I. **Call to Order:** Meeting called to order at 8:05pm EDT by Maurice Patterson

II. **Roll Call:** Syreeta Thomas

<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>Maurice Patterson</td>
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<td>Chairperson-Elect</td>
<td>Anthony Murphy</td>
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<td>Secretary</td>
<td>Syreeta Thomas</td>
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<td>Treasurer</td>
<td>Oliver Buffington</td>
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<td>Parliamentarian</td>
<td>Crystal Watkins</td>
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<td>Chairperson Emeritus</td>
<td>Richard White</td>
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<td>Advisor</td>
<td>Donna O. J. Mackey</td>
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<td><strong>Communications Zone</strong></td>
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<td>Publications Chairperson</td>
<td>Da’Shaun Joseph</td>
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<td>Telecommunications Chairperson</td>
<td>Paula Bennett</td>
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<td><strong>Finance Zone</strong></td>
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<td>Finance Chairperson</td>
<td>Crystal M. Smith</td>
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<td>Professional Development Chairperson</td>
<td>Carolyn Boyd</td>
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<tr>
<td>Technical Professional Chairperson</td>
<td>Talore Harrison</td>
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<td><strong>Programs Zone</strong></td>
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<td>Collegiate Initiative Chairperson</td>
<td>Reginald Archer, PhD</td>
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<td>Pre-College Initiative Chairperson</td>
<td>Anthony Stewart, PhD</td>
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<td>Talent Development Chairperson</td>
<td>Akissi Lewis</td>
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<td>Technical Excellence Chairperson</td>
<td>Angelena Edwards</td>
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<td><strong>Membership Zone</strong></td>
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<td>Membership Chairperson</td>
<td>Eric Bryant</td>
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<td>Region I Chair</td>
<td>Kwame Baptiste</td>
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<td>Region II Chair</td>
<td>Sheldon Gay</td>
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<td>Sonja Favors</td>
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<td>Region IV Chair</td>
<td>Heather Gibbs</td>
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<td>Region V Chair</td>
<td>Mikala Windham</td>
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<td>Region VI Chair</td>
<td>Johnnie Tangle</td>
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III. Financial Review: Oliver Buffington

A. Budget overview
   1. Total budget of $508,968 has been approved

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<thead>
<tr>
<th>Action Item</th>
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<tbody>
<tr>
<td>Assigned to: All Budget Line Item Owners</td>
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<tr>
<td>Assigned by: Oliver Buffington</td>
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<tr>
<td>Required Action: Create spending plan for the year, including timeline</td>
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<td>Deadline: Friday July 21st 5pm ET</td>
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B. New IOE Schedule
   1. IOEs, travel authorizations & rooming lists now due on 10th of each month. Allows Oliver time to review before submitting to the NEB
   2. If you are planning to attend RLCs, those documents are due this month

C. Q: Where do we stand (rev/expenditures) for 2016-2017? Only have financials through May $434,318 rev and $295,355 expense. $138,963 positive change

D. Q: Have chapter awards for CD CI been processed? Yes, they were submitted in May

E. Q: Have the outstanding scholarships been processed? Yes, those should be going out in the next week or two

IV. Communications Update: Syreeta Thomas

A. Marketing Plan
   1. Working on comprehensive plan that all can view to stay aware of what’s going on
   2. Goal: presentation of full plan at summer meeting
   3. Have received some needs from the board. Begun working with some board members, including Eric on CHIP

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<tr>
<td>Assigned to: All PEB &amp; SIG Directors</td>
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<tr>
<td>Assigned by: Syreeta Thomas</td>
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<tr>
<td>Required Action: Provide information on any events/programs/initiatives that need to be marketed throughout the year by the National Communications Zone</td>
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<tr>
<td>Deadline: Monday July 10th 11:59pm ET</td>
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B. Tools & Things
   1. Skype Webinars
      a) PEB/SIGs will use National PEB Account
      b) Request can be made at: https://nsbeprofessionals.typeform.com/to/eFkfJq
      c) Regions will share with REB
   2. Templates & branding
      a) Some current templates exist – will make them available to the board
      b) Looking to update brand as part of marketing plan this year
   3. Name badges & business cards
      a) Badges ordered, will be received at Summer Meeting
      b) Ordering business cards, need to confirm card information here
      c) SIGs have also asked about business cards, will work on their order next

