’t really understand how this works.
      - Dia: I move to appoint the cat as NJZ chair.
        - Kyra-Lee: I object.
        - Karisma: I object.
    - Avery: The wording he (Curtis) gave was to dis-consider the previous motion. You can not table a previous motion once it’s been decided on. Once again, take it seriously because if someone requests this document they will see it. (In reference to the cat motion)
    - Avery: (to Curtis) You have to be specific on the motion you tabled.
      - Kyra-Lee: Would you (Curtis) like to make your motion again to be more specific?
      - Avery: Use parliamentary procedure to ask your question. (to Curtis)
    - Karisma: What is meant by motion on the floor?
      - Avery: It is referred to as the current motion.
    - Kyra-Lee: Would someone like to try again on making a motion now?
      - Curtis: I move to table the motion of meeting agenda titled “REB Agenda 05-19-2020.”
        - Phoebe: There is no motion on the floor to table.
        - Avery: If there isn’t a motion on the floor, you can’t table it.
      - Desmond: Avery, they are practicing right?
        - Avery: Yes.
        - Desmond: You can table a discussion but not a motion.
      - Kyra-Lee: Point of question. So if Dia were to make the motion to appoint the cat as NJZ Chair, would we have to vote, object and then move to table the motion?
        - Avery: Phoebe do you have the slides to show how a motion is made? It’s fine if you don’t, I think I have it memorized.
        - Avery: You make the motion, second it, and then Phoebe (the Chair) restates the motion. In the discussion period we can discuss the cat, etc. After the end of the motion period you cannot table it, but you can during the discussion period.
      - Phoebe: Please say your motions slowly because I have to write it down/restate

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The following two segments “Practice Procedure Part 1” and “Practice Procedure Part 2” are not official business items. The motions used are examples for the REB to practice Parliamentary procedure.

○ Practice Procedure Part 1
  ■ Dia: I still move to appoint Warren the black kitten I rescued two weeks ago as the New Jersey Zone Chair position.
    ● Sarah: Second.
  ■ Curtis: I move to table the motion of ...
    ● Avery: Everyone is talking out of turn.
  ○ Phoebe: Reviews “Practice of Practice of Parliamentary Procedures - Making a Motion” slide.
    ■ Avery: On level 3, you see the chair restates the motion. The chair needs to recognize it. Curtis you are speaking to a motion the chair did not recognize.

| Motion: “I move to extend time on this discussion by 15 minutes.” |
| Maker: Sarah |
| Seconder: Dia |
| Status of Motion: PASSED by Consensus |

  ■ Curtis: I move to table the motion under the premise that the cat has not attended a New Jersey school.
  ■ Jalen: Point of order?
  ■ Phoebe: Motion (Curtis’ table) died since nobody seconded it.
  ■ Calling the question: Sarah
  ■ Roll call vote on Dia’s Motion: 6-1, opposed to in favor.
    ● Jalen: Point of order? I’m not sure where the time goes, do you have time to table?
      ○ Avery: You do not have to give a table.
      ○ Kyra-Lee: To Avery, Curtis, and Jalen do you need a time limit to table a motion?
      ○ Avery: If you are going to postpone a motion you give it time, if you table it you do give it a time limit.

○ Practice Procedure Part 2
  ■ Kyra-Lee: Would anyone like to make another motion?
  ■ Kyra-Lee: Since nobody has a motion, when you would like to take a personal break what do you say?

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- Esther: Point of personal privilege
  - Kyra-Lee: To amend a motion?
    - Dia: I move to amend the motion ...
    - Kyra-Lee: What do you say after the ...
    - Dia: You say who made the motion and restate it.
    - Kyra-Lee: Yes and the process of the motion repeats after that.
- Sarah: I move to make the city of Boston its own Regional Zone.
  - N/A: Seconds.
  - Sarah: Has a lot of Chapters, similar to New Jersey and would be a lot less for the New England Zone Chair.
- Discussion Period
  - Kyra-Lee: Sarah how many chapters are in the Boston city vs NEZ zone?
    - Sarah: I believe it’s 6. Close to the approximate in New Jersey. In the New England Zone I would say 25 to 30.
  - Kimberly: How many chapters are in the state (Massachusetts) compared to the city (Boston)?
    - Sarah: I’m not sure, NEZ Chair do you know?
    - Dia: This is something I should probably know but I do not.
  - Jalen: Objects. This should be something the membership zone decides on.
    - Dia: I move to refer the matter to the committee.
    - Jalen: Seconds.
    - Dia: It should be something that’s talked deeper in the membership zone, as Jalen said.

