




NATIONAL SOCIETY OF BLACK ENGINEERS

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2011-2012 National Executive Board Minutes

VERSION 7.0

FEB. 2012



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National Executive Board (NEB) Elect Meeting Minutes

April 12, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson Elect	Calvin Phelps	X		
National Secretary Elect	Brenda Nathan	X		
National Programs Chair Elect	Matthew McFarland	X		
Alumni Extension Chairperson Elect	Strauder Patton	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson Elect	Ivan Land Jr.	X		
National Publications Chairperson Elect	DaNae Grubbs	X		
National Communications Chairperson Elect	Michael Wyatt	X		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham	X		
National Finance Chairperson Elect	Ron Stubblefield	X		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson Elect	Jasmine Keene	X		
National Leadership Conference Chairperson	Yael Monereau	X		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson Elect	Paul Russell	X		
Region II Chairperson Elect	Sossena Wood	X		
Region III Chairperson Elect	Isaiah Brown	X		
Region IV Chairperson Elect	Sabre Evans	X		
Region V Chairperson Elect	Darron Lamkin	X		
Region VI Chairperson Elect	Babatunde Onadele Jr.	X		

Other Attendees	Name	Present	Late	Absent
National Treasurer 2010-2011	Sade Ruffin	X		
National Chairperson Emeritus 2010-2011	Stacyann P. Russell	X		
National Parliamentarian 2010-2011	Tasha Zephirin	X		
NLI Chairperson 2010-2011	Dr. Frazier	X		
NAB	S. Gordon	X		



Call to order at 10:00am EST

Chaired by Calvin Phelps – National Chairperson Elect

- I. Roll Call
- II. Appointments

Calvin Phelps entertains the motion to appoint Danielle Jones as the 2011-2012 National Assistant Treasurer of Financial Control.

Moved: Ivan Land Jr. – National Publications Chairperson elect

Second: Ron Stubblefield – National Finance Chairperson elect

Discussion:

Comment: Chose Danielle since she was able to maintain a good budget – which is one of the key things for a treasurer. She will ensure we stay in the black that we are financially healthy. Mentioned training during her interview – the importance of the role.

C: She stated she is willing to compromise – not sure that she would fully understand compromising while still making sure guidelines and policies are maintain. During the interview a question was asked – what do you see as one of the weaknesses for this position – conflict was her response which is a big part of the position – not sure you can teach someone how to deal with conflict head on.

C: Conflict is a weakness for her but she is willing to listen to the choices and explain why and point out guidelines for her reasoning. She is willing to reach out to you.

C: Was she able to make the call when push to shove – yes on many instances but there are still times that there needs to be additional

Response: Disagree that you can teach someone how to do something. In many instances whether she likes something or not she made the call to make sure they maintained the financial quality of the organization. This is a developmental org and we learn to do these things.

C: There was a lot of referencing between Yael and Onte for answers.

Question: Is there something in particular that says she is more suitable for the position than the current member?

R: Onte knows how to do the job better than anyone – this is a student run model and we need to give the opportunity to someone to learn and build skills to do the job. We need to train the next group of people and believe she has the mindset we need.

Q: Have you asked in her interview about her confrontational side?

R: From Onte – he was the one who wrote her LOR. She was the best of all the regional treasurers, she asked questions, if she didn't know she had no problem reaching out. One thing he would have worked on with her as a treasurer is how do you deal with the conflict – and help her develop skills.



C: One weakness that she admitted to is key to the position – if it was any other weakness Sade would be willing to go through training. Conflict is key to this position

Matthew McFarland moves to extend time by five minutes

Second: Sabre Evans – Region IV Chairperson

National Secretary Elect	Brenda Nathan	Yes
National Programs Chairperson Elect	Matthew McFarland	Yes
National Public Relations Chairperson Elect	Ivan Land Jr.	Yes
National Publications Chairperson Elect	DaNae Grubbs	No
National Communications Chairperson Elect	Michael Wyatt	Yes
National Finance Chairperson Elect	Ron Stubblefield	Yes
National AEx Chairperson Elect	Jasmine Keene	Yes
Region I Chairperson Elect	Paul Russell	Yes
Region II Chairperson Elect	Sossena Wood	Yes
Region III Chairperson Elect	Isaiah Brown	No
Region IV Chairperson Elect	Sabre Evans	Yes
Region V Chairperson Elect	Darron Lamkin	Yes
Region VI Chairperson Elect	Babatunde Onadele Jr.	Yes

Motion passes to extend time by five minutes: Passes (11-2-0)

Q: She was too reliant on Onte to the point where she wants to just continue what Onte has done this past year. If she wanted to move forward – what is her initiative to improve the training and if she will be asking for advice what would she do?

R: She saw that as a regional treasurer the impact a NATFC has on managing the national budget was great. She wants to have that impact to do so – she applied because she wants to do the job. One of the things we always complain about is transitioning – and in this case they have a good relationship with their counterpart yet it is being questioned.

National Secretary Elect	Brenda Nathan	Yes
National Programs Chairperson Elect	Matthew McFarland	No
National Public Relations Chairperson Elect	Ivan Land Jr.	Yes
National Publications Chairperson Elect	DaNae Grubbs	No
National Communications Chairperson Elect	Michael Wyatt	Yes
National Finance Chairperson Elect	Ron Stubblefield	No
National AEx Chairperson Elect	Jasmine Keene	No
Region I Chairperson Elect	Paul Russell	No
Region II Chairperson Elect	Sossena Wood	No
Region III Chairperson Elect	Isaiah Brown	No
Region IV Chairperson Elect	Sabre Evans	No
Region V Chairperson Elect	Darron Lamkin	Yes
Region VI Chairperson Elect	Babatunde Onadele	No

Motion to appoint Danielle Jones as NATFC: Fails (4-9-0)



Calvin Phelps entertains the motion to appoint Richelle Thomas as the 2011-2012 International Chairperson.

Moved – Mike Wyatt – National Communications Chairperson Elect
Second – Darron Lamkin – Region V Chairperson Elect

C: Did an excellent job with regional development

C: As region 5 IC chair she did a good job. She is straightforward and understands with how we interact with our international members and her focus is on engaging with the int'l members. Wants to build the brand int'l. NSBE expansion is not just about the members but about the how do our domestic members relate to the int'l members.

National Secretary Elect	Brenda Nathan	Yes
National Programs Chairperson Elect	Matthew McFarland	Yes
National Public Relations Chairperson Elect	Ivan Land Jr.	Yes
National Publications Chairperson Elect	DaNae Grubbs	Yes
National Communications Chairperson Elect	Michael Wyatt	Yes
National Finance Chairperson Elect	Ron Stubblefield	Yes
National AEx Chairperson Elect	Jasmine Keene	Yes
Region I Chairperson Elect	Paul Russell	Yes
Region II Chairperson Elect	Sossena Wood	Yes
Region III Chairperson Elect	Isaiah Brown	Yes
Region IV Chairperson Elect	Sabre Evans	Yes
Region V Chairperson Elect	Darron Lamkin	Yes
Region VI Chairperson Elect	Babatunde Onadele	Yes

Motion to appoint Richelle Thomas as the 2011-2012 International Chairperson: Passes unanimously

Calvin Phelps entertains the motion to appoint Dr. Frazier as the 2011-2012 National Leadership Institute Chairperson.

Moved – Brenda Nathan – National Secretary
Second – Sabre Evans – Region IV Chairperson

C: Dr. Frazier is the current NLI chair – she was great at strengthen the leadership training portion – NTM and NLC on the agenda is something that has not been seen this early – she has had an agenda by winter meeting of the year for the NLC speaks to her strength. For all the NEB members she ran the transitioning at the Nat'l convention and was prepared with materials and presentation, something that has not been done before.

