



NATIONAL SOCIETY OF BLACK ENGINEERS

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# 2010-2011 National Executive Board Meeting Minutes

VERSION 1.0

FEB. 2011



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National Executive Board (NEB) Meeting Minutes

April 13, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	Kazeem Omidiji	X		
National Secretary	Brenda Nathan		X	
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian (2009-2010)	Jeff Lamonthe	X		
Alumni Extension Chairperson	Thzaira Charles	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chair	David Lanier	X		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore		X	
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Jessica Farr	X		



Chair of the Meeting: Calvin Phelps – National Chairperson  
 Call to order at 8:00 PM EST  
 Roll call  
 Orders of the day:

I. Appointments

**Calvin Phelps entertains the motion to appoint Kari Brown as the 2010-2011 National Academic Excellence Chairperson**

**Maker: Paul Nguyen – Region V Chairperson**

**Second: Sade Ruffin – National Treasurer**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Absent
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Finance Chairperson	Michael Owens	Yes
National Membership Chairperson	David Lanier	Yes
Region I Chairperson	Ricardo Theodore	No
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Kari Brown: Passes (11-1-1)**

**Motion: Move to extend discussion by five minutes**

National Vice Chairperson	KazeemOmidiji	No
National Secretary	Brenda Nathan	No
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	No
National Public Relations Chairperson	Ivan Land Jr.	No
National Finance Chairperson	Michael Owens	Yes
National Membership Chairperson	David Lanier	Yes
Region I Chairperson	Ricardo Theodore	No
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	No
Region IV Chairperson	Sabre Evans	No
Region V Chairperson	Paul Nguyen	No
Region VI Chairperson	Jessica Farr	No

**Motion recognized to extend discussion by five minutes: Denied (5-8-0)**



**Calvin Phelps entertains the motion to appoint Karmell Wisdom as the 2010-2011 National International Committee Chairperson**

**Maker: Paul Nguyen – Region V Chairperson**

**Second: Jarrell Johnson – National Programs Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Finance Chairperson	Michael Owens	Yes
National Membership Chairperson	David Lanier	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Karmell Wisdom: Passes Unanimously**

**Calvin Phelps entertains the motion to appoint Whitney Gaskins as the 2010-2011 National Business Diversity Chairperson**

**Maker: Jarrell Johnson – National Programs Chairperson**

**Second: Sade Ruffin – National Treasurer**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Finance Chairperson	Michael Owens	Yes
National Membership Chairperson	David Lanier	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Whitney Gaskins: Passes unanimously**



**Calvin Phelps entertains the motion to appoint Tasha Zephirin: National Parliamentarian**

**Maker: Jeff Lamonthe – 2009-2010 National Parliamentarian**

**Second: Sabre Evans – Region IV Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Abstain
National Finance Chairperson	Michael Owens	Yes
National Membership Chairperson	David Lanier	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Tasha Zephirin: Passes (12-0-1)**

II. National Transition Meeting Logistics

April 23-25, 2010

Location: World Headquarter (WHQ) – Alexandria, VA

Dress code:

Friday: Business casual, Business Attire for NEO

Saturday: Business Attire

Sunday: Business Attire

Travel Authorization

NEO: Arrival on Thursday, April 22, 2010

NEB: Arrival on Friday, April 23, 2010

III. Board Confidentiality

IV. Comments, Questions, Concerns

Meeting adjourned at 8:37 PM EST

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National Executive Board (NEB) Meeting Minutes

April 14, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	Kazeem Omidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian (2009-2010)	Jeff Lamonthe	X		
Alumni Extension Chairperson	Thzaira Charles	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.		X	

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chair	David Lanier			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Jessica Farr	X		

Other Attendees	Name	Present	Late	Absent
Advisor	S. Gordon	X		
Advisor	Donna O. Johnson		X	
Advisor	Michelle Lazama		X	
2008-2009 National Chairperson	Stevenson Dunn		X	
2009-2010 National Chairperson	Stacyann P. Russell	X		



Chair of the meeting: Calvin Phelps – National Chairperson  
Call to order 10:00 PM EST  
Roll call  
Issues at hand: Conflict about voting procedures and deadline clarification

Floor is open for discussion at 10:02 PM EST

Comment: It was not explained to the membership that applicants would be interviewed and voting would take place before the deadline.

C: The process was not consistent with what we told our members and should be redone for those who applied afterwards.

C: The concern is not following the documentation

Response: When applications were open they set a deadline for the first Friday of March (5<sup>th</sup>) there were only a few applications the NEB turned in. A message to the leadership to encourage more people to apply was sent out and the deadline was extended to March 15<sup>th</sup>.

C: Business Diversity, International committee, National Assistant Treasurer of Financial Control was submitted.

Question: Did the National Chairperson elect agree to this deadline?

R: Did not receive an email and was going off a conversation as a rolling deadline

→ Correction made: Jeff did send an email stating this deadline

Q: Please clarify the proper protocol since the information sent to the membership was not clear

R: The parliamentarian will need to send an email reminding the membership that applications are on a first come first serve basis as a correction to the membership

Q: What about the people who applied prior to this correction?

R: All applications were reviewed up to date.

C: We re-looked at the applications between the AEx Chairperson and still felt Kari's application was stronger, given her strategic plan and other accompanying documents.

C: Calvin Phelps did not do anything wrong by not sending out all the applications to the board. It is his job to read through them and recommend them to the board for review and voting.

Q: What about the mistake in communication?

R: If they already applied all application have been considered. There should not be recourse because they have all been considered if they applied prior to this conflict. This is not the issue; there is a bigger issue at hand.

C: The NEB Elect now faces more serious issues on their hands. There needs to be a source of communication that the deadline is a rolling deadline. This is traditionally done when it comes to applicants after the convention. This needs to be stated if it was misinterpreted by the membership. The NEB Elect has an image problem. We have not taken office yet and the NEB looks bad, this will cause the membership trouble to



follow the NEB. Information spreads quickly and regular members now know about this issue. The accountability of the board is at risk. People are responding to things they do not need to be responding to; the National Chair should be the first and only to address these issues unless otherwise delegated to do so. Even people who voted are now throwing the Chair “under the bus.” This is a lack of responsibility.

C: Regardless of the decision, we need to handle issues as a board. Sending out mass emails is not effect and affect the credibility of the board. Any issues should be addressed to the National Chairperson or Vice Chairperson first. We need to follow protocol and respect privacy. We need to keep this as a private board issue.

Q: Are you or do you stand on the decision that you made knowing there is another application out there?

A: No acknowledgment of the clarity of the April 19<sup>th</sup> deadline was received. As a board we can stick to the choice we made or the board can wait until the deadline for other applications to review after the 19<sup>th</sup>.

C: We have NTM in a week. This is why we have the rolling deadline. These applications have to be handled in a timely manner with the transition meeting coming up. NTM is the first step to do, as the NEB is too important to throwaway transitioning for the appearance of fairness. We as a board made the decision knowing there was another application.

C: Despite the miscommunication between the Parliamentarian and the National Chair, we still communicated to the membership one thing. The way it was conducted was like a rolling deadline but the members do not know about this. We communicated and acted on another. One thing that needs to be address is that this is a first come first serve basis.

C: It seems to me that it looks like the issue was one application was not considered, but it was cleared up that it was considered. How to deal with the public perception, we can communicate that it was a miscommunication and reassure that all applications that were receive were considered and reviewed.

**Action Item**

**To: National Secretary Elect & Parliamentarian**

**From: National Chair Elect**

**Due: April 15, 2010 by Noon**

**Draft a letter to the membership clarifying that the deadline is a rolling deadline and all applications are able to be voted on before the deadline, also that all applications up to date have been reviewed. Attach an updated application handbook**

**Action Item**

**To: Regional Chair Elects**

**From: National Chair Elect**

**Due: April 15, 2010 COB**

**Forward to your chapters the letter Jeff and Brenda will write to the membership in regards to the miscommunication**

Region I Chair objects the action item to send it out to the membership

C: This is a direct action item from the Chair; the only person(s) allowed to object is the Chair and Vice Chair

C: The concern is not for the people who have already submitted but for those who thought they could submit until the 19<sup>th</sup>. The principle is that her application was fully considered, even if she waited until the 19<sup>th</sup>, she



still would not have been recommended since the National Chair Elect felt the other candidate was stronger. We need to come as a unified front and do things completely as a unit.

C: If you feel you still cannot move forward with the votes, please speak up. There will be choices that you don't agree with but if the board makes a decision, the whole board needs to be able to show why it was made as a whole board and come to an agreement and act like a board of directors.

Q: Regional Chair Elects, do you understand and are you comfortable with sending out this message to your members that Jeff and Brenda are drafting?

Regional Chairpersons	Name	Answer
Region I Chairperson	Ricardo Theodore	No
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

C: We do need to move forward. This will be noted as an infraction if you do not comply. This will be considered a disservice to the membership if you do not send out a direct message from the National Executive Board. Not communicating this will be very offensive.

C: There are bigger issues and will be addressed at NTM. Please be sure that this situation is not taken personally.

**Motion to adjourn the meeting at 11:04 PM EST**



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**Action Item(s)**

To: National Secretary Elect & Parliamentarian

From: National Chair Elect

Due: April 15, 2010 by Noon

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To: Regional Chair Elects

From: National Chair Elect

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Forward to your chapters the letter Jeff and Brenda will write to the membership in regards to the miscommunication



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National Executive Board (NEB) Meeting Minutes

April 23, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	KazeemOmidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian (2009-2010)	Jeff Lamonthe	X		
Alumni Extension Chairperson	Thzaira Charles	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin			X
2011 CPC Vice Chairperson	KyrstalTatney	X		

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard	X		
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier		X	
International Membership Chairperson	Karmell Wisdom		X	

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Jessica Farr	X		

Other Attendees	Name	Present	Late	Absent
2009-2010 National Vice Chairperson	JaraadPouncil	X		
2008-2009 National Chairperson	Stevenson Dunn	X		
	Cynthia Bassard	X		



Chair of the meeting: Calvin Phelps – National Chairperson

Called to order at 7:00 PM EST

Roll call

Introduction of NEB-Elect

- I. Stevenson Dunn – Transitioning in
  - a. “You get out what you put in” – Calvin
  
- II. Stacyann
  - a. How do you make decisions that are going to effect thousands of people?
  - b. You will have big decisions to make in terms of the Joint Career Fair (JCF).
  - c. NEB Taskforce
    - i. National Chairperson
    - ii. Region VI Chairperson
    - iii. National Finance Chairperson
    - iv. National Business Diversity Chairperson
    - v. National AE Chair Elect
    - vi. Executive Director
    - vii. National Advisor
  
  - d. NEB Taskforce assignment
    - i. Was asked several questions in entertaining the proposal
    - ii. The predecessors answered and researched all questions
  
  - e. Proposal
    - i. One national career fair in October with NSBE, SHPE, AISES, SWE
    - ii. Held in a venue large enough to hold all four conferences
    - iii. Each organization to hold their national conference co-located to JCF
  
  - f. Rationale
    - i. Declining revenue from industry donors
    - ii. Three to four conferences currently overlap
    - iii. Conservative revenue models indicates that the JCF can approximately generate \$30 Million
    - iv. Joint effort will compete with other start-up and profit based organizations
    - v. Increased employment opportunity for members
    - vi. Industry demand for consolidation
    - vii. We all have the same supporters
    - viii. One reason we are successful is because we do not host our convention at the same time as them, downside is we are not accessing the larger job opportunities during the fall hiring season.
  
  - g. What has been done?
    - i. NEB Taskforce researched to address action items
    - ii. Executive directors of the organizations spoke via phone
      1. Shared data on current donors, contracts and attendance metrics
      2. Discussed potential terms of joint effort, including prorated profit sharing
      3. Confidentiality agreement
  
  - h. Pros – Kazeem
    - i. Internship availability



- ii. Career fair company representation
  - iii. Membership exposure
  - iv. Accommodation cost
    - 1. Reduced hotel expenses (reduce costs)
  - v. Regional/national elections
    - 1. The elected positions will have six months to shadow the NEB and REBs
  - vi. Convention expenses
    - 1. Expenses split between four organizations
    - 2. You will be able to leverage more to companies and school knowing more people will be in attendance
  - vii. Membership fund solicitation
  - viii. Visibility
- i. Cons – Kazeem
- i. Job/internship misperception
    - 1. There will be fewer jobs available for our membership base; we have to compete with others.
      - a. Not true, we are now exposing ourselves to more jobs since the majority of companies hire in the Fall season
      - b. This also exposes us to work force competition
  - ii. Organizational quality misperception
    - 1. How will we operate as an organization when combining with these other organizations
- j. More details – Stacyann
- i. Collegiate management – this will not change
  - ii. NEB approval of financial components – we will still have the same checks and balances that happens now
  - iii. NSBE in control on NSBE events
  - iv. NSBE members enjoy full rights of membership
  - v. Will not absorb costs of other organizations
  - vi. Exclusive vendor use
    - 1. We pride ourselves with supporting black owned businesses
    - 2. We are going to fight for our businesses – we own the rights of NSBE events

Q: Have we talked about the joint things, example, general session being a joint event?