Time limit on this discussion passed. Next order of business was proceeded.

- **Appointment to the 2020-2021 R1 Executive Board: 20 mins** *(10:13pm-10:21pm)*

  Motion: “Move to appoint Kweku Colecraft as the 2020-2021 Parliamentarian on the Region 1 Executive Board of the National Society of Black Engineers”

  Maker: Curtis
  Seconder: Kyra-Lee

  Discussion:

  Calling the question: Dia - No objection.

  Roll Call Vote

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<tr>
<th>Role</th>
<th>Vote</th>
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<tr>
<td>Vice Chair</td>
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<td>Secretary</td>
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<td>Treasurer</td>
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#StaySafe #StayHealthy #StayPositive *We will get through this together*
Programs Chair | X |
New England Zone Chairperson | X |
Upstate Zone Chairperson | X |
Metro/LI Zone Chairperson | X |

In Favor: 7  Opposed: 0  Abstain: 0

Status of Motion: **PASSED** by Roll Call Vote

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Motion: “Move to appoint Samara Fair as the 2020-2021 Telecommunication Chair on the Region 1 Executive Board of the National Society of Black Engineers”
Maker: Kimberly
Seconder: Sarah
Discussion:
Dia: Telecommunication is really important and I think Samara will do a good job.
Calling the question: Dia - No objection.

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<th>Roll Call Vote</th>
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<td>Upstate Zone Chairperson</td>
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<td>Metro/LI Zone Chairperson</td>
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In Favor: 7  Opposed: 0  Abstain: 0

Status of Motion: **PASSED** by Roll Call Vote

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Motion: “Move to appoint Ariella Sanders as the 2020-2021 Pre-Collegiate Initiative Conference Planning Chair on the Region 1 Executive Board of the National Society of Black Engineers”
Maker: Sarah

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Discussion:
Calling the question: Dia - No objection.

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In Favor: 7  
Opposed: 0  
Abstain: 0

Status of Motion: PASSED by Roll Call Vote

- **Update regarding RTM: Advisors 20 mins** *(10:21pm-10:44pm)*
  - Desmond:
    - Agenda is about 80% complete. Needs to be cleaned up and sent out.
    - In terms of training, it will be focused on giving everyone on the board different steps to how they will organize their individual goals.
    - To the REB review your by-laws and operating guidelines according to your responsibility.
      - Zones (Admin, Comm, Mem, Finance, Programs) should meet up together and have a discussion prior to RTM presentations.
    - Time Frame: 3 week period.
    - Everyone needs to take notes of the information provided to them to help keep notes in reference for NLC training.
      - RTM is a space to set up questions for your National Counterpart. Functional Zone Chairs will give presentations on how they will operate.
        - Contact predecessors to get previous presentations to prepare (for Functional Zone Chairs).
      - RTM is a space for 3 things
        - What you have to do?
        - What you will do?
        - Why do you need to do it?
    - Advisors will probably be figured out by the end of this call.
    - Based on availability, a lot of us will be missing some days of the training. If you miss something that is your responsibility. It’s up to you to get that via someone.

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All information from RTM will be valuable to everyone.

- Dia: Point of information. Does this need to be acknowledged by the chair?
  - Avery: Technically yes but we are not following parliamentary procedures right now.
  - Dia: Since it’s on a zoom can training be recorded?
  - Desmond: Great question but not sure how long NSBE allows video recordings.
  - Joshua: Not sure if NSBE upgraded zoom platform but we may not be able to see zoom videos.
  - Desmond: I’m not even sure if it’s legal to record.
  - Shanae: The legality is if everyone agrees to be recorded then it’s fine.

- Desmond: First RTM training starts tomorrow (will not be tomorrow 5/20). Be on the call between 8:45-9:00. Bring pen/paper/etc.

- Yetti: To Phoebe & Kyra-Lee, was a calendar invite sent out for RTM?
  - Kyra-Lee: No information was passed to us from advisors to send out.
  - Kyra-Lee: Being that this information came late, is it possible to give an extra day start to RTM? Starting on Thursday instead?
    - Desmond: If we do that then Saturdays will be a bit longer.
    - Avery: RTM is scheduled to start tomorrow. Tomorrow’s day is not as heavy. Since it is late noticed you will not get a block of training. First full block of training is Thursday.
    - Yetti: Maybe adding more time to Wednesdays rather than making Saturdays long?
    - Desmond: That would require more shifts in the agenda and does not have it in front of him right now.
    - Desmond: Will people be in favor to start next week? Phoebe when is NLC?
      - Phoebe: It will be either the 19th or 26th. That third week in June somewhere is most likely when it will be.
      - Desmond: Let’s move it down to the 27th to also get the New Jersey Zone Chair on board. Is this okay with everyone?
        - Kyra-Lee: This should be okay with everyone. If anything about someone being absent, an email will do.
        - Desmond: Phoebe, Sheena, and Kyra-Lee to work on getting this new information passed out. Training will be moved to the 27th (next Wednesday).
        - Kyra-Lee: This new information will be in the minutes and sent in an email.