National Secretary Elect	Brenda Nathan	Yes
National Programs Chairperson Elect	Matthew McFarland	Yes
National Public Relations Chairperson Elect	Ivan Land Jr.	Yes
National Publications Chairperson Elect	DaNae Grubbs	Yes
National Communications Chairperson Elect	Michael Wyatt	Yes
National Finance Chairperson Elect	Ron Stubblefield	Yes
National AEx Chairperson Elect	Jasmine Keene	Yes



Region I Chairperson Elect	Paul Russell	Yes
Region II Chairperson Elect	Sossena Wood	Yes
Region III Chairperson Elect	Isaiah Brown	Yes
Region IV Chairperson Elect	Sabre Evans	Yes
Region V Chairperson Elect	Darron Lamkin	Yes
Region VI Chairperson Elect	Babatunde Onadele	Yes

Motion to appoint Dr. Frazier as the 2011-2012 National Leadership Institute Chairperson: Passes unanimously

Calvin Phelps entertains the motion to appoint Onte McClendon as the 2011-2012 National Assistant Treasurer of Financial Control

Moved: Sabre Evans – Region IV Chairperson

Second: Ron Stubblefield – National Finance Chairperson Elect

C: Onte is the best person for the job

C: You stated that someone serving for multiple years is not a good thing – questions this person as serving multiple years and with the challenges they have faced.

C: Would be comfortable to appoint the other applicants or wait for someone to step up.

R: Would rather appoint who we know is the best for the job since the recommended person was not voted in – Onte is the best for the job. Rather not wait to see if there is someone else better.

National Secretary Elect	Brenda Nathan	Yes
National Programs Chairperson Elect	Matthew McFarland	No
National Public Relations Chairperson Elect	Ivan Land Jr.	Yes
National Publications Chairperson Elect	DaNae Grubbs	Yes
National Communications Chairperson Elect	Michael Wyatt	-
National Finance Chairperson Elect	Ron Stubblefield	Yes
National AEx Chairperson Elect	Jasmine Keene	Yes
Region I Chairperson Elect	Paul Russell	No
Region II Chairperson Elect	Sossena Wood	No
Region III Chairperson Elect	Isaiah Brown	No
Region IV Chairperson Elect	Sabre Evans	Yes
Region V Chairperson Elect	Darron Lamkin	No
Region VI Chairperson Elect	Babatunde Onadele	Yes

Motion to appoint Onte McClendon for the 2011-2012 NATFC: Passes (7-5-1)

- III. National Transition Meeting
 - a. The draft agenda is out and will be sent out to the NEB elect shortly
 - b. Date: May 20-23, 2011
 - c. Alexandria, VA (Headquarters)
 - d. Schedule:
 - 20 – NEO meets business casual
 - 21 – Full day
 - 22 – Full day



23 – Post NTM session do some house-keeping

- e. For the two full days – session one is intro to NSBE, session two – operation and management, 3 – program planning, 4 – transitioning, zone work, overview and communications, one on one transitioning
- f. Possible that the RLCs will occur before NLC – Dr. Frazier will need all RLC chairs so she can send documentation/components

IV. National Leadership Conference

- a. Dates: June 8-12
- b. Location: New London, CT - US coast guard academy
- c. Yael is the elected chairperson for this conference
- d. Will have multiple breakouts
- e. List of who can attend is out

V. Comments/Questions/Concerns

C: Please make sure you mailboxes are empty

C: Thank you for applying for your position we have the beginnings of a strong NEB. Talking about the appointments for next call – the next time, we had to see about the apps that was submitted before the deadline – the vacant positions will be open for app with a close deadline because we want to complete the board very soon. What will happen will be – information of whomever Calvin recs to the board along with notes from the interview.

C: The level of engagement was great.

Meeting adjourned 10:02pm EST

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National Executive Board (NEB) Meeting Minutes

May 1, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	X		
National Secretary	Brenda Nathan	X		
National Programs Chair	Matthew McFarland	X		
Alumni Extension Chairperson	Strauder Patton	X		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		
National Publications Chairperson	DaNae Grubbs	X		
National Communications Chairperson	Michael Wyatt		X	

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham		X	
National Finance Chairperson	Ron Stubblefield	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		

Membership Zone	Name	Present	Late	Absent
International Chairperson	Richelle Thomas	X		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	X		
National Leadership Conference Chairperson	Yael Monereau			X
National Leadership Institute Chairperson	Dr. Frazier			X

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	X		
Region II Chairperson	Sossena Wood	X		
Region III Chairperson	Isaiah Brown	X		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Darron Lamkin		X	
Region VI Chairperson	Babatunde Onadele Jr.			X

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon	X		
NAB	Donna O. Johnson	X		



Call to order at 9:00PM EST
Chaired by Calvin Phelps – National Chairperson

- I. Roll Call
- II. Appointments

Calvin Phelps, National Chairperson, entertains the motion to appoint Elisha Clayton as the 2011-2012 Pre-Collegiate Initiative Chairperson.

Moved: Sabre Evans – Region IV Chairperson
Second: Brenda Nathan – National Secretary

National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	-
National Publications Chairperson	DaNae Grubbs	Yes
National Communications Chairperson	Michael Wyatt	Yes
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Wood	Yes
Region III Chairperson	Isaiah Brown	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	Yes
Region VI Chairperson	Babatunde Onadele Jr.	-

Motion to appoint Elisha Clayton: Passes unanimously

Calvin Phelps, National Chairperson, entertains the motion to appoint Kari Jordan as the 2011-2012 National Vice Chairperson

Moved: Brenda Nathan – National Secretary
Second: Michael Wyatt – National Communications Chairperson

C: Calvin has worked with Kari on two executive boards. She has experience and really knows what goes on in all the positions. One of the strongest qualities she has is ensuring the board is operating effectively.

National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	Abstain
National Publications Chairperson	DaNae Grubbs	Yes
National Communications Chairperson	Michael Wyatt	Yes
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Wood	Yes



Region III Chairperson	Isaiah Brown	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	Yes
Region VI Chairperson	Babatunde Onadele Jr.	-

Motion to appoint Kari Jordan: Passes (11-0-1)

Calvin Phelps, National Chairperson, entertains the motion to appoint Ayanna Berry as the 2011-2012 National Business Diversity Chairperson

Moved: Sabre Evans – Region IV Chairperson

Second: Brenda Nathan – National Secretary

C: Ayanna is recommended because of the vision she has for BD and the role it has to play not only in terms of programming, but in terms of diversifying revenue streams. Came recommended by Whitney Gaskins, 2010-2011 BD, who was one of the best NEB members.

National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Publications Chairperson	DaNae Grubbs	Yes
National Communications Chairperson	Michael Wyatt	Yes
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Wood	Yes
Region III Chairperson	Isaiah Brown	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	Yes
Region VI Chairperson	Babatunde Onadele Jr.	-

Motion to appoint Ayanna Berry: Passes unanimously

III. 2012 Annual Convention

Taylor Mitcham, 2012 CPC Chairperson, moves to approve the following theme and colors for the 2012 Annual Convention. “NSBE Blueprint: Teamwork, Leadership, and Inspiration” Colors: Blue, White and Pittsburgh Yellow as an accent color.

2012 Annual Convention – Taylor Mitcham

Second: Brenda Nathan – National Secretary

C: Vision for 2012 Convention is to give the membership a kick start to achieve their goals. They are going to need teamwork and motivation



National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Publications Chairperson	DaNae Grubbs	Yes
National Communications Chairperson	Michael Wyatt	Yes
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Wood	Yes
Region III Chairperson	Isaiah Brown	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	Yes
Region VI Chairperson	Babatunde Onadele Jr.	-

Motion to approve the 2012 Annual Convention theme and colors: Passes unanimously

IV. Questions/Comments/Concerns

C: If anyone has been watching the news lately, there has been a tornado that has hit Alabama. A lot of chapters have been affected in particular our NSBE chat.

Isaiah will be working on creating a task force to help with this.

Sabre Evans – Request that you send out an email with contact information so that those who can help will know who to contact and where to send information

Brenda: We’re going to have a National call to help those who are affected by this tornado.

Brenda: You all will get email access to the portal on May 2nd. Only use your NSBE email and store all emails inside the portal. You are allowed to use gmail (if it’s forwarded).