A: We have not gone that far into planning

- k. Organizational changes:
- i. FRCs move to spring to become SRCs
    - 1. We need to stay connected to survive as an organization
    - 2. In spring, you will see the profit ahead of time to be able to plan accordingly for the upcoming year
    - 3. We can start having a technical impact and more
  - ii. Elections
    - 1. We can now have five months of transitioning
    - 2. Be able to figure out the position and figure out what we will implement in the year
  - iii. Program competitions
    - 1. We will have to adjust
    - 2. We will have to as a NEB address the issues for programs



- iv. Proposed start date – October 2011, we have to start this/do this before another organization does so who has more resources; this timeline has been deemed too aggressive.

I. Financial Model

- i. Three models developed
  - 1. Revenue and expenses over a five year period
  - 2. Flat rate model
  - 3. Tiered model
  - 4. Prorated model
- ii. Most conservative revenue model suggested \$30 Million
  - 1. In actuality it can be up to \$60 Million
- iii. Required minimum of \$150 contribution
  - 1. On average they (the companies) will be willing to contribute \$200K for a booth
  - 2. With access to all four organizations, it will cut their costs down and they will be willing to pay \$200K
- iv. Organizations okay with NSBE at 40%
  - 1. \$30-\$60 Million in revenue
  - 2. Pay for 25% of the expenses
  - 3. This is because we have the most membership, the most students and that is what the companies want, more students, technical professionals, etc.
- v. Exclusive career fair hours for each organization
- vi. We must be culturally responsible
- vii. We don't want to stand in line behind "50 million" people

Q: How many different cities can hold contracts for this?

A: We are currently at Tier 2 cities, we would move to Tier 1 cities (NYC, LA, Houston, etc.)

m. AMPC Responsibilities

- i. Workshop/speakers
- ii. Entertainment
- iii. Work with consultants
- iv. Report to NEB
- v. Manage their budget
- vi. Six Regional representatives on committee

Q: What needs to be ratified in the bylaws of the meetings? It states we need to have certain annual meetings scheduled.

A: we can move certain items to the fall but that does not mean we move our conference.

C: This is what the taskforce is suggesting we should not move the career fair alone but have exposure to other events like GTA, competitions, maybe the whole convention, but this is up to us to choose. We may need a constitutional ratification.

C: These amendments are difficult to get passed. The amendments that did not pass this year were due to senators not voting but checking into the convention. We need to have our staff as tight as it can and keep it in the membership's face so they feel they have no choice but to vote for or against amendments. We must engage our membership.

Meeting adjourned at 8:38 PM EST



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National Executive Board (NEB) Meeting Minutes

May 23, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	KazeemOmidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian (2009-2010)	Jeff Lamonthe	X		
Alumni Extension Chairperson	Thzaira Charles	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard			X
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier			X
International Membership Chairperson	Karmell Wisdom			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Paul Nguyen			X
Region VI Chairperson	Jessica Farr	X		

Other Attendees	Name	Present	Late	Absent
Advisor	Donna O. Johnson	X		



Chair of the Meeting: Calvin Phelps – National Chairperson  
Called to order at 7:00 PM EST  
Roll call  
Agenda Overview

- I. Chair’s Update
  - a. Currently looking for Chief Development Officer
    - i. Duties are to collect funding aside form corporate funding
    - ii. Search is in the beginning stages
    - iii. Will be selecting a search firm early next week
  - b. Executive Director
    - i. Continually talking to Congress to get government support
    - ii. Had a meeting on Capital Hill in April with Assistant Director, Advanced Manufacturing and ASME Fellow, Sridhar Kota of Office of Science and Technology Policy (OSTP).
    - iii. Trying to partner up and develop SEEK
    - iv. Potential partnership with SEEK and National Lab Day
      - 1. President Obama or First Lady Michelle Obama may be speakers to introduce the new program
  - c. 37<sup>th</sup> Annual Convention
    - i. Confirmed Senator Coffman of Delaware as Keynote speaker for opening session

II. Appointments  
**Calvin Phelps entertained the motion to appoint Onte McClendon as the 2010-2011 National Assistant Treasurer of Financial Control**  
**Maker: Sade Ruffin – National Treasurer**  
**Second: Paul Nguyen – Region V Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	No
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Onte McClendon: Passes (11-1-0)**

**Calvin Phelps entertained the motion to appoint Soleakhena Holloway as the 2010-2011 National Publications Chairperson**  
**Maker: Brenda Nathan – National Secretary**



**Second: Paul Nguyen – Region V Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	No
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Soleakhena Holloway: Passes (11-1-0)**

**Calvin Phelps entertained the motion to appoint La-Trice Lambert as the 2010-2011 National Communications Chairperson**

**Maker: Brenda Nathan – National Secretary**

**Second: Paul Nguyen – Region V Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint La-Trice Lambert: Passes unanimously**

**Jarrell Johnson moves to appoint Sarah Brown as the 2010-2011 National TORCH Chairperson**

**Second: Kari Brown – National Academic Excellence Chairperson**



C: She is a great candidate; she started a TORCH program at her school, which won awards for the past two years.

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	No
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Sarah Brown: Passes (11-1-0)**

- III. Academic Excellence Initiatives Update  
\*Please reference the AEx PPT for the following:
- Duties
  - Committee Structure
  - Progress-to-date
  - Potential Programs/competitions
  - Initiatives
  - National AEx Appointments
  - Work in progress
  - Upcoming events

**Action Item:**

**To: Kari Brown**

**From: Calvin Phelps**

**Task: Send response about Achiever's Plus program initiative to Calvin**

**Due: May 28<sup>th</sup> COB**

**Keri Brown moves to appoint the following members as the 2010-2011 AEx Committee**

- i. **OnomeOfoman – Communications Chairperson**
- ii. **AyoolaLapite – Academic Technical Bowl Coordinator**
- iii. **Christopher Lorenzo Carter – Research & Technical Development Coordinator**
- iv. **Vincent P. Bell – Academic Resource Coordinator**
- v. **MonisolaBaruway – Statistics & Reporting coordinator**
- vi. **Dr. AugustineEsogbue – Additional Advisor**

**Second: Paul Nguyen – Region V Chairperson**



National Vice Chairperson	Kazeem Omidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint the National AEx Committee: Pass Unanimously**

IV. Programs Review

\*Please reference the programs matrix and document for programs review

- a. Program zone will be reviewing programs and will be making choices to keep or cut programs depending on effectiveness of the program.
- b. Will be working closely with Dr. Mike
  - i. Please see Dr. Mike's report, which was sent via email on April 23<sup>rd</sup>
- c. NEB Please review all documents thoroughly to understand and assess each program
- d. Each Program is listed even if it is active or not
  - i. Contains information
  - ii. Contains ranking through reports
  - iii. Contains fulfillment of certain initiatives (noted in documents attached)
  - iv. Programs are grouped by category
- e. Programs matrix was sent April 24<sup>th</sup> and resent May 23<sup>rd</sup>

C: This is what we are focusing on, the target of each program, how is it or isn't it reaching our goals, we will review each program; one to two programs per call then make the decision afterwards.

V. 2011 Annual Convention Theme

- a. Theme: "Engineering a Gateway to Success"

**Mustafa Alamin moves to approve the 2011 Annual Convention Theme as "Engineering a Gateway to Success"**

**Second: Paul Nguyen – Region V Chairperson**

Q: Where did the theme come from?

A: We talked to the CPC what we wanted to bring to the convention; we wanted something that would inspire the membership



Q: Last year had difference components to support the theme: visuals, etc. Do you have any supporting components for the theme?

A: We are working on the visuals, have designers working on that but we do not have different components yet.

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	No
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to approve the 2011 Annual Convention Theme: Pass (11-1-0)**

VI. Questions, Comments, Concerns

Tasha – National Parliamentarian

We are currently compiling the committee packet to be sent out to the membership, currently have information from the programs zone, torch, PCI, publications, public relations, membership and international zone, is there anyone else sending any additional documents after the call?

Sade – Please see if you have received Finance Zone documentation

Committee Packet will be sent tomorrow for final review and sent out ASAP via Comm. Zone and email to the membership

Comment:

Tasha – leadership verification is coming up

**Action Item:**

**To: Regional Chairs**

**From: Tasha Zephirin**

**Task: Please send a list of your board positions and make sure they are a full time student in good standing. There will be an additional check in Fall.**

**Due: May 25<sup>th</sup>, COB**

Comment:

Kazeem – National Vice Chair

Please be sure to renew your membership, the current membership price is \$10 until July 31<sup>st</sup>



Kazeem – Action Item for Obama Campaign letters are due today; only received a few, please send via email in the next 5 minutes or it will be considered late.

**Action Item:**

**To: Regional Chairs**

**From: Jarrell Johnson**

**Task: Please send your TORCH coordinator information for your region**

**Due: May 28<sup>th</sup>, End of the day**

Calvin - National Chair

We need better operational excellence from the board having only a few members turn in their AI on the due date is not operational excellence. Let us improve this.

Brenda – National Secretary

From the Obama Campaign letters, we are pulling the process to a halt to better the process. WE would like everyone to send their letters to WHQ instead of directly to the White House to assure the quality of the letters being sent. The communications zone will have an updated process before the end of the week.

Please also refrain from cc'ing everyone on emails if it is not necessary. Example: Congratulations emails please only respond to the person who has been awarded and NOT cc the whole board. Thank you!

Meeting adjourned at 8:27pm EST

**Action Item(s)**

To: Kari Brown

From: Calvin Phelps

Task: Send response about Achiever's Plus program initiative to Calvin

Due: May 28<sup>th</sup> COB

To: Regional Chairs

From: Jarrell Johnson

Task: Please send your TORCH coordinator information for your region

Due: May 28<sup>th</sup>, End of the day

To: Regional Chairs

From: Tasha Zephirin

Task: Please send a list of your board positions and make sure they are a full time student in good standing. There will be an additional check in Fall.

Due: May 25<sup>th</sup>, COB



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National Executive Board (NEB) Meeting Minutes

June 17, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps			X
National Vice Chairperson	Kazeem Omidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin			X
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian	Tasha Zephirin	X		
Alumni Extension Chairperson	Thzaira Charles	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.		X	
National Publications Chairperson	Soleakhena Holloway	X		
National Communications Chairperson	La-Trice Lambert	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon			X

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard	X		
Business Diversity Chairperson	Whitney Gaskins			X
Academic Excellence Chairperson	Kari Brown	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier	X		
International Membership Chairperson	Karmell Wisdom			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Jessica Farr			X

Other Attendees	Name	Present	Late	Absent
Advisor	Donna O. Johnson	X		
Advisor	Gerald Harris	X		
WHQ	Sharon Smith	X		



Chair of the meeting: KazeemOmidiji – National Vice Chairperson  
Called to order at 9:00PM EST  
Roll call  
Review of the agenda

I. Appointments

**KazeemOmidiji entertains the motion to appoint Calvin Young as the 2010-2011 National Finance Chairperson**

**Maker: Paul Nguyen – Region V Chairperson**

**Second: Sabre Evans – Region IV Chairperson**

Q: Are the people who interviewed Calvin on the call?

A: No, but Kazeem can speak to the interview

Q: On the bio, it says there was concern he would follow his own direction please clarify

A: He was talking about his own views, but emphasized he is a good listener and will follow in the direction of the National Directives and national treasurer.

Q: Do you know if Sade or Calvin had any recommendations?

A: This was the recommendation from Calvin through discussion with Sade. He felt Calvin Young is the best for this position.