- Desmond: You all are not off the hook yet.
  - Everyone to get their duties from the bylaws/operating guidelines and put it in an excel sheet.
  - In terms of Functional Zones, Curtis may be the only person without prior hand knowledge.

- **Open Discussion: 10 mins** (10:44pm-10:58pm)
  
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○ Kyra-Lee: Please send this information (RTM agenda/supporting documents) in an email to me/Phoebe (to Desmond) so that they can pass this along to the REB.

○ Avery: Since Desmond and himself are focusing on the by-laws portion, everyone yes read your duties but also other portions since training will be on the document as a whole. Everyone doing this will make the training session go smoother.

○ Benjamin: (Question for Clarification) Zone Chairs, that's for who?
  ■ Desmond: It’s the leads. One presentation but each person will talk on their own zones.
  Example: Phoebe presents on Admin Zone.
  ■ Desmond: Example: Kimberly with Comm Zone. Be careful though since her zone also has zone (geographical who are also in membership zone) chairs. This is two different presentations.
  ■ Desmond: Programs have a full zone. Has an old presentation that will be sent to Curtis. Probably two to three years old.

○ Benjamin: (Another Question for Clarification) Can appointed positions vote/make a motion?
  ■ Avery: Cannot vote but can make a motion.
    ● Example: With the cat motion he can make a motion to give him a right to vote.
  ■ Desmond: This year’s RTM may present issues. At RTM, appointed positions may now get a right to vote.
    ● Quorum is the same though: 5 admin people and 3 geographical zone chairs.
    ● The only person who may have a right to vote is the International Chair since they have to speak for International members. This needs to be in the by-laws.
  ■ Josh: Admin zone at your meeting, please discuss this idea of voting/quorum and bring it back to the REB.

○ Desmond: Have to explain what open discussion is to the board so we can understand what it truly is.
  ■ Phoebe: It’s a space for anyone to bring any questions/thoughts/concerns - usually short.

○ Desmond: If there is something on the agenda you need to talk about, you all can add it to the agenda before it is approved.

○ Phoebe: Thank you all for meeting tonight even though it was last minute. Wanted to vote people in before RTM.
  ■ Kimberly to send out when2meet for future REB meetings to be consistent.

○ Phoebe: Advisors have worked hard on RTM to put it together. May is a great time to start the year. If you ever needed anything, please reach out. Love to see videos over RTM.

○ Desmond: Are we allowed to still stay on call after it's recorded, especially if Phoebe drops off?
  ■ Phoebe: Kyra-Lee is also a host.
  ■ Kyra-Lee: Call tonight was also not recorded. Sorry!

○ Phoebe: Thanks Benjamin. Those were great questions needed for clarification.

○ Kyra-Lee: Stay safe. Good luck to everyone who is still taking exams and started summer school. We are sending blessings to everyone.

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• Motion to adjourn the meeting:

<table>
<thead>
<tr>
<th>Motion: “I entertain a motion to adjourn the REB meeting at 9:59pm CST” -Phoebe</th>
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<tbody>
<tr>
<td>Maker: Kyra-Lee</td>
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<td>Seconder: Sarah</td>
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<td>Status of Motion: <strong>PASSED</strong> by Consensus</td>
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**Meeting Adjourned at:** 10:59pm EST.

**Supporting Documents**

- REB Meeting #1: [05-04-2020]:
  [https://docs.google.com/document/d/1WAJawRH_zYAW8HwOkjDGgdbKprk_PxeLomHB8Ls--Io/edit](https://docs.google.com/document/d/1WAJawRH_zYAW8HwOkjDGgdbKprk_PxeLomHB8Ls--Io/edit)
- Interview Minutes:
  [https://docs.google.com/document/d/1SNkSE3Gd7X80eyA7iB8DE7krwDyEKs9cPLFG7z0B834/edit](https://docs.google.com/document/d/1SNkSE3Gd7X80eyA7iB8DE7krwDyEKs9cPLFG7z0B834/edit)

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