Calvin: You are no longer the NEB Elect but the National Executive Board of 2011-2012. Since NTM will be coming up soon, we will having another short call to finish up appointments

Meeting adjourned at 9:32pm EST

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National Executive Board (NEB) Meeting Minutes

May 18, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton			x
2010-2011 National Chair Emeritus	Stacyann P. Russell		x	

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.		x	
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham			x
National Finance Chairperson	Ron Stubblefield	x		
National Asst. Treasurer of Financial Control	Onte McClendon	x		

Membership Zone	Name	Present	Late	Absent
International Chairperson	Richelle Thomas	x		
Pre-Collegiate Initiative Chairperson	Elisha Clayton	x		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Conference Chairperson	Yael Monereau			x
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry	x		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Woods	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans		x	
Region V Chairperson	Darron Lamkin	x		
Region VI Chairperson	Babatunde Onadele Jr.			x

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon		x	
NAB	Donna O. Johnson		x	
WHQ	Sharon Smith	x		



Call to order at 8:30PM EST
Chaired by Calvin Phelps – National Chairperson Elect

- I. Roll Call
- II. Appointments

Calvin Phelps, National Chairperson, entertains the motion to appoint Soleakhena Holloway as the 2011-2012 National Membership Chair

Moved: Kari Jordan – National Vice Chairperson

Second: Onte McClendon – National Assistant Treasurer of Financial Control

Onte: Solea was a very strong candidate and asset to the society

C: One of the best workers on the board – the way she handles business

National Vice Chairperson	Kari L. Jordan	Yes
National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	n/a
National Publications Chairperson	DaNae Grubbs	Yes
National Communications Chairperson	Michael Wyatt	n/a
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
National Pre-Collegiate Chairperson	Elisha Clayton	Yes
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Woods	Yes
Region III Chairperson	Isaiah Brown	Yes

Motion Passes to appoint Soleakhena Holloway

Calvin Phelps, National Chairperson, entertains the motion to appoint Sade Ruffin as the 2011-2012 National Treasurer

Moved: Onte McClendon - NATFC

Second: Kari Jordon – National Vice Chairperson

C: Worked in the past with Sade, she has the financial amplitude to take the org where it needs to get in this economy

C: Very diligent in answering questions and ensuring everyone understands NSBE finances – she breaks down the language so everyone understands

C: Sade is technically proficient; if you look at the interview one thing she talks about is moving the zone away from gate keeper

National Vice Chairperson	Kari L. Jordan	Yes
National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	n/a
National Publications Chairperson	DaNae Grubbs	Yes



National Communications Chairperson	Michael Wyatt	Abs
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
National Pre-Collegiate Chairperson	Elisha Clayton	Yes
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Woods	Yes
Region III Chairperson	Isaiah Brown	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	Yes

Motion passes to appoint Sade Ruffin

Calvin Phelps, National Chairperson, entertains the motion to appoint Paul Nguyen as the 2011-2012 National Parliamentarian

Moved: Sabre Evans – Region IV Chairperson

Second: Matthew McFarland – National Programs Chairperson

C: He will do a great job in keeping the senate engaged. His role as Region V chair and what has come out of it and work ethic leaves him to believe that he will be good with the senate and giving them that voice.

National Vice Chairperson	Kari L. Jordan	Yes
National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	n/a
National Publications Chairperson	DaNae Grubbs	Yes
National Communications Chairperson	Michael Wyatt	Yes
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
National Pre-Collegiate Chairperson	Elisha Clayton	Yes
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Woods	Yes
Region III Chairperson	Isaiah Brown	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	Yes

Motion passes to appoint Paul Nguyen

Calvin Phelps, National Chairperson, entertains the motion to appoint Stacyann Russell as the 2011-2012 National Chair Emeritus

Moved: Kari Jordan – National Vice Chairperson

Second: Matthew McFarland – National Programs Chairperson

National Vice Chairperson	Kari L. Jordan	Yes
National Secretary	Brenda Nathan	Yes



National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	n/a
National Publications Chairperson	DaNae Grubbs	Yes
National Communications Chairperson	Michael Wyatt	Yes
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
National Pre-Collegiate Chairperson	Elisha Clayton	Yes
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Woods	Yes
Region III Chairperson	Isaiah Brown	yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	N/A

Motion passes to appoint Stacyann Russell

- III. NTM
 - a. Should have received governing docs and DISC
 - b. Any questions email Dr. Frazier and S. Gordon. Dr. Frazier will not be onsite.
Q: Governing docs that was sent out – they are slightly out of date due to the bylaws that were voted on have not been updated
C: Brenda will update the bylaws
- IV. NEB OG Accountability System
 - a. Most important portions to be updated – you will need to review it and familiarize yourself with it.
 - b. Contact Kari and Zone lead about giving infractions

Kari Jordan moves to approve the NEB Operating Guidelines Accountability System updated May 18, 2011.

Second : Onte McClendon - NATFC

- Q: Can you highlight some of the changes that were made from this doc compared to the doc that was already in effect?
- R: The main change was 3 AIs and changed to 2 AIs. As well as offenses – second offense
- C: The old version does not need to be sent out – we are going to be working based on is this one that we are voting on so people need to focus on this one.

National Vice Chairperson	Kari L. Jordan	Yes
National Secretary	Brenda Nathan	Yes
National Programs Chairperson	Matthew McFarland	Yes
National Public Relations Chairperson	Ivan Land Jr.	Yes
National Publications Chairperson	DaNae Grubbs	Yes
National Communications Chairperson	Michael Wyatt	Yes
National Finance Chairperson	Ron Stubblefield	Yes
National AEx Chairperson	Jasmine Keene	Yes
National Pre-Collegiate Chairperson	Elisha Clayton	Yes



Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Woods	Yes
Region III Chairperson	Isaiah Brown	Yes
Region V Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	Yes

Motion passes

- V. 2011-2012 Budget
 - a. You should include your predecessor on discussions on your budgets.
 - b. If you look in your email for the past few weeks you will see a D about funding of SEEK camps. We decided we would provide funds for 2 SEEK camps – discussion came out about how much do we want to fund – that whatever happens with the sponsors, NSBE will fund at least 2 camps. The new board should go through it so you can understand it and see they decided/passed to fund 2 camps and that 50% would come out of our funds.
 - c. Not good to vote on a year by year basis about this program – if we put it in the F policy it would have more longevity.
 - d. Document will be sent out within the next few days – we will discuss it after the next NEB meeting after NTM.
 - Q: Is the document that you are referring to something that was already sent out?
 - R: Not sure but will check.
 - C: Been looking into the 5% value and seeing how we can incorporate that into policy

- VI. Comments/questions/concerns
 - Reminder: Please register to NLC and renew your NSBE membership

 - C: Attire for NTM
 - Q: how do I go about
 - Reminder – get your action items done – we just passed the infraction system and will be enforcing it consistently.