National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Communications Chairperson	La-Trice Lambert	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes

**Motion recognized to appoint Calvin Young: Passes unanimously**

II. National Convention Rates

- a. To answer questions about the rates (questions were raised via email)
  - i. We are being competitive since we are going back to the USA
  - ii. We will not be doing any special pro-rated rates for the convention
    1. We didn't want to make a tradition of having very low rates
- b. 2011 Annual Convention rates are as follows



Registration Type	Early Bird	Pre-Registration	On-Site
Alumni Member	\$190.00	\$230.00	\$310.00
Alumni Affiliate Member	\$190.00	\$230.00	\$310.00
Career Fair Only	\$65.00	\$65.00	\$65.00
Chaperone	\$60.00	\$90.00	\$110.00
Chapter Advisor	\$170.00	\$210.00	\$255.00
Chapter Senator #1	\$75.00	\$115.00	\$205.00
Chapter Senator #2	\$75.00	\$115.00	\$205.00
Child (5 and under)	\$0.00	\$0.00	\$0.00
Child (6-12 years old)	\$35.00	\$35.00	\$35.00
Collegiate Affiliate Member	\$100.00	\$145.00	\$210.00
Collegiate Affiliate Member (APEX)	\$75.00	\$115.00	\$205.00
Collegiate Member	\$100.00	\$145.00	\$210.00
Collegiate Member (APEX)	\$80.00	\$120.00	\$210.00
Competitions/Scholarship Awardees	\$0.00	\$0.00	\$0.00
Corporate Representative –BCA	\$230.00	\$230.00	\$230.00
Corporate Representative – Non BCA	\$330.00	\$355.00	\$405.00
Friends and Family	\$0.00	\$0.00	\$0.00
Graduate Student	\$100.00	\$145.00	\$210.00
GTA Winner	\$0.00	\$0.00	\$0.00
International Alumni	\$100.00	\$145.00	\$210.00
International Collegiate	\$100.00	\$145.00	\$210.00
Lifetime Member	\$190.00	\$230.00	\$285.00
Non-Member	\$330.00	\$365.00	\$415.00
NSBE Jr. Competitions/Scholarships	\$0.00	\$0.00	\$0.00
NSBE Jr. Member	\$55.00	\$90.00	\$105.00
NSBE Jr. Member (APEX)	\$45.00	\$65.00	\$105.00
NSBE Jr. Non-Member	\$60.00	\$95.00	\$135.00
Spouse/Guest	\$190.00	\$230.00	\$310.00

**Mustafa Alamin moves to approve the 2011 Annual Convention rates**

**Maker: Mustafa Alamin – 2011 CPC Chairperson**

**Second: Paul Nguyen – Region V Chairperson**

C: Background of rates – please reference 2009 Las Vegas, NB and 2010 Toronto rates

C: For chaperone rates, they are listed as \$65 and \$65, please correct this.

National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Communications Chairperson	La-Trice Lambert	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes



Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes

**Motion recognized to approve the 2011 Annual Convention rates: Passes unanimously**

III. Programs Matrix

a. Background information on Academic Tech Bowl

- i. Competitions occurs at Fall Regional Conference and Annual Convention
- ii. Jeopardy style with multiple choice questions
- iii. Questions contain history and all categories of engineering and science
- iv. Questions come from NEB, educators, etc.
- v. Benefits include decreased registration rates for annual convention, accommodations for travel and prizes. (Only for those who qualify to compete in the final round at the Annual Convention).
- vi. ATB was previously sponsored; past two (2) years have NOT been
- vii. Dr. Carrol report – recommendations provide the objectives and aligned it with what each program does for NSBE
- viii. ATB is a showcase of what people know opposed to competitions that preps them for EIT and other exams
- ix. Budget line item for ATB \$13,600; most of it goes to participating members not operations
  1. Accommodations
  2. Registration rates
  3. Awards
  4. Chapter
- x. Recommendation to suspend the program on the national level for a year to reevaluate it.

b. Questions/Comments/Concerns

Q: Is it possible to have enough time to use summer and beginning of fall to restructure the competition and still be able to offer it at the Annual Convention; would that be more beneficial than suspending it for a whole year?

A: That was discussed amongst the team, the idea in suspending it is not saying we are not offering it in the future years; this is to reevaluate it and increase the number of members who can participate in it. If the team can do so by a sufficient date (early bird) and be sent and ready it would not be an issue. This means a new module will only take place at the Annual Convention

Q: Is there an issue of doing a matrix and still having the current module done?

A: The way it is structured, a lot of information for programs will be distributed at NLC. Between NLC and the NEB summer meeting, more information will be sent out; a lot of it will be for Fall Regional Conference. This changes when certain things are done only for the Annual Convention. If ATB is suspended for the FRCs that gives teams a longer period of time to deliver for the Annual Convention

C: In order to completely evaluate a program, you need a lot of time; we should follow the direction of the Chairman. We should suspend ATB for a year and fully evaluate it.

Q: If ATB is suspended for FRC what would you offer, only Technical Research Exhibition?

A: There is a lack of competitions on the collegiate level so yes, only TRE

Q: There is a comment on the matrix, is the marathon going to be combined or separate?



A: This was just an idea

Q: Have we survey the past teams of what we should improve and if they studied and if it helped them?

A: When the evaluations were done it was tested against the EIT. Findings are that it does nothing towards members goals. It is a showcase event. There were 403 members that responded about ATB as it related to 15 other programs offered. ATB came into 11 out of 16 for ranking. This was done in 2008

Q: What planning goes into ATB on a National Programs Zone perspective to say it would take away from holding it and evaluating it at the same time?

A: In terms of implementation it would fall on Kari and coordinator. Because WHQ staff and programs team will be overly used. There is a lot of paper work; it is tasking thing to do programs and implementation. The regional level did the check requests, if we can put the emphasis now to get that done, we will have more time to do evaluation of ATB while it is being run by REB on the regional level.

C: For the continued discussion, please answer the following questions:

Regional Chairs: How would this affect your programming at your FRC not to have a competition there?

Jarrell: What is Dr. Mike's feelings concerning this competition

Kari: Has your team been working on anything in terms of restructuring or marketing and what do you think is feasible?

Everyone: Be sure to CC the NAB on all discussions pertaining to ATB.

IV. Summer NEB Meeting

- a. July 16-18, 2010
- b. Should have received a travel authorization
- c. Anything you want added to the agenda please send to Kazeem

V. Obama Campaign

- a. Aiming for early July to have all letters in
- b. Submissions acceptable
  - i. Email (scan with address and signed)
  - ii. Fax to WHQ (with address and signature)
  - iii. Physical mail (with address and signature)
  - iv. Bring to NLC (collect from local chapters and make sure it is signed and has their address on it).
- c. Currently have 150 letters
- d. Only 12 of 24 National Leaders have been confirmed to have submitted their letters.
  - i. Please notify Brenda if you plan on bringing it to NLC

VI. Questions/Comments/Concerns

Meeting adjourned at 10:13PM EST



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National Executive Board (NEB) Meeting Minutes

July 18, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	KazeemOmidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian	Tasha Zephirin	X		
Alumni Extension Chairperson	Thzaira Charles	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		
National Publications Chairperson	Soleakhena Holloway	X		
National Communications Chairperson	La-Trice Lambert			X

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		
National Finance Chairperson	Calvin Young			X

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard	X		
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier			X
National International Membership Chairperson	Karmell Wisdom	X		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Jessica Farr	X		

Other Attendees	Name	Present	Late	Absent
Advisor	Donna O. Johnson	X		
Advisor	S. Gordon Moore	X		
Advisor	Reggie Ewing	X		



Chair of the meeting: Calvin Phelps – National Chairperson

Call to order at 9:00PM EST

Roll call

Review of the agenda

I. Appointments

**Calvin Phelps entertains the motion to appoint Njema Frazier: 2010-2011 NLI Chairperson**

**Maker: Jarrell Johnson – Programs Chairperson**

**Second: Sade Ruffin – National Treasurer**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion Recognized to appoint Njema Frazier: Passes unanimously**

**Calvin Phelps entertains the motion to appoint Anthony Harris to the National Advisory Board for an additional four (4) years**

**Maker: Jarrell Johnson – Programs Chairperson**

**Second: Whitney Gaskins – Business Diversity Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes



Region VI Chairperson	Jessica Farr	Yes
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**Motion recognized to appoint Anthony Harris to the NAB: Passes unanimously**

**Calvin Phelps entertains the motion to appoint Donna O. Johnson to the National Advisory Board for an additional four (4) years**

**Maker: Jarrell Johnson – Programs Chairperson**

**Second: Whitney Gaskins – Business Diversity Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Donna O. Johnson to the NAB: Passes unanimously**

**Calvin Phelps entertains the motion to appoint Gerald Harris to the National Advisory Board for an additional four (4) years**

**Maker: Jarrell Johnson – Programs Chairperson**

**Second: Whitney Gaskins – Business Diversity Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes



Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Gerald Harris to the NAB: Passes unanimously**

**Calvin Phelps entertains the motion to appoint S. Gordon Moore to the National Advisory Board for an additional four (4) years**

**Maker: Jarrell Johnson – Programs Chairperson**

**Second: Whitney Gaskins – Business Diversity Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint S. Gordon Moore to the NAB: Passes unanimously**

**Calvin Phelps entertains the motion to appoint Dr. Gary May to the National Advisory Board for an additional four (4) years**

**Maker: Jarrell Johnson – Programs Chairperson**

**Second: Ivan Land Jr. – National Public Relations Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes



Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Dr. Gary May to the NAB: Passes unanimously**

**Calvin Phelps entertains the motion to appoint Stacyann P. Russell as the 2010-2011 National Chair Emeritus**

**Maker: Jarrell Johnson – Programs Chairperson**

**Second: Ivan Land Jr. – Public Relations Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Stacyann P. Russell: Passes unanimously**

**Calvin Phelps entertains the motion to appoint Ayanna Berry as the 2010-2011 National Treasurer Emeritus**

**Maker: Keri Brown – National Academic Chairperson**

**Second: Whitney Gaskins – National Business Diversity Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes



Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Ayanna Berry: Passes unanimously**

**Calvin Phelps entertains the motion to appoint Dr. Gary May as the 2010-2011 Standards & Ethics Committee Chair**

**Maker: Jarrell Johnson – Programs Chairperson**

**Second: Ivan Land Jr. – Public Relations Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Dr. May: Passes unanimously**

**Calvin Phelps entertains the motion to appoint Soleakhena Holloway, Barbara Nicols, Cheryl Adams, S. Gordon Moore to the 2010-2011 Document Review Committee**

**Maker: Whitney Gaskins – National Business Diversity Chairperson**

**Second: Ivan Land Jr. – Public Relations Chairperson**

Q: How were the members selected?

A: Bylaws specified standing members – National Parliamentarian, Tasha Zephirin, National Secretary, Brenda Nathan, Executive Director, Carl Mack (ex-officio w/o vote) recommended by the National Chairperson, AE, and NAB Chair

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes



National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to members to the DRC: Passes unanimously**

**Onte McClendon moves to appoint Dana Colston as the Financial Requests Coordinator of the National Treasury Committee**

**Maker: Onte McClendon – National Asst. Treasurer of Financial Control**

**Second: Kari Brown – National Academic Excellence Chairperson**

Q: How many people applied?

A: Total of two (2)

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Dana Colston: Passes unanimously**

**Soleakhena Holloway moves to appoint Jennifer Fleming as the Members Spotlight Editor of the National Publications Committee**

**Maker: Soleakhena Holloway – National Publications Chairperson**

**Second: Kari Brown – National Academic Excellence Chairperson**



National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint Jennifer Fleming: Passes unanimously**

**Tasha Zephirin moves to appoint David Seegobin as the National Historian of the National Historical Committee**

**Maker: Tasha Zephirin – National Parliamentarian**

**Second: Onte McClendon – National Asst. Treasurer of Financial Control**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes
Region VI Chairperson	Jessica Farr	Yes

**Motion recognized to appoint David Seegobin: Passes unanimously**

- II. Summer NEB Meeting
  - a. Attire for photos was sent by Brenda
  - b. Reference materials post by the end of today
  - c. Presentations must be on the portal by tomorrow under the NEB Summer meeting folder
  - d. NEB Should look over any items in the summer meeting file



- e. Kari and Brenda – granted extension for presentation uploads
- III. Question/Comments/Concerns
  - a. NLC Presentations will be uploaded by midnight Monday, July 12
  - b. To be productive please be prepared before the NEB Summer Meeting
  - c. Inform NEB of only critical information at the NEB Summer Meeting

Meeting adjourned at 7:39PM EST



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National Executive Board (NEB) Meeting Minutes

July 17, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	KazeemOmidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Tasha Zephirin	X		
National Parliamentarian	Jeff Lamonthe	X		
Alumni Extension Chairperson	Thzaira Charles	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		
National Publications Chairperson	Soleakhena Holloway	X		
National Communications Chairperson	La-Trice Lambert	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		
National Finance Chairperson	Calvin Young	X		

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard	X		
Business Diversity Chairperson	Whitney Gaskins			X
Academic Excellence Chairperson	Kari Brown	X		
National Leadership Institution Chairperson	Dr. Frazier	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier	X		
International Membership Chairperson	Karmell Wisdom	X		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Jessica Farr	X		

Other Attendees	Name	Present	Late	Absent
Advisor	S. Gordon Moore	X		
WHQ Staff	Pamela Sharif	X		



WHQ Staff	Ricky Li	X		
WHQ Staff	Don Nelson	X		
WHQ Staff	Shon McGee	X		
WHQ Staff	Sharon Smith	X		
ExecutiveDirector	Carl Mack	X		
WHQ Staff	Dr. Mike	X		

Chair of the meeting: Calvin Phelps – National Chairperson

Call to order at 9:05PM EST

Roll Call

Review of the agenda

→ International update moved to today

- I. Approval of minutes  
The National Executive Board Meeting Minutes from April 13, 2010, April 14, 2010, April 23, 2010, May 23, 2010, June 17, 2010 and July 11, 2010 have been distributed, are there any changes?