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<tr>
<td>Assigned to: PEB</td>
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<tr>
<td>Assigned by: Syreeta Thomas</td>
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<tr>
<td>Required Action: Confirm information in the Professionals Business Cards document is accurate</td>
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<td>Deadline: Friday July 7th 11:59am ET</td>
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C. Marketing Channels
   1. Social Media
      a) More in depth plans will be including in marketing plan
   2. Email
      a) Da'Shaun working on the email tool we will use for the year
      b) Will create process for content submittal to newsletter and calendar for the year

D. Website Updates
   1. Just received PEB headshots, will begin disseminating tomorrow for review
   2. Created a spreadsheet layout of the Professionals website: Paula will send so you know what pages you own. Can view bugs and submit updates/changes
   3. Paula will send a how-to guide to assist regions in updating your websites as well

V. Chair Update: Maurice Patterson
   A. Programs Chair Discussion

   Motion Made
   Motion: I move that we appoint Paula McCall as the 2017-2018 National Professionals Programs Chair
   Maker: Carolyn Boyd
   Seconded by: Kwame Baptiste

   Discussion:
   - Paula has extensive NSBE knowledge on the chapter, regional & national level
   - Paula was listed as a collegiate member in Aptify; Maurice had her update her membership status
   - Most of her experience has been on the collegiate side, do we know what experience she has on the Professionals specific programming issues and working with Professionals chapters?
   - Anthony would initially guide her until she is acclimated to Professionals programming
   - She needs to be provided feedback on the differences in culture between NEB & PEB but she is aware of the full Programs portfolio for the society
   - Tiffani Teachey will also serve as a mentor to her throughout the year
   - Some concern that her experience has been focused on PCI, but can do well with several mentors/coaching available to assist her
   - She’s very people smart and works well in teams; has extensive conference planning experience that will also be quite useful
   - Need to follow-up with initiatives from last year that need continuing, especially PCI and overall Programs; Yvette Selby & Catherine Boyd can provide that information

   Roll Call Vote
   Chair Elect    Anthony Murphy    Y
   Secretary      Syreeta Thomas    Y
   Treasurer      Oliver Buffington Jr.  Y
   Publications Chair Da’Shaun Joseph  Y
   Finance Chair  Crystal M. Smith  Y
   Pre-College Initiative Chair Anthony Stewart, PhD  Absent
   Collegiate Initiative Chair Reginald Archer, PhD  Absent
   Talent Development Chair Akissi Lewis  Absent
   Technical Excellence Chair Angelena Edwards  Y
   Membership Chair Eric Bryant  Y
   Region I Chair Kwame Baptiste  Y
   Region II Chair Sheldon Gay  Y
   Region III Chair Sonja Favors  Y
   Region IV Chair Heather Gibbs  Y
   Region V Chair Mikala Windham  Y
   Region VI Chair Johnnie Tangle  Absent
   In Favor: 12  Opposed: 0  Abstentions: 0

   Motion Passes 12-0-0
B. Next 30 Days
   1. Please make sure we get documentation to Oliver on time
   2. Make sure that you’re working with regional counterparts
   3. Summer meeting, RLCs then PDC
C. Board Expectations
   1. Respond to emails within 48 hours
   2. Continue working with WHQ counterparts
   3. Operating Guidelines will be sent out after this call. Deadline will be set to review and provide comments
   4. Will vote on them at Summer Meeting

VI. Open Discussion
A. Operating Guidelines: are these meant to be approved each year? Yes
B. Have any decisions been made to replace Nicole Yates? There were discussions to have her serve as a contractor but not a lot of decisions have been made to date. Tamra Creer is the resource for data at WHQ for now.

VII. Finance Chair Update: Crystal Smith
A. Regions need to provide Crystal with a contact of who will be your finance contact. Will have a call with each of them
B. All should have formulated programming detail for all events and access to all regional solicitation packets
C. Will be taking place prior to the BCA meeting
D. If you speak to a company that has already sponsored us for PDC, please send that contact to Crystal and/or Carolyn
E. Please ensure that your regional contact has the skillset to sell NSBE Professionals well
F. BCA meeting update will heavily focus on PDC
G. Graduating Seniors Reception programming needs to be reviewed/revised to increase participation and provide better impact for potential sponsors
H. Crystal’s call is mostly for regional leaders, but she can cater the content if she’s aware they are on the call

VIII. Membership Update: Anthony Murphy
A. Current Membership Numbers: 2978 total professional members including 304 Lifetime
   1. Missing key data from our members in the system
   2. 74.5% did not stipulate highest level of education
   3. 12.2% did not stipulate a degree at all
   4. 71.5% state they are not currently in school
   5. 61% male, 35% female
   6. We do have a breakout based on the most popular majors
B. ROI for the year is key. When money is invested in the board, please utilize the resources (business cards, etc.) Intent is that you are planning on actively using the resources.
C. Expectation is that your regional board members are communicating with their chapter counterparts
D. We want to look at our results on a monthly and quarterly basis and evaluate, adjust, and continue climbing
E. Asking each region to increase membership by 20% year over year. Each region will receive their individual membership data directly. Focus should be on activities to reach this goal.