Meeting adjourned at 9:08pm EST

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National Executive Board (NEB) Meeting Minutes

May 21, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin	x		
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton			
2010-2011 National Chair Emeritus	Stacyann P. Russell	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	X		
National Publications Chairperson	DaNae Grubbs	X		
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham	X		
National Finance Chairperson	Ron Stubblefield	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		

Membership Zone	Name	Present	Late	Absent
International Chairperson	Richelle Thomas	X		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	X		
National Leadership Conference Chairperson	Yael Monereau	X		
National Leadership Institute Chairperson	Dr. Frazier	X		
Business Diversity Chairperson	Ayanna Berry	X		
Pre-Collegiate Initiative Chairperson	Elisha Clayton	X		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Darron Lamkin	x		
Region VI Chairperson	Babatunde Onadele Jr.			x

Other Attendees	Name	Present	Late	Absent
NAB	S. Gordon	x		
NAB	Donna O. Johnson	x		
WHQ	Sharon Smith	x		
NAB	Regenia Sanders	x		



NAB	Dr. Adams	x		
WHQ	Ricky Li	x		
WHQ	Conan Lewis	x		
WHQ	Pamela Sharif	x		
WHQ	Sharon Smith	x		
WHQ	Don Nelson	x		
2010-2011 NEB Vice chairperson	Kazeem Omidiji	x		
NAB	Virginia Booth	x		

Call to order at 9:00AM EST

Chaired by Calvin Phelps – National Chairperson

**All presentations (PPT) are made available upon request

- VI. National Directives – Calvin Phelps
 - a. Academic Excellence
 - b. Pipeline Development

- VII. Managing Projects and Relationships – Dr. Adams

- VIII. Transitioning Overview

- a. Communications Zone
 - Brenda Nathan, National Secretary moves to approve the NEB minutes from 2010-2011 dated April 27, 2011, NEB minutes 2011-2012 dated April 12, 2011, May 1, 2011, and May 18, 2011.**
 - Second: Kari Jordan – National Vice Chairperson

Motion passes by consensus

- b. Admin Zone
 - i. Here help vision of the organization
 - ii. Delegation
 - iii. Discussion prior to NEB meetings occur to ensure difference viewpoints are addressed
 - iv. Make executive decisions with insight

Sabre Evans, Region IV Chairperson, moves to reconsider the vote on the minutes dated May 18, 2011

Second: Isaiah Brown – Region III Chairperson

C: Many of us did not get to review the minutes

R: The minutes were posted on the portal that same night dated May 18, 2011 and edited the next morning. It was stated on the call all minutes will be posted on the portal directly after meetings and calls and labeled “unedited” and or “NEBMinutes_[date].doc” if finalized.

C: When the motion was made someone should have objected rather than just voting

National Vice Chairperson	Kari L .Jordan	No
National Secretary	Brenda Nathan	No
National Treasurer	Sade Ruffin	No



National Programs Chairperson	Matthew McFarland	No
National Public Relations Chairperson	Ivan Land Jr.	No
National Publications Chairperson	DaNae Grubbs	No
National Communications Chairperson	Michael Wyatt	No
National Finance Chairperson	Ron Stubblefield	No
National AEx Chairperson	Jasmine Keene	No
National Pre-Collegiate Chairperson	Elisha Clayton	No
Region I Chairperson	Paul Russell	Yes
Region II Chairperson	Sossena Wood	Yes
Region III Chairperson	Isaiah Brown	Yes
Region IV Chairperson	Sabre Evans	Yes
Region V Chairperson	Darron Lamkin	Yes

Motion fails: (5-0-10)

- IX. Communications and Working with Counterparts – Regenia Sanders
- X. Managing Academics & Board Activities
- XI. Documentation, Archiving and Reporting – Brenda Nathan
- XII. Role of the NAB – S. Gordon
- XIII. Being a Successful Student Leader – Donna O. Johnson
- XIV. Signature Programs
- XV. Metrics and Program Evaluation
- XVI. Strategic alignment of chapters, regions, NEB & WHQ
- XVII. Joint Career Fair
 - a. Process
 - i. Contact Executive Directors/CEOs and board chairs of all four organizations to obtain:
 1. Perception/opinions
 2. Financial information
 3. Preferences
 4. Information about past career fair
 5. Any other members who should be contacted within the org
 - b. The NEB needs to make a decision about what they want to do to move forward – do we go with it or not?
 - c. Recommendation
 - i. From Clarkson
 - d. Questions:
 - Q: What point did we decide to include GEM ?
 - A: It is not an org – it is a affinity relationship – they have always been involved with the discussion and would be on the floor. This was brought up first with Michele Lezama
 - Q: When saying move forward?
 - R: Carl has been empowered to find a contract from last year’s board. Due to the feedback they wanted numbers → we decided to provide them with numbers. When saying move forward it is



not a motion but giving Carl the direction saying this is something NSBE is trying to produce – if not no motion will be made and Carl will not pursue anything

C: NSBE plans to enact a JCF by X date.

C: If no motion comes out if it and the board feels they don't want to then Calvin will have a village call mid June to discuss this

Q: Has this info been shared with the other orgs?

R: Yes. All potential orgs

Q: Have they provided any feedback

R: Not that he is aware of at this time.

C: SHPE was not providing data for their organization → Clarkson duplicated SWE numbers since they are almost the same. They are still in it but not cooperative

Q: If they are not cooperative – how can we expect them to move forward

R: They were probably reluctant because they provided it before hand and when we had the breach → it was their ED who almost lost their job. When it came down to showing #s again they opted not to. They are still in but providing numbers they are more reluctant.

C: The reason behind it is not know. It is all speculation

C: SHPE has had 3 ED in 4-5 years – not considered a healthy turn over rate. Typical good one is 1 in every 3-4 years.

C: Focus on the Recommendations of profit sharing. This is shifting our schedules, etc.

C: We make about 3 Million on our annual career fair floor – this would be an additional 3.5 Million more

Q: Is this worth changing how we operate?

C: It goes down to the bottom line – we get money at the career fairs (regions)

C: The increase of membership dues was supposed to go back to the regions – would this be the same case? It was 60% of the dues that go to regions.

C: SHPE → sweeping change across the nation – it is 93% international – it is a big issue for a lot of companies who are not seeing the talent from the US. The question should be raised → what % of their membership is domestic

C: If our operating budget is 8.2 million – and this is our biggest revenue generator, how would we profit?

R: Regions normally make 30-40K. if you got rid of your FRCs you would still make money off registration. The question would be would they come without the career fair?

C: This is only short term profit - what would the affect be with the contracts

R: The data is on the presentation.

C: They only interviewed 11 people – may not be a good representation

R: Most interviews were to leadership members.

Q: If you went this route and the regions were in trouble is there a way to turn the regions to turn to scholarships to ensure they can continue with their conferences. (to beef up the retention piece) Make or do something to offset what they would loose

Q: After 2014 our profit would go up – can we expect that to go up by 1.4 million? The expense would no longer be there, so our overall profit would go up?

R: No it is just revenue.

C: “Not enough time for logistical processing and cancellation of the 2012 fairs – would be very expensive”

C: Some basic definitions need to be put out – profit is your revenue minus expenses.

Q: Would this be a permanent change?

R: Would be a trial for 3 years – but NSBE has a short organizational memory.

C: Can our infrastructure support this? We need to ensure that it does

C: You are taking away the development from FRCs → how would you make up for it?

R: with holding slots for our career fair, we loose – but with it in the fall we increase in job opportunities. We can't however have additional career fairs later in the year. Most BCA hire season is in the Fall.



C: The quality of the candidates is normally committed in the fall by the time they come to spring to hire us.

Group break out

Group 2

- If NSBE decided not to move forward and the others did – NSBE would be “left in the dust” that would do disservice.
- Are we really services them? Or are we doing it for the money?
- We need to step our game up either way and can be done without the JCF
- There was no consensus

Group 1

- Increase in cash
- Bias towards region 6
- Bias towards international members
- Assumptions made in the analysis
- rec: based on the info that we have we found the study insufficient and need more data. We would like the raw data from Clarkson and pay someone to do more data.

Group 3

- Financial benefit
- Potentially more job opportunities
- It could encourage year long engagement
- Large potential for negative impact on programs
- Negative impact on marketing schedule
- We would be changing the culture and structure of the organization.

Group 4

- If we took the \$ out the equation would it be a good idea? As far as thinking about the convention itself and it being our NSBE business – it may be a good idea to move to the fall so we could helps us with getting our membership to the stage for job competition and sets us up for success (academics, etc. See models).
- This will benefit our membership - and something to move towards to.

Group 5

- More jobs
- Increase in time to focus on programs
- Consensus to not move forward

C: This board would not make the stronger vote to say Carl should bring back a contract. Steps moving forward – review the language of the motion to ensure we don’t have to overturn the motion. If we are turning away revenue we need to really focus on the development piece. To ensure we are servicing our members.

C: Accenture could turn around an in-depth report within a couple months.

C: Give Regenia a week to get contacts, as well as get the proper timeline and to confirm the possibility to be reviewed as a Non-Profit. Within that time all NEB members should review all documents about JCF currently available on the portal. Discussion will begin on the portal and all NEB members must participate.