Changes:

1. Sade's vote on April 13, 2010 for Publications Chair is "yes"
2. All motions are verbatim

**Minutes are approved and fit for distribution**

- II. National Chair's Update  
\*Please reference the National Chair's update PPT
  - a. Carl Mack's Update
    - i. St. Lucia Trip
      1. 75 STEM Scholarships TBA to local students
      2. Science fair opportunity for local students
      3. Interest in NSBE expressed from other Caribbean nations
    - ii. Accenture report for Joint Career Fair (JCF)
      1. In depth financial feasibility report
      2. Pro-bono
    - iii. Lockheed Martin Sponsorship for Golden Torch Award (GTA)
      1. Sold out all sessions for annual convention
      2. Verbal contract with Lockheed Martin for GTA
  - b. Academic Excellence
    - i. Program Review
      1. ATB Suspended national, revamped program under development
      2. Regions are free to run the program
      3. ATB will NOT be seen at the Annual Convention
      4. After evaluation, ATB was found to have not been helpful for student preparing for the FE.
  - c. Visibility
    - i. Lonnie Johnson
      1. Black Engineer GTA winter, inventor of the Super Soaker
      2. Working on clean battery technology
      3. Cover story
      4. Speaker for the Annual Convention



5. Opportunity to show members what Black Engineers are doing in the engineering fields
  6. “Where are they now” feature
- d. Retention
    - i. Call to action at NLC
    - ii. REB incorporation
    - iii. Membership engagement
    - iv. Marketing campaign for Freshmen Retention Program
  - e. Pipeline Development
    - i. Bud Billiken Parade
      1. Calvin Phelps and Carl Mack – Honorary Grand Marshals
      2. Leverage visibility for local chapters and initiatives
    - ii. SEEK Expansion
      1. Oakland – Oakland Unified School District, S.D. Bechtel Jr. Foundation, Clorox.
      2. Chicago
  - f. Membership Engagement
    - i. Empowerment of the Senate
      1. Regional Chairs need to push this into action
    - ii. Move conferences and programs such as SCC and AWFE back to the local level
      1. Letting chapters host events and get a feel for what NSBE looks like on the National level.
  - g. Visible Leadership
    - i. Chapter visits
      1. Official and unofficial
    - ii. Showcase student leaders
      1. Keynote speakers
      2. Workshop speakers
  - h. Questions/Comments/Concerns

Q: The report from Accenture, will it only be for NSBE?  
A: The study will be for all the organizations
- III. National AE Update  
\*\*Please reference the National AE PPT
- a. Projects for 2010-2011
    - i. Revamp AE membership toolkit
  - b. Development of local chapters:
    - i. Priority focus on revitalizing alumni chapters
      1. Atlanta
      2. Chicago
      3. Los Angeles
  - c. Grad senior initiatives
    - i. More efficient tracking methods
    - ii. Improve AE membership brand to graduating seniors
    - iii. Taking them to the next level
  - d. Questions/comments/concerns

Q: As for as how to engage concept of AEx, how do you plan on moving forward?  
A: We like the idea, we just don't know how. It will be a topic for the next meeting.

Q: For pipeline development piece, are there specific programs or initiatives?



A: Tracking chapters that offer SAT prep, weekly tutoring, and sharing this with other chapters.

- IV. Operating guidelines
  - a. Meeting Etiquette
    - i. Laptops – only the secretary and approved members are allowed to have their laptops open
      - 1. Approved members:
        - a. National Parliamentarian
        - b. National AE Chairperson
      - 2. Electronic Devices
        - a. Must be silent and put away
      - 3. Infraction Procedure
        - a. Being strictly enforced

**Action Item**

**To: KazeemOmidiji**

**From: KazeemOmidiji**

**Send Operating Guidelines to the NEB**

**Due: Tuesday, July 20, 2010**

- V. Board member legal obligation
  - \*\*Please reference PPT
  - a. Obligations
    - i. Three duties owed by directors to NSBE and its members:
      - 1. Duty of care
      - 2. Duty of loyalty
      - 3. Duty of obedience
  - b. Do the right thing, and you are not in the hook personally
  - c. Duty of Loyalty
    - i. Directors must perform their duties in accordance with the best interests of NSBE. A director must act solely on the best interest of NSBE and not director's or anyone else's best interest.
  - d. Conflict of Interest
    - i. Board members must avoid conflicts of interest and must disclose any conflict to the full board
  - e. Protecting Confidences
    - i. Directors must maintain NSBE's confidences
      - 1. Information about employees, members or corporate sponsors or partnership entities
      - 2. Contacts and other non public legal documents
      - 3. Financial documents
    - ii. Duties with regard to confidential information:
      - 1. Maintain confidentially
      - 2. Keep secure
      - 3. Do not share with any third party
      - 4. Do not post on non secure forum
      - 5. Only use the benefit of NSBE
  - f. Non-Compliance with Duties
    - i. Imprisonment
    - ii. Personal liability
    - iii. Loss of non-profit status



- iv. Tarnish reputation
- VI. Appointments  
Jarrell Johnson moves to appoint Cheryl Adams to the 2010-2011 Guideline and Policy Committee of the 2010-2011 Awards Committee  
Second: Kari Brown – National AEx Chairperson  
Motion recognized to appoint Cheryl Adams: Passes Unanimously

Jarrell Johnson moves to appoint the following individuals to the Judging Committee for the 2010-2011 Awards Committee:

Kari Brown

Ivan Land Jr.

David Lanier

Valerie Thomas

Augustine O. Esogbue.

Second: Sabre M. Evans – Region IV Chairperson

Motion recognized to appoint the members to the Judging Committee: Passes Unanimously

Calvin Young moves to appoint Anthony Alexander, Alphonso Harris, and Ron Stubblefield to the 2010-2011 National Finance Committee

Second: Onte McClendon – National Asst. Treasurer of Financial Control

Q: Could you tell me about the time commitment the members will have.

A: They will have two to four hours dedicated to their duties weekly including conference calls. They are qualified and organized to make this commitment and show that they are capable of good time management.

Motion recognized to appoint the members to the National Finance Committee: Passes unanimously

NEB Meeting break at 10:38AM EST

NEB Meeting reconvened at 10:52AM EST

- VII. Joint Career Fair
- a. The Joint Career Fair (JCF) proposal needs to be completely understood by the NEB
  - b. Questions/Comments
    - C: Accenture report – it is a BCA company which leads to a conflict of interest. Would feel more comfortable if we had a different company
    - R: The way it is structured, this is how they do analysis across the board. Business with NSBE is very small and not noticeable. This will be a pro-bono case.
    - C: Accenture rep is one of integrity
    - C: Typical cost of the report of this nature would be 250K starting
    - C: We need to maintain our own integrity and it may be good for us to make the investment
    - C: May be good to consider the information from the report before paying out the fee



Q: If they are the best in the business to look at the situation like this why wouldn't we leverage the relationship with them? What is the difference like donating laptops?

A: This is a potential way to save money, like going to a career fair

C: They are investing a undisclosed amount to do the report

C: The BCA is not designed to just come to FRC and convention to recruit

Q: Are they any other reports?

A: No this is the only professional report and some data gathering on our own.

**Action Item**

**To: NEB**

**From: Calvin Phelps**

**Present all requests and concerns that you would like to see in the Accenture report and send them to Calvin Phelps**

**Due: Midnight, Sunday, July 18, 2010**

Q: Is there a start and end date:

A: Will get a start date and make sure we have what we are asking them and they can give us a date. It normally takes three (3) months.

Q: What else is looked at other than finances?

A: Member details, relationship that may overlap

Q: For the membership is our response now that we are waiting for further analysis?

A: WE need to let them know we have all their feedback and currently doing a further assessment based on their feedback. We will keep them updated throughout the process.

C: The "Why" is also important in answering the membership.

C: the budget has not grown with the number of members (currently the reason why).

C: A lot of members do not know what was presented.

**Action Item**

**To: Ivan Land Jr.**

**From: Ivan Land Jr.**

**Make a stock statement for JCF**

**Due: Monday, July 19, 2010 midnight**

C: All statements can ONLY be from Calvin Phelps and Ivan Land Jr.

**Calvin Phelps entertains the motion to empower the Executive Director, Carl Mack, to enter into any and all negotiations necessary to develop a proposal for a Joint Career Fair to be presented to the NEB for approval.**

**Maker: Onte McClendon – National Asst. Treasurer of Financial Control**

**Second: Brenda Nathan – National Secretary**

**Motion recognized to empower the Executive Director: Passes**

- c. The board needs to come together and create different models
- d. Duty
  - i. The taskforce will be used to look more in depth to create a minimum of three (3) proposals and bring back by winter meeting
- e. JCF Taskforce 2010-2011
  - i. Jarrell Johnson – National Programs Chairperson
  - ii. Stacyann Russell – National Emeritus
  - iii. David Lanier – National Membership Chairperson



- iv. Kazeem Omidiji – National Vice Chairperson
- v. Paul Nguyen – Region V Chairperson
- vi. Ricardo Theodore – Region I Chairperson
- vii. Reggie Ewing – Advisor
- viii. Dr. Frazier – NLI Chairperson

VIII. Budget Changes

- a. Indirect Cost Recover (IDCR)
  - i. Expenses directly related to WHQ
  - ii. Distributed amongst key budgets within national budget
    - 1. WHQ
    - 2. Regional budgets
    - 3. Annual Convention
  - iii. Key budget changes
    - 1. NEB
      - a. Virtual September meeting
    - 2. Annual convention
      - a. Increase revenue projection
      - b. PCI meals
      - c. Entertainment
      - d. Regional budgets have not been affected

NEB Meeting break at 1:22PM EST

NEB Meeting reconvened at 1:37PM EST

Chair of the meeting: Brenda Nathan – National Secretary

IX. Communications Update

- a. Dissemination dates
  - i. National eNews goes out the 1<sup>st</sup> Tuesday of every month
  - ii. Regional eNews goes out the 3<sup>rd</sup> Tuesday of every month
  - iii. eNews is available for print but it is presented electronically
  - iv. Still need Region 4, 5 and 6 newsletter deadlines
- b. Logo Policy
  - i. National Society of Black Engineers has to be in the same plane as the logo
  - ii. Trademark symbol must be on the right side of the torch handle
  - iii. There is a proper process for licensing
  - iv. Updating logo policy to be more technical
- c. Social Media
  - i. Please set up a page instead of a group on Facebook
  - ii. Not everyone is allowed to have a Twitter account
- d. Website
  - i. On time with timeline to migrate information to new website
  - ii. Streamlining regional websites to be able to have full control through one platform
- e. Continuity
  - i. PowerPoint Templates will be available for download on the portal
  - ii. NSBE Continuity
    - 1. Work on board representation on behalf of NSBE

X. International Update



- a. Background – Ghana NEC, NSBE Germany, and NSBE Nigeria are very vocal
  - b. International members accounts for approximately 30 percent of membership. There are almost 11,000 members
    - i. Regional breakdown chapter map can be found on last year's CPP
    - ii. Region 3 picked up the Dominican Republic
    - iii. Regional budget is extended to the international chapters same as state-side members
  - c. Committee Focus Pillars
    - i. Communications, financial assistance, local benefits, resources and support, programs and services
    - ii. Utilize NSBE Study Hall
    - iii. Have the same support that state side members have, such as NLI
    - iv. Consulting Olympiad had a significant increase in participation
    - v. International committee programs chair is responsible for CDO
    - vi. CDO should be changed to a program versus event
  - d. Better World Books
    - i. For-profit organization
    - ii. Working with them to positively impact the community in an int'l sense and gain financial benefit
    - iii. Financial incentive for chapters is 75 cents per book and NSBE gets 25 cents
  - e. General
    - i. Don't exclude international members
- XI. Alliance Update  
\*\*Pleaser reference PPT

2:38PM EST - Chair of the meeting – Calvin Phelps – National Chairperson

- XII. Communications Update
- a. Goal is to cut out the telecommunications position since it is redundant
  - b. Only affects Article 6

**Ivan Land Jr. moves to amend the National Bylaws regarding the Communications Zone position of the National Executive Board, updating Article VI as outlined in APF\_09-025\_BYLAWS\_COMM\_ZONE-2.**

**Second: Kari Brown – National AEx Chairperson**

Q: For the telecommunications, how will that affect the regional telecomm chair?

A: The regional positions have only telecommunications so now the National Communications Chair will be the counterpart for the telecommunications chairs

Q: Were there any changes from the portal?