IX. PDC Update: Carolyn Boyd
A. 93 registrations to date, hoping for a jump over the summer
B. Agenda 98% complete and going to post it to Guidebook to get
C. Every SIG will be represented on the agenda
D. 22 entries from Call for Workshops, expecting 6-7 from corporate sponsors
E. 7-8 slots available from those entries
F. All contracts in for all signature events, speakers, etc.
G. Quite a few companies in flight to sponsor PDC, working to sell our signature events
H. ITSMF: WISE luncheon, Executive Leadership Breakfast & Executive Mentoring
I. Silent Auction at Evening of Excellence, all funds will go directly to the scholarship
J. August 5th Carolyn will host a webinar for members on YouTube to discuss PDC
K. Do not want to remove ISO training but currently need a $5000 sponsor to keep it
L. Three events open to the community: Mike Muse town hall (Eventbrite), Community day (free), local TV & radio stations will promote Evening of Excellence (tickets, tables, and auction)

X. Region I Update: Kwame Baptiste
A. Working on ROI initiatives in the region, trying to figure out how to increase our membership ROI
B. Having calls with chapters to help them be more strategic. Help them understand that part of their charter is to recruit members for the society
C. Building partnerships in the community to increase membership, i.e. joint table at Blacks in STEM conference
D. Getting ready to support REB at RLC

XI. Region II Update: Sheldon Gay
A. Initial website for Drexel Online? Could launch society wide by PDC will work with Carolyn
B. Scholly is a way for people to search and apply for scholarships. Looking like a society wide initiative. Costs about $7000 to get access to $4M in scholarships. Could add in our scholarships and make it easier for members to apply for all in one place.
   1. Could be a revenue source via ads, Sheldon will discuss with Crystal
C. Doing summer meet-ups throughout the country connecting collegiate and Professional members. Will occur in DC at the end of July. Inviting other local Professionals chapters to attend.

XII. Region III Update: Sonja Favors
A. Working to improve relationship between REB & PEB. Have dealt in silos for quite some time.
B. Will be attending RLC to build relationships
C. First road show in Memphis: July 14th. Partnering with the local chapter to do a membership event and meeting
D. Chapters tend to do things not in line with the overall organization. Created a playbook to help level set what a viable chapter looks like.
E. Planning a road show in Orlando as well. Interest from collegiate side to have an active Professionals presence
F. Will have Professional chapter development content at FRC

XIII. Region IV Update: Heather Gibbs
A. Attending Quad Cities & Twin Cities membership drives
B. Immediate focus on finance packet to begin soliciting funds, goal to complete by August
C. Big focus on pushing PDC as much as possible as the “host region”
D. Won’t be providing RLC content but will be attending to support the REB

XIV. Region V Update: Mikala Windham
A. July 14th NSBE Day at NASA in Houston: Sold out in 48 hours. Focused on
B. One NSBE Jr. chapter has already submitted a charter request
C. #WhyNSBE #MyNSBE campaign has begun. Many have already posted on social media
D. 5 members of RPEB at RLC providing content and interacting with REB
E. End of July soft launch plan for the year on a webinar for the region to provide
F. Professional content at FRC; need to revive Professional presence in the Tulsa region

XV. SIG Updates: Angelena Edwards
A. Much further along with PDC planning this year than previously
B. Influx of new leaders has challenged everyone to step up
C. Energy SIG has just completed a planning meeting. Working on securing funding from the Dept. of Energy. Engaged Harvard to create partnership for one of their management programs
D. Public Policy planning retreat is coming soon.
E. Entrepreneurship SIG working on partners for PDC as well as to meet some of their Diversity & Inclusion goals
F. Transportation is growing their board and raising funds
G. Healthcare has started their PDC and TPC planning
H. ITTT offering 1 hour cybersecurity training at PDC. Hoping to have larger training at TPC and has already submitted to CPP for sponsorship
I. Emphasizing that all participating in SIGs are PAID members. Working to fix SIG selection in the membership system
J. Space SIG has started planning for ASC 2018 in Houston

XVI. **Adjournment:** Meeting adjourned at 10:00pm EDT by Maurice Patterson