General Consensus

To review a more in-depth feasibility study and for possible vote during the Summer/Fall meeting.

Meeting recessed at 8:18 pm EST

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National Executive Board (NEB) Meeting Minutes

May 22, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin	x		
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton			x
2010-2011 National Chair Emeritus	Stacyann P. Russell	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	x		
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham		x	
National Finance Chairperson	Ron Stubblefield	x		
National Asst. Treasurer of Financial Control	Onte McClendon	x		

Membership Zone	Name	Present	Late	Absent
International Chairperson	Richelle Thomas	x		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene		x	
National Leadership Conference Chairperson	Yael Monereau		x	
National Leadership Institute Chairperson	Dr. Frazier			x
Business Diversity Chairperson	Ayanna Berry			X
Pre-Collegiate Initiative Chairperson	Elisha Clayton		x	

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell		x	
Region II Chairperson	Sossena Wood		x	
Region III Chairperson	Isaiah Brown		x	
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin		x	
Region VI Chairperson	Babatunde Onadele Jr.			x

Other Attendees	Name	Present	Late	Absent
WHQ	Ricky Li	x		
WHQ	Sharon Smith	x		



Call to order at 10:00AM EST
Chaired by Calvin Phelps – National Chairperson

- I. Conference Planning Overview – Sharon Smith
 - a. Annual Convention Sites
 - i. 2012 – Pittsburgh, PA
 - ii. 2013 – Indianapolis, IN
 - iii. 2014 – Nashville, TN
 - iv. Anaheim, CA
 - b. Conference Support Roles
 - i. NSBE Meeting Planning Consultant
 1. Rutherford and Associates
 - ii. CPC Taskforce
 1. Help choose locations
 - iii. CPC Planning Committee
 1. Plans Agenda, logistics, etc.
 - c. Rotation
 - i. Region I
 - ii. Region V
 - iii. Region II
 - iv. Region IV
 - v. Region II
 - vi. Region VI
 1. The National Executive Board shall approve the convention city at least two years prior to the convention.
 - d. Regional Conferences
 - i. The regional Conference site selection timeline shall be as follows:
 1. Conference site selection deadline signed contract deadline
 - a. RLC April 30th 2 years prior Aug 30, 2 years prior
 - b. FRC September 30th 2 years prior Nov 30, 2 years
 - ii. Only Rutherford should be contacting the hotel prior to contract signing.
- II. National Leadership Conference
 - a. Theme/Dates/Location
 - i. June 8-12, 2011
 - ii. Redefining the “Grassroots” of our NSBE Leadership
 - iii. Coast Guard Academy, New Long, CT
 - b. 2011 NLC FAQs & Participants’ Agenda
 - i. Located under official documents table.
 - ii. FAQs
 1. Purpose of conference
 2. Travel info (to and from airports)
 3. Food options (after 6pm EST Dinner)
 4. What to bring (towels, Clothes, Notebooks, etc.)
 5. What to leave at Home (bad attitudes and closed minds)
 - c. NLC Agenda
 - i. Wednesday
 1. Attire: Business Casual (NEO- Business Professional)
 2. Registration @ 8am-6pm
 - ii. Thursday
 1. Attire Business Casual
- III. National CPC



Note: Taylor, make sure to ensure we have in the budget to subsidize volunteer's registration

- IV. JCF Break out session
 - i. Projections of income statement/cash flow statement
 - ii. Break-even analysis (Time-Phase)
 - iii. Sample error based on the # of respondents/typical # of corporations that participate
 - iv. Potential cities that can accommodate
 - v. Balance Sheet (Shows current assets/long term/liability)
 - vi. Financial model of "as is" and model of "future" plans
 - 1. *Current*: Spring National Convention; 6 Fall Regional Conferences
 - 2. *Change*: Fall National Convention; 6 Spring Conferences
 - vii. Formula explanations
 - viii. External Factors → Recruitment Trends, Economics, Corp. Stability to support non-profit orgs and career fairs

Meeting adjourned at 1:03pm EST

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National Executive Board (NEB) Meeting Minutes

June 8, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin	x		
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton			x
2010-2011 National Chair Emeritus	Stacyann P. Russell			x
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.			x
National Publications Chairperson	DaNae Grubbs			x
National Communications Chairperson	Michael Wyatt			x

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham	x		
National Finance Chairperson	Ron Stubblefield	x		
National Asst. Treasurer of Financial Control	Onte McClendon	x		

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway			x
International Chairperson	Richelle Thomas	x		
Pre-Collegiate Initiative Chairperson	Elisha Clayton			x

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Conference Chairperson	Yael Monereau			x
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry			x
TORCH Chairperson	Sarah Brown	x		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell			x
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin		x	
Region VI Chairperson	Babatunde Onadele Jr.	x		

Other Attendees	Name	Present	Late	Absent
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WHQ	Ricky Li	x		
WHQ	Sharon Smith	x		
WHQ	Franklin Moore	x		
WHQ	NJ Crawley	x		
WHQ	Shon McGee	x		
NAB	Tony Harris	x		

Call to order at 8:07PM EST
Chaired by Calvin Phelps – National Chairperson

- I. Chair’s update – Calvin Phelps
 - a. ED Update
 - i. NSBE has been invited to the Clinton Foundation
 - ii. Golf course membership → many grants come from these business deals
 - iii. IT staff – we need it now and will be moving forward with building Ricky’s staff
 - b. Admin Zone Meeting update
 - i. Sabre – SEEK concerns about student oversight over the budget.
 - 1. Matt will be the official budget owner for SEEK
 - ii. Disaster Response
 - 1. We can put out official letters, provide them with resources, etc.
 - 2. We need to create some type of policy of what NSBE should do in any disaster
 - iii. Endowment fund in event of its non use
 - 1. If everything is funded – we would want to use the money as program seed money
 - 2. We need to develop a policy about the funding to ensure the 5% does not go to waste
 - Q: what is the time line for applying, when will we know when the funds are available?
 - R: TBA – we need to first see if this is the direction we want to go in.
 - 3. Chair
 - a. Spring PCAST meeting
 - i. Government support for Summer Bridge programs tied to STEM fields.
 - b. AE Summit
 - i. Alumni and Collegiate relationship healthy
 - ii. If the AE chair wants something to happen this year – we need to support that as we do the collegiate level
 - iii. Strengthening the NSBE Professional Brand
 - iv. Pipeline development
 - c. 1st CPC meeting
 - i. Want to shrink the number of workshops
 - ii. Maximize on the membership
 - iii. Convention agenda → Lean
 - d. Update
 - i. First step of Long Range Planning
 - ii. 30 people from all over and different stake holders of NSBE
 - iii. Draft by July 1
 - iv. Plan rolled out by August 1
 - 4. Questions
 - Q: Will this strategic plan be formatted as a long range plan?



R: Yes it is a 3-5 year and a component for this year

II. Minutes

Brenda Nathan, National Secretary, moves to approve the minutes dated May 21, 2011 and May 22, 2011.

Motion passes

III. Chair's discussion series

- a. Extending the age group for PCI – focus on SEEK
- b. Do you feel like we should expand to include K-12
 - C: The programs need to be there but SEEK is so short term versus the rest of our programs which are the full year. It wouldn't capture the same level
 - C: When do we need to get kids engaged in math and science? But I don't think we have the infrastructure
 - C: We are developing different programs that have different categories and we can possibly modify them – but it is a matter of how much we are willing to put towards it
 - C: We need to perfect the programs first before opening
 - C: If we allow members to come in it will dilute the brand – since we only have a certain amount that graduates

IV. JCF

- a. The decision of the board last meeting was that we were not happy with the quality of the Clarkson report. We do not qualify for a pro bono feasibility report, but we as a non profit can pay what we can pay for and Accenture may be able to subsidize the remaining balance. If we want to do a report we are going to have to pay for it. The numbers from NTM are high and the amount that Accenture would subsidize is unknown. What are we truly willing to spend if this is the direction we want to move in?
 - Q: Are you going to give the membership an update?
 - R: Want to have a village call
 - Q: Are we going to give Accenture a number and it's a yay or nay type thing?
 - R: We believe so – need to ask Regenia

V. NEB OG Discussion

- a. All comments that the few people made were addressed
- b. With policy making – we go through the process of reviewing the policy and provide feedback and once everyone is in approval of the policy the Chair signs it. Policies do not require a vote.
 - Q: Were the sub committees question address?
 - R: Yes
 - C: Recommends that it gets reviewed by the DRC
 - C: The section that states how it was voted in needs to be changed since it went from an official document to a policy.
 - Q: In terms of reporting on the portal – is there a time line for all of that?
 - R: There is not – one of the things we want to do is line all programmatic plans with the NSBE strategic plan. No earlier than August 1st, in terms of OG and how you operate that's up to you.