A: No

**Motion recognized to update Article VI in the National Bylaws: Passes**

- XIII. State of Finances  
\*\*Please reference Finance Zone PPT
- a. Region I RLC is tentatively at University of Bridgeport
  - b. 2015 convention (typo on presentation)
  - c. Questions/Concerns



- XIV. Approval of budget
- a. Reserve position needs to be at 5%
  - b. Only able to reach a quarter of a million after cutting last night

**Sade Ruffin moves to amend the motion adopted by the 2009-2010 NEB to set the 2010-2011 national budget reserve position to 5% by striking out 5% and inserting 3%**

**Second: Kari Brown – National AEx Chairperson**

Q: How does this change in budge reserve affect?

A: Each year we originally had increments of 7 but from the initial numbers they thought they can get to 5%, after realizing it they would have to go to 3%.

**Motion recognized to amend the motion: Passes**

- c. Major increases are from national convention
- d. Increased the sponsorship numbers
- e. Increases in scholarships and competitions

Q: Is the PCI meals cut?

A: This had to be cut to make it to 3% - students will get meal tickets

Q: What was the count for the cut based on?

A: 1100 which came from previous attendance records

Q: Do we know if the F&B meets 250K?

A: No

**Sade Ruffin moves to approve the 2010-2011 budget for the 2010-2011 fiscal year which begins August 1<sup>st</sup>, 2010.**

**Second: Kari Brown – National AEx Chairperson**

Q: Do you have a revised version of the breakdown for the national convention?

A: Available on the portal

**Paul Nguyen moves to table the motion on the floor**

**Second: Sabre Evans – Region IV Chairperson**

**Motion recognized to table the motion on the floor: Passes**

- XV. WHQ update
- a. Audit is scheduled for August 2010
  - b. Tod Smith has been confirmed to attend the event
  - c. There are currently 34 BCAs

**Paul Nguyen moves to bring back the motion to approve the 2010-2011 budget for the 2010-2011 fiscal year, which begins August 1st, 2010 as, stated in COMPILED\_BUDGET\_AS\_OF\_7-16-10-3.**

**Second: Sabre Evans – Region IV Chairperson**



**Motion recognized to approve the 2010-2011 budget: Passes**

- XVI. Chairs discussion
- a. Moving AE Chair into the Admin Zone
    - i. This would be a bylaws change

Q: Will they move out of membership or stay in both?

Q: What will the purpose of the Vice Chair be if the AE is moved? Since the soul purpose is to chair the membership zone.

R: The AE is a membership chair with no voice

R: The purpose is to be able to speak directly to topics

R: The AE Chair still will not have a vote (seeing as how it is a constitutional vote)

C: What you can gain in the scenario- it is purpose for showing respect

C: There is opportunity along the lines of confidentiality agreements, etc.
  - b. REB/WHQ Roles and Responsibilities
    - i. It is due to the way we direct the membership to ask questions
    - ii. WHQ should be a customer service agency for the membership
    - iii. We should train the board better and inform them more with information they should know

Q: What are some of the specific roles of the board as it relates to member questions and what role should WHQ play in facilitating roles?

A: The REB should be the first count of contact, consistency of messages- please contact your regional counterpart

C: Force the membership to contact their REB first

C: Have a "help desk" type email for each region

Q: When would the tag lines be changes to "please contact..."

A: We don't want to create another level of bureaucracy
  - c. REB/WHQ Responsibilities Taskforce:
    - i. Dr. Frazier – Chair of Committee
    - ii. Ivan Land Jr. – National PR Chairperson
    - iii. Sabre Evans – Region IV Chairperson
    - iv. David Lanier – National Membership Chairperson
    - v. NJ – WHQ
    - vi. Yael Monereau – Region III Chairperson
    - vii. Virginia Booth – Advisor

**Action Item**

**To: REB/WHQ Taskforce**

**From: Calvin Phelps**

**Examine roles and methodologies of the WHQ/REB/CEB interaction. Have a complete report ready to present at the Fall Meeting**

- XVII. NSBE Retention Program
- C: If you are trying to streamline this, you need to go by majors rather than too much focus. (this is for the later stages).

**KazeemOmidiji moves to extend the time by five (5) minutes**  
**Second: Tasha Zephirin –National Parliamentarian**

**Motion recognized to extend the time: Passes by consensus**

- XVIII. Academic Excellence Update
- a. SWAT Team



i. Copy right issues are not a problem

Q: How long would the team stay in one area?

A: It is going to be a roll

b. Have them prove their expertise

Meeting adjourned at 6:22PM EST



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**Action Item(s)**

To: KazeemOmidiji  
From: KazeemOmidiji  
Send Operating Guidelines to the NEB  
Due: Tuesday, July 20, 2010

To: NEB  
From: Calvin Phelps  
Present all requests and concerns that you would like to see in the Accenture report and send them to Calvin Phelps  
Due: Midnight, Sunday, July 18, 2010

To: Ivan Land Jr.  
From: Ivan Land Jr.  
Make a stock statement for JCF  
Due: Monday, July 19, 2010 midnight

To: REB/WHQ Taskforce  
From: Calvin Phelps  
Examine roles and methodologies of the WHQ/REB/CEB interaction. Have a complete report ready to present at the Fall Meeting



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National Executive Board (NEB) Meeting Minutes

July 29, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	Kazeem Omidiji	X		
National Secretary	Brenda Nathan			X
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson			X
National Parliamentarian	Tasha Zephirin	X		
Alumni Extension Chairperson	Thzaira Charles	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		
National Publications Chairperson	Soleakhena Holloway	X		
National Communications Chairperson	La-Trice Lambert			X

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon			X
National Finance Chairperson	Calvin Young			X

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard			X
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		
National Leadership Institution Chairperson	Dr. Frazier			X

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier	X		
International Membership Chairperson	Karmell Wisdom			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans			X
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Jessica Farr	X		

Other Attendees	Name	Present	Late	Absent
Advisor	Gerald Harris	X		



Chair of the meeting: Calvin Phelps – National Chairperson  
Called to order at 7:00PM EST  
Roll Call

- I. 2015 Convention update
  - a. Presentation is the same as passed out in the proposal via email
  - b. Review
    - i. San Diego, CA (Later March)
    - ii. Anaheim, CA
    - iii. Los Angeles, CA (Early March)
  - c. Decided on Anaheim, CA
    - i. Closest to hotels
    - ii. Transportation costs would be eliminated
    - iii. Pricing of convention 116,000 but with hotels subsidies, we'd be getting money back (hotel subsidies are \$10/room occupied) about 146,000 back. Leaving with about \$30,000 for other convention costs

**Sade Ruffin moves to approve the 2015 Annual Convention site as Anaheim, CA**  
**Second: Paul Nguyen – Region V Chairperson**

**Motion recognized to approve the 2015 convention site: Passes unanimously**

C: Call today was for moving forward with contract before July 31, 2010

C: Sade had a call earlier in the week with the planning team – some concerns brought up were public compromising of contracts, concessions, rooming rates, etc. moving forward – contracts are now password protected

- II. Contract signing Issues
  - a. We need to understand that contracts are time sensitive
  - b. They are also confidential – if they are exposed they risk our rates that the planning team work hard to obtain
- III. CPC Guidelines will be voted on a later date

Meeting adjourned at 7:31PM EST



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National Executive Board (NEB) Meeting Minutes

October 16, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	Kazeem Omidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian	Tasha Zephirin	X		
Alumni Extension Chairperson	Thzaira Charles			X
National Chair Emeritus	Stacyann P. Russell			X

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		
National Publications Chairperson	Soleakhena Holloway	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		
National Finance Chairperson	Calvin Young	X		

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard		X	
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		
National Leadership Institution Chairperson	Dr. Frazier			X

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier	X		
International Membership Chairperson	Karmell Wisdom			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans		X	
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Ogugua Agu			X

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon Moore	X		
WHQ	Don Nelson	X		



WHQ	Sharon Smith	X		
NAB	Tony Harris	X		

Chair of the meeting – Calvin Phelps – National Chairperson  
Called to order at 10:00AM EST  
Roll Call

- I. Approval of minutes  
**Brenda Nathan moves to approve the minutes from July 17, 2010 and July 18, 2010**  
**Second: Sade Ruffin – National Treasurer**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Finance Chairperson	Calvin Young	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes

**Motion recognized to approve minutes: passes unanimously**

- II. State of NSBE
  - a. ED Update
    - i. Chapter visits
      - 1. Good news coming out of Morgan State – now doing retention program
      - 2. Personalize web videos – nine (9) other chapters
      - 3. WHQ tasked by making calls and making visits – target number above 50 chapters
      - 4. Pushing NSBE Retention Program
    - ii. Three (3) Year sponsorship
    - iii. Accenture report
      - 1. Carl pushing to start the report
      - 2. If they continue to push back – Carl will be tasked to look for another company to do a report to get an in depth feasibility study
    - iv. JCF
      - 1. Presented at BCA meeting this summer
      - 2. In general BCA approves the idea of JCF
      - 3. Good feedback from BCA meeting



- b. Academic Excellence
    - i. Programs review
      - 1. Looking for 3<sup>rd</sup> parties to improve science fair
      - 2. Visibility piece – we are about what we say we are about
  - c. Pipeline Development
    - i. Interview with FOX news – segment on minorities on STEM fields
      - 1. Carl Mack or Calvin Phelps will speak
  - d. SEEK
    - i. Oakland – partial funding – built relationship with school district
    - ii. Chicago – planning on relying on IIT
  - e. Membership engagement
    - i. Make sure membership is behind us on everything we are doing – national directives
    - ii. Region I – Columbia student reached out to Calvin about how to fulfill the national directives.
      - 1. Preliminary design of National Directives visual – getting feedback from different chapters
    - iii. Show casing student leaders
      - 1. As your planning for FRC – look into show casing your students at the conferences
    - iv. NEB Level of participation
      - 1. Go to your chapter meetings
  - f. APC Update
    - i. Adding a lot of staff in Programs zone – two (2) new positions
    - ii. CDO – executive search firm interviewed about 155 candidates
      - 1. Moving into selection phase – identified six (6) candidates
      - 2. Will select a candidate no later than December 1<sup>st</sup>
  - g. Questions/Concerns
    - Q: Please clarify the FOX news thing
    - R: Voice mail message asking if someone from NSBE would be interested in going on that segment of the news – talking about minorities in STEM. Partnership with American Science Festival
- III. WHQ update
- a. WHQ Cost saving
    - i. Switch from Verizon to PAETEC
    - ii. Switch from Bank of America to M&T Bank
    - iii. Convention website – year after year plan
  - b. GTA
    - i. On schedule
    - ii. Nomination open – June 1<sup>st</sup> – Complete
    - iii. Nomination close – October 1<sup>st</sup> – Complete
    - iv. Review and selection of honorees – October 11<sup>th</sup> – Complete
    - v. Honorees announced – October 31<sup>st</sup>
    - vi. Light the TORCH
      - 1. Nomination growth
        - a. 09-10: 96
        - b. 10-11: 129
  - c. Admin Team
    - i. New hires
      - 1. Sharifa Vison – Programs Coordinator
      - 2. Teiko Akufo – Membership Coordinator
    - ii. Dr. Michael Smith – Directors of Programs
  - d. Accounting and Finance



- i. August 1<sup>st</sup> – NSBE moved the admin checking account from B of A to M&T bank
  - ii. The long term investments remains with B of A/Merril Lynch
  - iii. Reviewing current investment policy
  - iv. Annual audit is currently taking place now
    - 1. October 29<sup>th</sup> – draft copy of audit
    - 2. November 12<sup>th</sup> – final audit
    - 3. December 15<sup>th</sup> – Williams, Adley& Co, LLP will file 2009-2010 Tax Returns
    - 4. Upon request the auditors will present the 2009-2010 audit to the NEB at the January 2011 NEB Meeting
- e. BCA
  - i. 42 currently committed
  - ii. Met and exceeded our BCA goals
- f. Meeting Planning Travel Team
  - i. GenettaVison – NSBE account executive; Al Rutherford continue to manage contract negotiations and strategic issues
  - ii. Conducted site visit for NLC 2011 with NLI Chair and DED at the US Coast Guard Academy – space requirements, accommodations and other logistics are more than adequate
  - iii. Rutherford and Associates will provide support to the 2012 Aerospace conference
  - iv. 2015 Annual Convention – Anaheim, CA – Contract negotiations/signing
  - v. FRC 2011 finalizing site selection and contracts
  - vi. FRC 2012 begin site selection and contracts December 2012
- g. Retention
  - i. A number of members who were renewed from last year
  - ii. 82.76% - 2010-2011
- h. Membership info
  - i. PCI – 1,978
  - ii. Collegiate – 7,693
  - iii. Professionals – 4,638
  - iv. Life members – 150
  - v. Total – 14, 459
    - 1. Shortage may be due to the IMPak system
  - vi. 405 set up auto renew
  - vii. 439 Job placement
    - 1. Need to be a huge focus on the web
    - 2. Get resumes online
- i. Event registration (FRC) – as of October 12, 2010
  - i. Region I – 75
  - ii. Region II – 189
  - iii. Region III – 244
  - iv. Region IV – 124
  - v. Region V – 200
  - vi. Region VI – 41
  - vii. Annual Convention – 84
- j. Membership and registration team
  - i. Chapter visits – priorities
    - 1. NSBE Retention program
    - 2. FRC Vicinity
    - 3. Membership zone request
- k. Retention program
  - i. Some chapters have began to put together a file bank