VI. Committee Appointments

Paul Nguyen, National Parliamentarian, moves to appoint Dr. Gary May as the 2011-2012 Standards and Ethics Committee Chairperson
Second: Sabre Evans – Region IV Chairperson



Motion Passes by consensus

Paul Nguyen, National Parliamentarian, moves to appoint DaNae Grubbs, Dr. Barbara Nichols, Cheryl Adams, S. Gordon Moore to the 2011-2012 Document Review Committee

Second: Babatunde Onadele Jr. – Region VI Chairperson

Motion passes by consensus

- VII. NAT-FC Amendment proposal
- a. DRC will review the document again before a vote
 - b. Establishes the correct roles and responsibilities
 - c. Purpose is to better allude to the tasks of the position
 - d. Would prefer the task of convention to fall on a student leader and you can't develop leaders if the opportunities aren't there.
- VIII. National Financial Policy
- a. Budget ownership
 - i. Regional budget owners → Regional Chairs
 - ii. Budgets are NOT owned by respective treasurers
 1. Treasurers = budget administrators
 - iii. Responsible financial actions are everyone's responsibility
 - b. Intent of Expenditures
 - i. Required for receiving reimbursements and payments
 1. Submitted at least 30 days in advance of expense or at the discretion of the appropriate officer
 - a. Failure to submit an IOE form will result in "No"
 - ii. In the event of an emergency where a purchase must be made
 1. Voice approval for an intent of expenditure can be granted by the National Treasurer or NAT-FC.
 - c. NSBE Travel
 - i. Private vehicles
 1. Personal travel arrangements reimbursed at pre-approved amount
 2. Total roundtrip travel expense for private vehicles
 - a. 250 miles of the destination
 - b. Roundtrip of approved mileage or sum of fuel receipts, whichever is of lesser value
 - ii. Rented vehicles
 1. Toll and fuel expenses reimbursed at rate per mile point to point or total of fuel receipts
 2. All drivers using rental vehicles are responsible for obtaining car insurance on the rented vehicle by (1) providing personal insurance information or (2) personally paying for insurance provided by the car rental agency.
 3. Drivers are subject to reimbursement upon proof of insurance payment and confirmation of no damage from rental agency
 - d. Regional BCA Programs Fund
 - i. Regions receive revenue line item donated by the BCA
 1. Specific utilization of programs expenses
 2. Funds may not be transferred for expenditure
 3. Regional Executive Boards should seek to spend at least 85% of the revenue
 - ii. Excess revenue line item in the BCA Programs Fund shall enter reserves
 - e. Tax Exemption
 - i. NSBE Federal Tax ID Number (EIN) is solely for National and Regional activity



- ii. NSBE Chapters must utilize the Federal Tax ID number of the university or college which they are associated with
- iii. It is unlawful to distribute this number outside of approved NSBE business transactions
- f. Mitigation
 - i. Any discrepancies financial in nature that are not resolved at the budget holders' level shall be mitigated by the National Treasurer and National Alumni Extension Chair/Treasurer.

IX. National Budget

Kari Jordan, National Vice Chair, moves to rescind the motion on April 27th, 2011 to allocate 50% of SEEK budget lines from the budget reserves.

Second: Brenda Nathan – National Secretary

CL In the proposed budget we calculated the 5% opposed to the 50% by looking at the Clarkson report

C: The budget that everyone has seen is operating off the 5%. This allowed us to reduce the amount of cuts to ensure the two SEEK camps happened.

C: The 5% is greater than the 50% - if the motion stands the 5% would be dropped down

National Vice Chairperson	Kari L. Jordan	Y
National Secretary	Brenda Nathan	Y
National Treasurer	Sade Ruffin	Y
National Programs Chairperson	Matthew McFarland	Abs
National Finance Chairperson	Ron Stubblefield	Y
National AEx Chairperson	Jasmine Keene	Y
Region II Chairperson	Sossena Wood	Abs
Region III Chairperson	Isaiah Brown	Abs
Region IV Chairperson	Sabre Evans	Y
Region V Chairperson	Darron Lamkin	y
Region VI Chairperson	Babatunde Onadele	Y

Motion passes: 8-0-3 (73%)

Budget basics

Sade Ruffin, National Treasurer, moves to approve the 2011-2012 National Budget as presented for the 2011-2012 fiscal year, effective August 1, 2011.

Second: Sabre Evans – Region IV Chairperson

C: The regional chairs – the rest of the funds were cut and the funds we expected to get were reallocated to NLI and other items.

R: It was explained on the email chain when we spoke about pulling from the reserves

Note: \$2,000 will come out of Region 4 reserves to CDO and International Special project under International Budget

Motion: passes unanimously

X. ATB



- a. ATB is not coming back – the revamp did not start until January. We want to increase more members to be involved and eliminate the jeopardy style.
 - b. Will build competitions for all levels
 - c. We are not providing a replacement program, but a way to bring in academic excellence at your conferences
 - d. Do not have a supplemental program for ATB – rather let’s push our programs in what we have as a society instead of an emphasis on ATB
 - e. Goal to have list out by the end of the month
 - f. It is not about prep it was about bragging rights, etc.
- XI. Questions/Comments/Concerns
- a. Chapter visits
 - i. \$2500 budget
 - b. Transcript AI
 - c. Upload resume to IMPak

Meeting Adjourned 11:23pm EST

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National Executive Board (NEB) Meeting Minutes

July 16, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps		X	
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin			X
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton	x		
2010-2011 National Chair Emeritus	Stacyann P. Russell			
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.		X	
National Publications Chairperson	DaNae Grubbs			X
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham		x	
National Finance Chairperson	Ron Stubblefield	X		
National Asst. Treasurer of Financial Control	Onte McClendon	X		

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway	X		
International Chairperson	Richelle Thomas			X

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	X		
National Leadership Institute Chairperson	Dr. Frazier	X		
Business Diversity Chairperson	Ayanna Berry			X
Pre-Collegiate Initiative Chairperson	Elisha Clayton	X		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	X		
Region V Chairperson	Darron Lamkin	x		
Region VI Chairperson	Babatunde Onadele Jr.		X	

Other Attendees	Name	Present	Late	Absent
WHQ	Ricky Li	x		
WHQ	Sharon Smith	x		
WHQ	Pamela Sharif	x		



WHQ	NJ	x		
WHQ	Shon McGee	x		
NAB	S. Gordon Moore	x		
WHQ	Don Nelson	x		
NAB	Donna O. Johnson	x		

Call to order at 9:00AM EST
Chaired by National Chairperson – Calvin Phelps

Approval of minutes

Brenda Nathan, National Secretary, moves to approve the minute from the 2011 National Leadership Conference dated June 8th, 2011
Second: Sabre Evans – Region IV Chairperson
Motion passes by consensus

Chair’s Update

- XII. ED Update
 - a. Clinton Global Initiative
 - i. “Shout out” from Pres. Clinton on SEEK efforts
 - b. Johnson Controls WHQ Renovation
 - i. \$250-\$500 in LEED updates to building, free
 - c. SEEK – 5 camps this year
 - i. Camps ongoing, have had very good reviews
 - d. Mission competition sponsorship
 - i. \$100 pledge for awards on competition
- XIII. Academic Excellence
 - a. Visibility
 - i. NSBE Mission Competition sponsorship
 - 1. Expansion of categories
 - ii. “Our Weekly” newspaper article
 - iii. Congressional/industry working meetings
 - b. Retention Program
 - i. 45 schools participating
 - ii. Working to provide training on program at zone conferences
 - iii. Ensure NEB school participation in program
- XIV. Pipeline development
 - a. Presidential Council of Advisors for Science and Technology (PCAST)
 - i. Final report in works work finished by Aug 1
 - b. Bud Billiken Parade
 - i. Parade reaches 25 million viewers
 - ii. Chapter invited to participate this year
 - c. International outreach
 - i. IIT Efforts for 2011: Antigua, Grenada, Jamaica, St. Lucia, St. Vincent and Grenadines
 - 1. Looking for 50 students

Board Engagement

- XV. Visible



Action Item

To: Carl

From: Calvin

Inquire about staffing concerns for the next APC

Due: APC Meeting

Action Item

Define the criteria for what it takes to win the competition

Due: July 26th COB

Action Item

To: Jasmine

From: Calvin

Develop the framework between transition giving out award based on current criteria and shifting that over to the retention criteria.

Due: September 3 11:59pm EST

Break

Reconvened at 1:38pm EST

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin			x
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton	x		
2010-2011 National Chair Emeritus	Stacyann P. Russell			x
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	x		
National Publications Chairperson	DaNae Grubbs			x
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham			x
National Finance Chairperson	Ron Stubblefield		x	
National Asst. Treasurer of Financial Control	Onte McClendon		x	

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway	x		
International Chairperson	Richelle Thomas			x

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Institute Chairperson	Dr. Frazier	x		



Business Diversity Chairperson	Ayanna Berry			X
Pre-Collegiate Initiative Chairperson	Elisha Clayton	X		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	X		
Region II Chairperson	Sossena Wood	X		
Region III Chairperson	Isaiah Brown	X		
Region IV Chairperson	Sabre Evans		X	
Region V Chairperson	Darron Lamkin	X		
Region VI Chairperson	Babatunde Onadele Jr.	X		

AEDC Presentation

- XVI. USA SEF: Lessons and Opportunities
- XVII. The Old Way: Involvements
 - a. NSBE-AEDC Festival Coordinator
 - b. WHQ – Dr. Mike
 - c. TORCH Chair
 - d. Desired outcome was community engagement
 - i. Events were successful, however
 - ii. Ad-hoc responsibilities were discovered by staff
 - 1. Needed PR Information – What is NSBE
 - 2. Needed Marketing information – Who is NSBE?
 - 3. Needed Membership Information – How do I connect
 - e. Opportunities for expansion
 - i. Satellite Festivals (listed at <http://www.usasciencefestival.org>)
 - ii. Titanium Level Sponsorship - \$2,500 (\$1,500 increase from current level)
 - 1. More Space for activities
 - 2. Inclusion in festival press release
- XVIII. Recommendation:
 - a. WHQ Coordinator – Develops materials, supplies, and primary contact
 - b. Program Zone Coordinator
 - c. Local Chapter Coordinator
 - d. Regional Support
 - e. Budget from previous fair can be provided

Action Item: Timeline for Chapter Locator Development

To: NJ

From: Calvin Phelps

Due: 7/30/2011

38th Annual Convention Update

- I. Logo presented
- II. Website Launch Aug 1 (Skeleton presented)
- III. Housing opening Aug 1
- IV. GTA Nominations opened June 1
- V. Workshop Vision
 - a. 60-90 Minutes
 - b. Call for Workshops July 22 – Mid Sept.
 - c. 80 Workshop Maximum
- VI. Workshop Tracks follow the Theme



- a. Teamwork
- b. Leadership
- c. Inspiration
- VII. Electronic Facility Request Forms (FRF)
 - a. Online Form
 - b. Reply within 7-10 days
 - c. Deadline for requests: August 15
 - i. Intended to secure skeleton agenda on time

To: Taylor Mitcham

Action Item: Send link to actual form to NEB and post old agenda to portal

Due by: July 16, 11:59 PM

- VIII. NSBE Expo
 - a. Wants to Represent all fields
 - b. Encourage PCI and Grad Students
 - c. Targeting Black-owned small businesses

National Financial Controller will look into Senator Pricing

NSBE Programs 102

- I. Personal Goals
 - a. Educate leadership on programs
- II. Signature
 - a. Retention
 - b. TORCH
- III. PCI
 - a. NSBE Jr. Top 10 Initiative
 - i. Exposes PCI to STEM
 - ii. Guide to explain PCI programming
 - iii. Suggests ways to fulfill PCI role on chapter level
 - 1. Tools
 - 2. Metrics
 - iv. Q: Recommended to change name to Top 10 Initiative Checklist
 - b. NSBE Jr. Scholastic Achievement Program
 - i. Essentially PCI Component of retention program
 - ii. Intended to increase math and science standardized test scores
 - iii. Current program portions implemented by Alumni independent
 - c. Summer Camping Conference Project
 - i. Intended to assist chapters with their SCC Planning
 - ii. Would run from August through Convention
 - iii. Suggested to study opportunities to support current summer camping conferences already being held by institutions
 - iv. Original problem to address: Last minute obstacles that led to SCC cancellations
- IV. TORCH
 - a. October is TORCH Month (Yearlong recognition and promotion desired)
 - b. TORCH reporting is moving to IMPak
 - c. AWFE – chapter based program during TORCH month
 - i. Program/TORCH chairs have been updated on previous participation of chapters within each region
 - ii. Trying to add AWFE shirt to NSBE Store
- V. Technical Expertise Services
 - a. Utilizes expertise of alumni, upper-level and graduate student members by affording opportunities to use specific technical skills in service to the community.



- VI. Competitions and
 - a. Get the groups to meet at one location, conduct the training and disperse from there
- VII. NSBE Tech Expo & NSBE Pages
 - a. NSBE Technical Exposition
 - b. NSBE Pages
- VIII. Scholarships
 - a. Pushing up deadlines to the first week of December since sponsors are having time issues with selecting the recipients
- IX. National Programs Fund
 - a. Target date for new submission from IMPak – August

NLI Committee

Matthew McFarland moves to appoint the following to serve on the 2011-2012 NLI Committee, Jelece Morris and Yael-Alex Monereau

Second: Kari Jordan

Motion Carries

Matthew McFarland moves to appoint the following to serve on the 2011-2012 to the AEx

Second: Sabre

Q: What are the plans for TRE

A: No applications for that yet

Q: Will we need to appoint more people later?

A: Do it as you go

Q: What qualifications stand out?

R: this is someone to aid the AEx Chairs behind the scenes. The other is a international student who will assist with improving the online resources.

Motion Carries

Matthew McFarland moves to appoint the following to serve on the 2011-2012 Pre College Initiatives Committee

Second: Kari Jordan

Q: how many applicants for each position and why are they the best?

A: There was no application – they were just contacted individually.

Q: How many teams do you have for each competition?

A: Had about 8-9. Science fair we had about 30 participants

Motion carries

NLC Caucus Results

- I. We need to take the feedback and take the ideas and make a choice on what we can make happen to achieve these goals.
- II. Today's Goals
 - a. Stand out recommendations/ideas
 - b. Role of the NEB
 - c. Next steps
- III. Summary & Objectives
- IV. Academic Excellence Issues
 - a. Issues Identified



- i. Not knowing the reason (value) for submitting
 - ii. Not knowing how ...
 - b. Group C
 - i. Direct link into the ICD for metrics and mapping
 - c. Group E
 - i. Increase awareness of STEM in PCI
 - d. Group F: Pipeline Development
 - i. Develop NSBE “STEM Kits”
 - V. Discussion
 - a. Academic Excellence
 - i. Mandatory Transcript or mandatory GPA information
 - 1. Could cause membership drop
 - a. What’s the value of metrics vs. size
 - 2. Phasing may be a solution
 - ii. Chapter GPA collection forms could be a solution given to chapters at RLC
 - iii. Use transcripts to calculate averages (next step).
 - iv. About 2500 collegiate members attend conference
 - 1. Are we willing to give \$5 off for submitted transcripts
- VI. Pipeline development
 - a. STEM kits
 - i. 3rd party for k-12 standards
 - b. PCI Collegiate Competition
 - i. On Global issues
 - ii. Company sponsored events

Preliminary report – by September meeting

To: NEB

One idea on how to measure and track NSBE leaders and the effects of NSBE Leadership on Academic Success.