- ii. Transcripts – 254 as of October 4<sup>th</sup>
    - iii. 21 chapter implementing retention program
  - l. IMPak Update
    - i. Large amount of inquiries from members
      - 1. Retrieving passwords
      - 2. Renewing chapter charter
      - 3. Registering for events
    - ii. Working with regional boards to provide communication mechanism per REB/WHQ taskforce to handle inquiries that come directly from members
  - m. Programs
    - i. SEEK growth for 2011
    - ii. APEx stats at a glance
      - 1. 3.30 GPA
      - 2. Most active – University of Delaware (18 transcripts) – 2.67 GPA
  - n. Scholarships
    - 1. No Mike Shinn Distinguished member application received – Deadline November 1<sup>st</sup>
    - ii. ExxonMobil Impact Award
      - 1. 17 applications received as of October 15<sup>th</sup>
      - 2. Committee will begin reviewing application next week
      - 3. Selection committee meeting Friday December 3<sup>rd</sup>
  - o. Publication and Communications
    - i. NSBE Magazine revenue seeing a slight pickup from 2009
    - ii. Trademark filing update
      - 1. Submitted mid July
      - 2. No major objections thus far
      - 3. European Union and Canada
      - 4. Process time is 4-6 months
- IV. CPC Operating Guidelines
  - a. CPC OG Drafted over five years ago
  - b. CPC taskforce
    - i. Treasurer, Finance Chair, CPC Chair, Programs Chair, Regional Chair of current convention site, Regional Chair of site under investigation, NAB member
  - c. Purpose
    - i. Guidelines to aid CPC in planning and implementing conventions
    - ii. Provide structure for CPC to operate – flexibility
    - iii. Encourages inter-board planning and collaborations

**Sade Ruffin moves to approve the CPC Operating Guidelines as outlined in the document “OG\_10\_001\_CPC\_Operating\_Guidelines”**

**Second: Onte McClendon – National Asst. Treasurer of Financial Control**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes



National Finance Chairperson	Calvin Young	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
National Membership Chairperson	David Lanier	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes

**Motion recognized to approve the CPC OG: Passes**

V. Membership Committee

**David Lanier moves to approve the following members to the National Membership Committee:**

**Adrienne Wheeler – CCI Vice Chair Internal**

**Robert Amponsah – GSI Vice Chair Internal**

**Renee Oats – GSI Vice Chair External**

**RohkayaDiop – GSI Secretary**

**Brittany Williams – Chapter Chartering Coordinator**

**KarlynnKerney – Chapter Chartering Coordinator**

**Chibueze Eke – Research and Statistics Coordinator**

**Second: Paul Nguyen – Region V Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Finance Chairperson	Calvin Young	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
National Membership Chairperson	David Lanier	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes

**Motion recognized to appoint the Membership Committee: Passes unanimously**



- VI. PCI Committee  
**Whitney Pollard moves to appoint LaShonda Bell as the Academic Development Coordinator of the 2010-2011 National PCI Committee**  
**Second: Paul Nguyen – Region V Chairperson**

National Vice Chairperson	KazeemOmidiji	Yes
National Secretary	Brenda Nathan	Yes
National Treasurer	Sade Ruffin	Yes
National Programs Chairperson	Jarrell Johnson	Yes
National Publications Chairperson	Soleakhena Holloway	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Finance Chairperson	Calvin Young	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
National Membership Chairperson	David Lanier	Yes
National Pre-College Initiative Chairperson	Whitney Pollard	Yes
National Academic Excellence Chairperson	Kari Brown	Yes
Region I Chairperson	Ricardo Theodore	Yes
Region II Chairperson	Matthew McFarland	Yes
Region III Chairperson	Yael Alex Monereau	Yes
Region IV Chairperson	Sabre M. Evans	Yes
Region V Chairperson	Paul Nguyen	Yes

**Motion recognized to appoint LaShonda Bell: Passes unanimously**

NEB Meeting breaks at 11:20AM EST

NEB Meeting reconvened at 11:30AM EST

- VII. Programs Zone
- a. ATB
    - i. Purpose
      1. The mission is to foster the spirit of achieving academic excellence amongst the multidisciplinary members of the National Society of Black Engineers and to encourage continual self development through post-collegiate studies.
    - ii. Metrics
      1. Percentage of membership participation through organizing or competing
      2. Number of student participants going on to pursue some form of post graduate studies
      3. Corporate interest in competition
      4. New members joining NSBE by way of interest in competition
    - iii. Timeline
      1. Set program objective – Complete
      2. Set program metrics – Complete
      3. Evaluate regional ATB replacement – December 1<sup>st</sup>
      4. First Draft ATB Revamp – Feb. 1<sup>st</sup>
      5. Evaluation period of first draft – March 1



6. Final draft ATB revamp – National Convention NEB Meeting

- b. TORCH Month
  - i. AWFE – 14 AWFE in October, 1 in November
  - ii. TORCH hours reporting form is on the website
  - iii. Surveys for program participants are available
  - iv. More documentation = better for TORCH awards
- c. PCI Competitions
  - i. Middle school engineering design deadline – Oct. 31
  - ii. High school engineering design deadline – Oct. 31
  - iii. Try Math a Lon competition deadline – Oct. 16
  - iv. Science Fair – Oct. 31
  - v. Kid Zone competition – Oct. 16
  - vi. Math Counts competition – Oct. 31
- d. PCI 150 Revamp
  - i. PCI 150 was a tutoring initiative that will allow NSBE to track and monitor PCI students' progress in high school and on standardized test. It was implemented in 2003.
  - ii. They are required to submit their math and science grades as well as standardize test scores. This will be a way for NSBE to measure the effectiveness of its' PCI programming
  - iii. Changes to be made
    - 1. Will be offered to the entire society
    - 2. Implement other forms of prizes and awards
    - 3. An opportunity to all colleges in the society to increase the participation between NSBE Jr. Members, Collegiate Members, and Alumni.
- e. Questions/comments
  - Q: Who are we relying on to get the data?
  - A: Partner up with MEP directors, partnership with different advisors
  
  - Q: Will we not be able to make an update at the next meeting?
  - A: Yes, we should have a first draft by then
  
  - C: You mention there may not be funding for AWFE, please elaborate.
  - R: If you apply and did it during the month of Oct – received a portion of the funding
  - R: There had to be community-based event at the end of the walk

VIII. Finance Zone Update

- a. Current Asset Allocations
  - i. 50% - US Fixed income
  - ii. 29% - Large Cap
  - iii. 8% - International Equities
  - iv. 7% - US Small Cap
  - v. 6% Alternative
- b. Budget overview
  - i. 2010-2011
    - 1. 43.8% - Revenue
    - 2. 9.6% - Expenses
- c. Budget Timeline
  - i. Pass key budget assumptions – Winter meeting (Jan. 2011)
  - ii. Budget owners draft submission – Feb. 2011
  - iii. Budget owners Conference Calls – Feb. 2011
  - iv. Pass 2011-2012 budget – March 2011



- d. Meeting Planning
  - i. FRC
  - ii. Book rooms in a timely fashion
- e. 2011 RLC
  - i. Region I – proposal analysis grid in possession – Action Required
  - ii. Region II – Active Search
  - iii. Region III – Active search – Action required
  - iv. Region IV – proposal analysis grid in possession – action required
  - v. Region V – Active Search
  - vi. Region VI – Proposal received – action required
- f. 2011 FRC
  - i. Region I – Boston, MA (Nov. 12-15)
  - ii. Region II – Baltimore, MD (Nov. 11-13)
  - iii. Region III – Jackson, MS (Nov. 10-13) – Open negotiation
  - iv. Region IV – Milwaukee, WI (Nov. 3-6)
  - v. Region V – Active search KC Hotels
  - vi. Region VI – Denver, CO (Nov. 17 -19)
- g. Questions
  - C: There is a problem with check clearing
  - R: Will follow up
  
  - Q: We are a little behind on contracting is there reason why?
  - A: In terms of timeline by meeting planning team – they were on time with RFPs
- IX. Membership Zone
  - a. International Update
    - i. Still a lack of information being disseminated of international chapters
  - b. Still a need for coats – especially men’s coats
  - c. Region IV FRC IMPak registration for St. Lucian students is being worked out
  - d. CDO is three(3) weeks behind schedule due to IMPak
  - e. Better World Books (BWB) guest hosting during NSBE International Week
    - i. More publicity is needed
  - f. Live WebEx presentation October 23-30, 2010
  - g. Germany chapter had their first NSBE Aachen day
  - h. Karmell is working to get best practices and trying to get more companies interested in the Germany Chapter
  - i. Dominican Republic Chapter
    - i. Region V international chair did a chapter visit to see their campus
    - ii. Ideal to hold an international SEEK
  - j. Questions/Comments
    - C: Make sure to reach out to the chapters to utilize the Better World Books fundraiser program. We have to reach a minimum number of books in order for the money to go back to NSBE.
- X. Communications Zone
  - a. Increased traffic to the website
    - i. Using email blasts to drive more members to the website more frequently
    - ii. There will be weekly updates on the website
  - b. eNews
    - i. back to two (2) eNews a month
    - ii. One (1) CPC eNews
    - iii. One (1) Regional eNews on the third Tuesday of the month



1. Only received three (3) requests from regions
- c. Documentation
  - i. Looking into setting a color for each region or zone
  - ii. NSBE logo on ALL official documents
  - iii. All documents that go to the public should run through the communications zone to ensure we are branding NSBE
- d. Regional Websites
  - i. Goal is to make them look more professional
  - ii. Reflect the national template
  - iii. All regions will have full control of their content
  - iv. Move the websites to new servers
- e. Questions/Comments

C: As FRC items are approved – please forward them to Onte

Q: What is the timeline to getting all chapter websites linked to the national website?

A: They are already linked – the ones that are not need to update and follow the policy, this will take a few months.

C: NSBEprenuer info was submitted in June and it has not been posted to the website

R: Ricky will look into it. Please resend the information

XI. Annual Convention

- a. Goal is to have 10,000 members attend
- b. Highlights
  - i. Approximately 56 registered
  - ii. Verbal agreement on contracts
  - iii. Agenda draft submitted
- c. PCI
  - i. Food – feed one meal a day for 1,100 PCI students
- d. GSC
  - i. Dr. Wanda Ward keynote speaker at the morning breakfast reception
  - ii. GEM providing six (6) workshops
  - iii. Three (3) Career Geared
  - iv. Two (2) workshops for MBA geared
  - v. Four (4) panelist
    1. GEM, Non traditional careers, entrepreneur, and facility panel
- e. No gold classic due to unstable weather
- f. AE Community impact day on Wednesday
- g. Workshops
  - i. 189 workshops have been submitted
  - ii. December 1<sup>st</sup> – notify which workshop have been selected
- h. Speakers
  - i. Senator Kaufman
  - ii. Lonnie Johnson – Inventor of the Super Soaker
  - iii. Dr. Calvin Mackie – Motivational Speaker
  - iv. Patrick J. Natale, P.E. – President of ASCE
- i. Entertainment
  - i. NSBE Carnival
  - ii. NSBE Apollo
  - iii. Black and White Fashion Show
- j. Marketing Strategy
  - i. Having the membership more engaged and have ownership in planning process



- ii. Campaign for NSBE App for the iPhone, Blackberry, and Android Phones
- iii. Have GTA award voted on by the membership
- iv. Video response from the membership
- k. Concerns/Issues
  - i. Marketing
  - ii. Hotels
  - iii. PCI meals
  - iv. NEB and CPC communication
    - 1. Are you all engaged enough in the planning process?
- l. Questions/Comments
  - C: Publicize to St. Louis demographic
  - Q: What is being done in St. Louis area to pub the conference?
  - Q: What plans are in motion about press conferences/press releases?
  - C: It would be beneficial to pub the cap of the 1,100 PCI student meals since although there have been caps in the past – this year is much lower.
  - Q: Is there any push on the finance zone to help find extra sponsorships?
  - R: if this is a high priority, then we need to make moves now but it is not the highest of importance right now.
  - Q: How many of the regional chairs have started putting in work about advertising for the annual convention?
    - R3 – mention on counterpart calls
    - R5 – Distribution – deadline announcements
    - R2 – zone meetings
    - R1 – mention at zone conferences
  - C: If you have not been talking to your CPC counterpart – do so now
- m. Advertising
  - i. Not limit PCI but limit food options
  - ii. Do not remove the chaperones from them
  - iii. Have we considered something similar to food vouchers for them – chapter relief, etc
  - iv. Do you want to have the cap there or move money away from entertainment and put it towards programmatic things?
  - v. Sounds like – in the event if it comes down to PCI meals – we want to move in the direction to make sure that our members are taken care of. So possibly moving money from entertainment to another area.
  - Q: How many would you like?
  - R: As many that could attend
  - C: The CPC has had multiple discussions about their budget about tightening up different areas to do such – we have to keep in mind that it is a lot of money. If this is something we really want to do – the NEB should consider putting money into the budget even after cutting the entertainment budget. There is a cap of some sort; the PCI is the hardest logistically since we have to take into consideration more greater issues. For St. Louis it is a much larger space.

Meeting break at 10:18am EST – 45 minutes

Meeting reconvened at 2:00pm EST

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		



National Vice Chairperson	KazeemOmidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian	Tasha Zephirin	X		
Alumni Extension Chairperson	Thzaira Charles			X
National Chair Emeritus	Stacyann P. Russell			X

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.			X
National Publications Chairperson	Soleakhena Holloway	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		
National Finance Chairperson	Calvin Young	X		

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard			X
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		
National Leadership Institution Chairperson	Dr. Frazier		X	

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier			X
International Membership Chairperson	Karmell Wisdom			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans			X
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	OguguaAgu			X

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon Moore	X		
WHQ	Don Nelson	X		
WHQ	Sharon Smith	X		
NAB	Tony Harris	X		
WHQ	Pamela Sharif	X		
WHQ	Dr. Mike	X		
NAB	Donna O.	X		



- XII. Programs Update
    - a. PCI Science Fair review
      - i. Department Engineering Science Bowl
        - 1. They provide funding for regional sites to have a competition – HS/MS versions. Fill out a form submit – host regional competitions – winners will go onto the national competitions and so on.
        - 2. Main reason for recommendation is since others do science fair activities – their models are much better and have better funds which we can still offer to our membership
      - ii. Comments
        - 1. Like the competition for the members and getting feedback, but if it is not meeting the matrix – we should do something to try to.
        - 2. Agreement on moving towards having chapters work on projects
        - 3. Regional sites are not limited to this
        - 4. Is the revamp deciding on if we have or don't have the program at our convention – are we looking to see if they can do it on site or at the FRC?
          - a. It will depend we will go with the third party model
      - iii. Freshmen Retention Update
        - 1. 25 target chapters were identified for initiation of the program – goal of 20 chapters
          - a. Currently have 22 chapters
        - 2. Questions
 

Q: For the chapter visits that are being done – are chapters being contacted in advanced? Some chapters have to rush to get their board together. Is there a future process to let them better prepare?

R: Most know they are going to occur, some of them have not been communicating directly with WHQ
- XIII. Chair's Discussion
  - a. NEB
    - i. Only a few members on the board have a working retention program at their school
    - ii. We are not seeing the level of commitment with NEB member's schools
      - 1. LSU – Pual
        - a. They already planned their calendar – working with the e-board to work with their schedule for Spring since they don't have any time in Fall
      - 2. Yael
        - a. Two types of retention
    - iii. If you are doing parts of the program – then yes you are participating
      - 1. Let the national level know so we can start collecting data.
    - iv. It is important that we start a program but a critical component is to do things as they are not go and recreate a model. Many campuses have programs but are not working – what can we do differently? This program is designed to fit for each individual chapter. It is important that the NEB makes a bold statement.

Roll Call:

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	KazeemOmidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		



National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian	Tasha Zephirin	X		
Alumni Extension Chairperson	Thzaira Charles			X
National Chair Emeritus	Stacyann P. Russell			X

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.			X
National Publications Chairperson	Soleakhena Holloway	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		
National Finance Chairperson	Calvin Young	X		

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard			X
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		
National Leadership Institution Chairperson	Dr. Frazier		X	

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier			X
International Membership Chairperson	Karmell Wisdom			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Lindsey Roberts		X	
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Ogugua Agu			X

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon Moore	X		
WHQ	Don Nelson	X		
WHQ	Sharon Smith	X		
NAB	Tony Harris	X		
WHQ	Pamela Sharif	X		
WHQ	Dr. Mike	X		
NAB	Donna O.	X		

- XIV. Second Chair's Discussion
  - a. International incorporation
    - i. Moving this way for years



- ii. Comprise of 1/3 who are not US or Canadian members
  - 1. We should take a more active role that takes the lead – especially our name being used around the world
  - 2. Keeping the branding – and being the umbrella for other organizations
  - 3. Applications were submitted – while filing for protection of our logo, the acronym and NSBE is not really included – rules are provided to follow if the name is used
  - 4. They create their own national executive board
  - 5. Following the US National Directives
  - 6. Governing documents – need template or manual
  - 7. Although they are in line with us – they are not bound by certain rules/structure.
- iii. General sense – do we agree that the idea that we can agree with these nations on broad strokes, but let them run themselves

**Action Item:**

**To: International Taskforce**

**Research how other member-based organizations structure their international operations**

**Due to the NEB November 12, 2010 COB**

**Taskforce:**

- **Karmell Wisdom – Chair**
- **David Lanier**
- **Pamela Sharif**
- **Brenda Nathan**
- **Matthew McFarland**
- **Ricardo Theodore**
- **Advisor – Will check with Tony**

Meeting breaks at 3:20pm EST

Meeting reconvened at 3:35pm EST

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	KazeemOmidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian	Tasha Zephirin	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.			X
National Publications Chairperson	Soleakhena Holloway	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		
National Finance Chairperson	Calvin Young			X

Programs Zone	Name	Present	Late	Absent
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National Pre-College Initiative Chairperson	Whitney Pollard			X
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		
National Leadership Institution Chairperson	Dr. Frazier	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier	X		
International Membership Chairperson	Karmell Wisdom			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Lindsey Roberts	X		
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Ogugua Agu			X

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon Moore	X		
WHQ	Don Nelson			X
WHQ	Sharon Smith	X		
NAB	Tony Harris			X
WHQ	Pamela Sharif	X		
WHQ	Dr. Mike			X
NAB	Donna O.	X		

- XV. NLI Update
- a. Shadowing initiatives
    - i. Interest from region 2, 3, 4
    - ii. Developed roles and responsibilities and content
  - b. NLC
    - i. Draft agenda
    - ii. Do not have a NLC Chair yet
    - iii. Site visit approaching
    - iv. Start with functional training, move to cross functional and then to skill development
  - c. NLI Curriculum
  - d. Taskforce participation
    - i. Standardizing of RLCs
    - ii. Exploring use of Virtual training tools
    - iii. Repository of leadership presentations and materials
  - e. NLI committee does not have members yet
  - f. Questions/Comments
 

C: Suggestion was made to have WHQ personnel to do the presentation in hand with the NEB member since the NEB member will just be getting into their position

Q: what about using old NEB to do the training



Q: What is your minimum of committee members you are looking for?

A: Nine positions

Q: Are there any requirements?

A: Just those for appointed positions

Q: Have you considered taking RLC chairs to work on the committees?

A: A request will be drafted

XVI. WHQ/REB Taskforce

- a. Charter
  - i. Identify ways to more actively involve the regional boards with the membership. Write requests, communiqués, and directly serving and responding to the membership.
  - ii. Submit strategies which will encourage members to pursue leadership positions within the organization
  - iii. Recommend modifications to our operations at the regional and national level to support that work/communication flow
- b. Objectives
  - i. Strengthen the role/function of regional boards
  - ii. Build the relationship between chapters and regional board to better represent the membership
  - iii. Make regional boards more knowledgeable about NSBE operations and better to meet member needs
  - iv. Attract more of our strong, dedicated NSBE leaders to Boards
  - v. Introduce a larger pool of members to what it means to serve on the Board
  - vi. Promote servant leadership within NSBE
- c. Strategies
  - i. Communications
    1. Deliver a United message from the top down
    2. Establish a Communications Zone Policy to route Chapter inquiries to Regional Boards
    3. Make Regional contact information readily available
    4. Provide ways for the REB to openly communicate with the membership
  - ii. Chapter support
    1. Integrate regional board members in the chapter development/training activities
    2. Build individual interaction with counterparts into conferee programming at RLC and FRC
  - iii. Outreach
    1. Increase programmatic interaction between the chapter and regional leadership
    2. Expose members to Regional Board Duties/Activities/Responsibilities
    3. Make Regional missions more relevant to the Chapters
    4. Strengthen the Regional “Zone” Bridge
  - iv. Incentives
    1. Promote chapter recognition
    2. Establish Financial Reinforcement Model for Academic Volunteerism
  - v. Systematic Changes



1. Increase training for regional boards to handle their increased role in the leadership structure
2. Revamp regional and chapter leadership orientation/transitioning
3. Comprehensive update of Regional and National websites to reinforce “Regional Routing” philosophy
4. Integrate recommended Chapter-focused events into Conference Planning Model
5. Develop standard events/mechanisms to recognize leaders
6. Devote additional resources to Leadership Development efforts

XVII. Closing remarks

- a. Thanks for being on the call and dedication
- b. Operation Excellence

Meeting recessed at 4:20pm EST



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**Action Item(s)**

To: International Taskforce

Research how other member-based organizations structure their international operations

Due to the NEB November 12, 2010 COB

- Karmell Wisdom
- David Lanier
- Pamela Sharif
- Brenda Nathan
- Matthew McFarland
- Ricardo Theodore



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National Executive Board (NEB) Meeting Minutes

October 17, 2010

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Vice Chairperson	Kazeem Omidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian	Tasha Zephirin	X		
Alumni Extension Chairperson	Thzaira Charles			X
National Chair Emeritus	Stacyann P. Russell			X

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		
National Publications Chairperson	Soleakhena Holloway	X		

Finance Zone	Name	Present	Late	Absent
2011 CPC Chairperson	Mustafa Alamin	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		
National Finance Chairperson	Calvin Young			X

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard			X
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		
National Leadership Institution Chairperson	Dr. Frazier	X		

Membership Zone	Name	Present	Late	Absent
National Membership Chairperson	David Lanier	X		
International Membership Chairperson	Karmell Wisdom		X	

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Ricardo Theodore	X		
Region II Chairperson	Matthew McFarland	X		
Region III Chairperson	Yael Alex Monereau	X		
Region IV Chairperson	Sabre Evans		X	
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	Ogugua Agu			X

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon Moore	X		



WHQ	Don Nelson	X		
WHQ	Sharon Smith	X		
WHQ	Dr. Mike	X		
WHQ	Pamela Sharif	X		

Chair of the meeting – Calvin Phelps – National Chairperson

Called to order at 10:00AM EST

Roll Call

- I. Regional Updates
  - a. Region I
    - i. Membership
      1. Total membership 7,262
      2. International 72%
      3. Domestic 28%
    - ii. Regional Focus
      1. LINC
    - iii. Programs
      1. Business Diversity
        - a. Two vendors confirmed for FRC
        - b. FRC is at the same location – many vendors not interested in attending again
      2. PCI
        - a. 75% of PCI MC workshops are finalized
        - b. Mentoring guide – almost complete
      3. AEx
        - a. Region scholarship now on IMPak
          - i. Working on publications
          - ii. Study a Thon
            1. Two chapters interested
            2. More publicizing needed
        - iii. Engineering of Tomorrow Competition (ATB replacement)
    - iv. Conferences
      1. RLC
        - a. \$3,620 – under revenue
        - b. \$12,125 – under budgeted expense
        - c. Follow up WebEx training calls
      2. Fall Zone Conferences
        - a. New England Zone
          - i. \$370 in expenses
          - ii. \$765 in revenue
        - b. Other zones – scheduled through October
      3. FRC
        - a. \$45,000 revenue goal
        - b. 14% of room pickup
      4. Communication
        - a. Region I website
      5. Questions
        - a. Are the WebEx follow up scheduled already?
          - i. They were held right after RLC



- b. Why are the companies not interested in participating?
    - i. Will follow up
  - c. Where are you this year compared to last year
    - i. We are behind, to improve we are going to utilize communication streamlines
    - ii. Video contest – for FRC
      - 1. Chapter with the best get a small prize
    - iii. You need to think in a more aggressive manner – rather than relying on things like the video competition which takes more time fore submissions etc.
    - iv. Zone conferences have been mandated to show a FRC presentation
  - d. Region I is the only that has utilize the Kaplan in their zone conferences
  - e. When mentioning the Mini CDO – please explain
    - i. An activity that has a similar focus as CDO – PCI kids are given problems that surround engineering problems
- b. Region II
- 1. Membership
    - a. Total membership 1,970
    - b. Majority is collegiate members
  - 2. AEx
    - a. Region II Scholarships
      - i. Six total with 31 applicants (26 more than last year)
  - 3. Retention Programs
    - a. 12 chapters participating
    - b. Next step – get reports from chapters
    - c. Branding R2 Mentoring Program
  - 4. Leadership Development
    - a. CPC Chair
      - i. 0 applicants
      - ii. Challenge – advertising
  - 5. Shadowing initiatives
    - a. Four participants
    - b. Three are represented with the shadows
- ii. Membership enhancement
    - 1. Trying to prove that leadership is a choice – and they too can be a leader
    - 2. Too hype video challenge
      - a. FRC details
      - b. Nine chapters submitted
      - c. 2010 winner – Temple University
- iii. Financial Overview
    - 1. RLC “23”
    - 2. Exceeded sponsorship goals
    - 3. 256 FRC registrants
- iv. Operational Overview
    - 1. Communications
      - a. The Source newsletter published on track
      - b. Website up to date with information and highlights
    - 2. Finance
      - a. Did not meet RLC revenue



- b. Low on registration/hotel room pick-up
      - c. 2011 FRC contracted
      - d. Exceeded sponsorship goal for this year
      - e. Shadowing initiative program kicking off at FRC
    - 3. Membership
      - a. All zone summit held successfully
      - b. Active membership a little low
    - 4. Programs
      - a. 31 applicants for scholarship
      - b. FRC competitions on track
      - c. 1 AWE site/reported TORCH event so far
      - d. Gathering retention data from 12 chapters
      - e. PCI conference on track
      - f. ICD grading in progress
  - v. Questions/ Comments
    - C: Mustafa can help promote for CPC Chair
    - C: Net profit is actual revenue minus expenses
    - C: CPC Ad going out tomorrow
    - Q: For Region II mentoring program, are the issues that you have participation and having no record of it?
    - R: The problem is getting in contact with who started it
    - C: You should just talk to the new people
    - C: Shadowing program – will be advised to shadow at FRC if they choose to.
- c. Region III
  - i. Zones
    - 1. Shadow initiative
    - 2. Long Range Plan
    - 3. Contracts for 2011 and 2012
    - 4. Not hosting ATB (like) competition
    - 5. Push for TRE
    - 6. Five (5) Chapter AWFES
      - a. AUC and FAMU – FSU collaborated
  - ii. Community Outreach
    - 1. Hashaman Sunrise
    - 2. Marietta mentoring for leadership
  - iii. FRC 2010
    - 1. 20 sponsors
  - iv. Questions/comments
    - C: Focus on communications with chapters
    - Q: A lot of regions have community outreach, is this a regional push or just something chapters are doing?
    - A: A little bit of both, due to location of schools, there are a lot of younger schools around so they reach for that push.
- d. Region V
  - i. Membership
    - 1. 1,425 active on IMPak



- 2. 47% collegiate
- ii. Initiatives
  - 1. Membership Drive
    - a. Ration perspective – how many you have, to how many you bring in
  - 2. Action Team
    - a. Reduce at large
    - b. Reduce Inactive
  - 3. Programs
    - a. PCI
      - i. Mini conference – on track
    - b. REB Jr. – Success
  - 4. Questions/Concerns/Comments
    - C: eNews – email blasts are not successful
    - C: IMPak learning curve
    - C: Registration numbers are not meeting the number for the hotel block
    - C: Registration issues is the biggest problem
    - Q: Have you cross-referenced the rooms to registrants?
    - A: Yes – most are booked from the president
- e. Region IV
  - i. Communications
    - 1. Revamped website
  - ii. Membership
    - 1. 1,276 active members
  - iii. Programs
    - 1. Leadership Development
    - 2. Business Diversity
      - a. Looking to get additional business for the expo
  - iv. FRC
    - 1. 164 Registrants
    - 2. Early Bird ended
    - 3. 31% of rooming block filled
    - 4. Keynote and workshops confirmed
  - v. Questions/comments/concerns
    - Q: For the shadowing initiative, is that at the conference or after?
    - A: It is a full year program – there is an ongoing list of interests
    - Q: Battle of the Engineers – how is it looking?
    - A: For the ATB substitute – each region has a lot of with different names

Meeting break at 1:23pm EST

Meeting reconvened at 1:35pm EST

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		



National Vice Chair	KazeemOmidiji	X		
National Secretary	Brenda Nathan	X		
National Treasurer	Sade Ruffin	X		
National Programs Chairperson	Jarrell Johnson	X		
National Parliamentarian	Tasha Zephirin	X		
National Chair Emeritus	Stacyann P. Russell			X
Alumni Extension Chairperson	Thzaira Charles			X

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		
National Publications Chairperson	Soleakhena Holloway	x		

Finance Zone	Name	Present	Late	Absent
2011 Convention Planning Committee Chairperson	Mustafa Alamin	X		
National Asst. Treasurer Financial Control	Onte McClendon	X		
National Finance Chair	Calvin Young			x

Programs Zone	Name	Present	Late	Absent
National Pre-College Initiative Chairperson	Whitney Pollard			X
Business Diversity Chairperson	Whitney Gaskins	X		
Academic Excellence Chairperson	Kari Brown	X		
NLI Chairperson	Dr. Frazier	x		

Membership Zone	Name	Present	Late	Absent
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Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Paul Nguyen	X		
Region VI Chairperson	OguguaAgu	X		

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon Moore	X		
WHQ	Don Nelson	X		
WHQ	Sharon Smith	X		
WHQ	Dr. Mike	X		
WHQ	Pamela Sharif	X		

f. Region VI (presented by the Region V Vice Chairperson)



- i. RLC
    - 1. Over 70 people attended
  - ii. REB
    - 1. New transitions
    - 2. Chairperson
    - 3. Vice Chairperson
    - 4. Parliamentarian
    - 5. International Chairperson
  - iii. Membership
    - 1. Numbers are low on IMPak
  - iv. Conference
    - 1. FRC – Finance sponsors - 23
  - v. FRC
    - 1. Main focus is towards publicizing
    - 2. 80% of the agenda is finalized
    - 3. Program books – almost complete
    - 4. Trouble with grad schools to attend
      - a. Only UC Merced
  - vi. Questions/Comments/Concerns
    - C: There has been FRC calls every week
    - C: Please have a rep on a financial call on Sunday with Onte to clarify the AI deadline and financial updates
    - C: International chair has reached out to Karmell in getting caught up
    - C: When planning conferences, be sure to reach out to your advisors
    - C: To increase numbers for registration, have the board do personal calls to chapters
- II. Membership update
- a. AE – 4,641
  - b. Collegiate – 7,761
  - c. Total – 14,606
    - i. 08-09 – 22,168
    - ii. 10-11 – 14,606
    - iii. May be due to IMPak system
    - iv. Reasoning for “human” issues
      - 1. Conflicts with leadership
      - 2. Lack of leadership engagement
    - v. How do we go about implementing change
      - 1. Chapter visits
        - a. WHQ
        - b. NEB/REB
          - i. See if members can visit chapters within their residence
          - ii. The presentations that WHQ make for chapter visits can be made ready
        - c. Coach chapter executive boards
          - i. Using the new website



- d. Highlights benefits in every eNews
  - d. Membership Committee projects
    - i. Create membership welcome video
      - 1. Attach to welcome email when renewing/starting membership
    - ii. Membership issue tracking tool
      - 1. Data base that resembles customer service problems
    - iii. Standardized chapter email address
  - e. Questions/Comments/Concerns
    - C: The Business Diversity chairs should be pushing for this as much as an AEx chair pushes academic excellence
    - Q: Although some are not technical, what is following the mission?
    - R: Succeed professionally means a variety of things, we should make sure the participants should be STEM fields – we should not focus on what they are trying to do but support STEM majors succeed professionally
  - f. Merchandising and Licensing
    - i. [www.nsbestore.org](http://www.nsbestore.org)
      - 1. Vanilla launch
      - 2. Grand opening November 1<sup>st</sup>
    - ii. Cracking down on unlicensed vendors
  - g. Questions/comments
- III. Chair's Discussion
- a. SEEK Camp
    - Q: What city and who is interested in hosting the camp?
    - R: We are relying on outside help to fund the SEEK Camps
    - R: There is interest in starting it but if the dollar mark is not met, all efforts are futile.
  
    - C: NSBE should put some funds into the SEEK camp
  
    - C: Agree – We should not depend solely on outside resources to fund the program
  
    - Q: How do we plan to balance it if we do tap into these funds and use it? How do we make sure we are not depleting it and making sure there is a long-term plan?
    - R: Sade and the finance team will be coming up with a realistic and discernable way to fund these camps
    - C: Reserves should be there for rainy day. Two years of expenses should be saved to stay secure. Anything above that should and could be utilized.
  
    - C: If the NEB approves to move forward then we can investigate the options
  
    - C: Office of Naval Research has millions of dollars that are set aside for youth pursuing STEM fields, Don will follow up with ONR.



C: Would like to see a discussion about resources. Only two people – Frank and Elana, so resources are very stretched. If we are going to expand, how? We aren't getting funding due to the lack of data tracking and research analysis. Before adding cities, we need to make sure we have the resources as well.

C: Suggested partnership with sister organizations, private orgs, private companies and BCA. Make it a global effort

C: HQ Taskforce – Sharon will delegate

C: If we are looking to expand SEEK in other locations we need to have a minimum requirement of information in terms of what money we have available and in what area should it be in.

Request: Dr. Mike – Please have you or someone create a list of minimum requirements to host a site

R: Frank already has a document similar to this – will sent to the NEB

#### IV. IMPak Strategic Discussion

C: If a member registers for TRE – they get a automatic response email – if they have not then the application is not compete

C: Reconciling information on IMPak – generating the issues with fixing and appoint board positions

R: This is the first time hearing that the data is not correct – will look into it

Q: Finances on IMPak – are they accurate?

A: There should be no differences

C: There was some discrepancies for RLC – if you look at the statement versus what you see who checked in – those are lower, we do not expect that to happen at FRCs

Q: Why if a member pays it does not reflect right away?

A: The money gets processed daily – working to figure out to see if it can recognize the them as active

Q: Is it true that if you don't renew your membership this year and then try to do so the following year, they charge both years?

A: No, you get charged only one year

C: Some have not been able to pay their dues because old invoices were still on there – some registration some membership costs

R: Give NJ the information so she can figure it out

C: It hurts us that only one person knows IMPak, someone from the board of directors should also be a part of the decision making on what goes on and off it



R: The other team leads of other departments can own that part of the system – currently working to see how to train people to do more from HQ perspective

Q: Who knows on the NEB how to use IMPak – who decides what goes on IMPak?

R: They are processes – requirements were gathered from last year. System was modified to fit those requirements- we are still discovering this now.

R: There isn't any one person – NJ communicates with people from the different boards in terms of issues and problems to better IMPak. From a higher-level strategic person other than David but no conversation has been done about inquiries. This can be a value add. We need to be fair on a couple of things – NOL was 8 years old – designed from scratch. We need to make sure that we are being clear on distinguishing problems versus transition discoveries. This system was launched five months ago and we are still learning; We have to acknowledge that we can do more training.

C: The communications zone can be the liaison between the board and WHQ for IMPak

C: Communications zone and membership zone should be in this together

C: A full task is not a way to go – but there should be some sort of way to get things done quickly – taskforce is not the quickest solution.

V. Meeting Discussion

- a. What are some of the things that we should be looking at as a board of directors – coming to each meeting there is a bit of discussion about what are we going to be talking about this time, what are some of the issues that we are going to be looking at? What is your response?

C: Incorporation – we need a defined plan

C: Be more supportive of the work that Dr. Frazier is doing about NLI. How can we support her efforts?

Q: Long range plan – how close are we to executing the long range plan this year?

Q: Is NSBE increasing the number of Black Engineers in graduating in their field?

Q: Do we track black graduates? We lost 10% for 2009 and we graduated 3,300 – this year only 3,000.

Q: To capture graduating seniors where does that fall? Membership?

C: As the NEB we are stressing this is something we need to be thinking about – if we are not actually increasing that number or really fulfilling the mission we are wasting a lot of time. If anything comes to you please send this out to the board to keep the discussion going. This kind of thinking is going to guide us in the direction we go to in the future.



C: Global board thinking: the way we communicate on grand issues – last year we had email threads discussing and ironing out things – I have yet to see this as a prominent thing this year. Our main means of communication is email.

VI. Closing remarks

- a. Thank you for being on the call and taking the time out. One thing to talk about is everyone's school is starting, NSBE is important but we are all students leaders – student first.
- b. Operational Excellence
- c. Make sure you are engaging with your members, chapters, etc. especially with their programs – if we want retention to be a big piece we need to make sure that we are doing this as a board
- d. The things we are talking about doing well are all long term. We are laying the foundation for the future boards
- e. Our success is based on our successors and how successful their boards are.

Meeting adjourned at 4:11pm EST

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