Due: Next NEB Call

Alumni Executive Board Update

- I. Build the NSBE Professional Brand – Theme
- II. Build the Brand
 - a. Grow professional development
 - b. Communications strategy
 - c. 0-5 year: Membership ValueTarget: Membership Value
- III. Increase Programs participation
 - a. Improve AE Program Visibility
 - b. Institute of Chapter Development
 - c. Elevate ...
- IV. AEB Accomplishments
 - a. 2011-2012 AEB Strategic Goals
 - i. Finalized July 8th
 - b. 2011 Alumni Summit
 - i. 67 Participants (average 97 since 2006)
 - ii. Summit Model: Task Force evaluation due 7/8/11
 - c. AE Chapter visits and Road shows
 - i. Chapter cites selected:
 - 1. Want 20+ chapters visited
 - ii. AE Chapter visted: SNEATP, Lockheed Martin, NYC XL
- V. Works in Progress



- a. Communications
 - i. NSBE AE Communications Strategy
 - 1. New AE Website: Launch November 2011
 - 2. Publication schedule released
 - b. Membership
 - i. AE Membership renewals Surveys/Questions/Letter
 - ii. Committees: young Professionals, International
 - c. Finance
 - i. 2011-2012 AE Corporate Partnership Guide Released.
 - d. Programs
 - i. Committees: Professional Development
 - ii. NSBE AE “Emerging Leaders Program”
 - iii. NSBE AE Chapter Leadership Training (RLCs)
 - 1. Various Dates, August 2011
 - e. Special Interest Groups (SIG)
 - i. SIG Retreat: August 12-13, WHQ
 - ii. Aerospace Systems Conference
 - 1. Feb 1-4, 2012, Los Angeles, CA
 - 2. Hotel contract discussion in effects
 - f. Administration
 - i. NSBE Alumni Operating Guidelines Revision Vote
 - 1. Vote and endorse July 23, 2011 (AEB Meeting)
 - ii. Name Change Proposal “NSBE Professionals”
 - 1. National strategy and schedule established
 - 2. Kick off campaign at 2011 RLCs
 - iii. NSBE National AE Chair’s Blog
 - 1. Will be moved to National Site
- VI. Progress Report
- a. Membership increase is priority
 - b. Ahead of last year’s schedule: AEB Goals/objectives

Kiosk Taskforce

Task: Create draft of Kiosk for membership

- **Soleakhena Holloway**
- **Mike Wyatt**
- **NJ Crawley**
- **Ricky Li**
- **Brenda Nathan**
- **Ivan Land Jr.**
- **Regenia Sanders**

Due: Sept 16, 2011 COB

Meeting Recessed 6:29 pm EST

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National Executive Board (NEB) Meeting Minutes

July 17, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin			x
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton			x
2010-2011 National Chair Emeritus	Stacyann P. Russell			
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.		x	
National Publications Chairperson	DaNae Grubbs			x
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham			x
National Finance Chairperson	Ron Stubblefield	x		
National Asst. Treasurer of Financial Control	Onte McClendon		x	

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway	x		
International Chairperson	Richelle Thomas			x

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Institute Chairperson	Dr. Frazier		x	
Business Diversity Chairperson	Ayanna Berry			x
Pre-Collegiate Initiative Chairperson	Elisha Clayton			x

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin		x	
Region VI Chairperson	Babatunde Onadele Jr.	x		

Other Attendees	Name	Present	Late	Absent
WHQ	Ricky Li	x		
WHQ	Sharon Smith	x		



Call to order at 9:00AM EST
Chaired by Calvin Phelps – National Chairperson

NSBE REB Roles and Responsibilities Taskforce

- I. Feedback
 - a. Establish a unified message from top down
 - i. Utilize the REB for inquiries
 1. Make a list on how that happens what is “top down”
 - b. Highlighting REBs through social media outlets
 - c. REB Adopting chapters
 - d. Have a chapter member be part of the regional committee
 - i. Chapter perspectives will be brought in
 - e. Village Calls via skype
 - f. Have chapters organize specific events within conferences
 - g. Where are they now for former leaders on the website
 - h. Regional webex accounts
 - i. Effective Shadowing Initiative
 - j. Cross interaction within zones
 - k. REB Business cards
 - l. Additional REB and Chapter interaction ant conferences
- II. Tying the boards to each other
 - a. Chapter adoptions
 - i. Virtual chapter visits
 - ii. Added line item for chapter visits specifically
 - b. Conference Planning integration
 - i. This takes a little bit of planning
 - ii. Most times assign/ask the local chapter to be the CPC for FRC
 - iii. This makes the regional chairs more strategic on contracts signed to ensure chapters are contacted, and invited to the table to be part of the process
 - c. Established a unified message from the top down
 - i. Many questions are brought to HQ before it is brought to REBs and the NEB.
 - ii. CC'ing certain people to see where things are redirected to show what the process is.
 1. CC the appropriate Regional counterpart.
 - d. Where are they now
 - e. REB and Chapter interaction at conferences
 - i. Best practices workshop – split chapters by small, medium, large.
 - ii. REB panels – encourages chapter members to run for the board
 - iii. REB and chapter leader mixer
- III. Conclusion
 - a. Quarterly updates about what specific actions are you taking to strengthen the connection between the REB and Regional members. Standing committee chairs will be doing a bi-yearly update on what you have been doing in conjunction with your counterparts to strengthen the connections between themselves and their counterparts.

Performance Evaluation for Executive Director

- I. Want to increase the transparency
- II. Broader metrics are harder to capture

Programmatic Activities

- I. Zone was tasked to come up with list of activities and workshops to incorporate national programs at FRC
- II. Retention Program
 - a. ATB



- i. Regional chairs want a technical activity to promote tech side
 - ii. Competition aspect
 - b. Retention forum – showcase chapters that are completing the mission
 - c. This is not a replacement for ATB – this is something to put on at FRCs
 - d. Purpose
 - i. Chapter led event
 - ii. Present to REB on retention program
 - iii. Metrics for the year and awards are still being decided
 - iv. The technical part is being worked on by the AEx committee
 - 1. TRE is the current program
 - e. Feedback
 - i. Presentations don't fulfill the "competition" aspect
 - ii. How will we showcase the brilliance of NSBE members
 - 1. ATB used to do that
 - a. Concern that it takes away from the workshop experience at FRCs
 - i. ATB was not necessarily showcased
 - ii. Heavy manpower invested in ATB
 - b. Counterpoint: Some members go to FRC for the ATB participation
 - 2. ATB was "suspended" by the previous Programs Chair because it didn't prepare people for the FE and GRE (it's previous purpose)
 - a. ATB started off as a simple battle of the brains
 - iii. Competition at Regional Conference
 - 1. All directions and priorities set by the NEB must be the same for the REB
 - 2. If a region feels they can do all in addition to a competition, they may do so.
 - 3. If the Regional Program Chairs are taking too much time and the National Programs chair feels that things are not getting done, he will be allowed to address this issue accordingly

To: Matt

Provide list of programmatic priorities to the NEB

Due: Sunday, July 24, 2011

Announcements

- I. NEB Meeting
 - a. September 16-18, 2011
 - b. Pittsburgh, PA
- II. OGs have been approved
 - a. Will be sent out
- III. Spring verification
 - a. List will be sent out later in the week
 - b. Board members who don't meet criteria will be sent to SEC

Meeting adjourned at 11: 13pm EST

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National Executive Board (NEB) Meeting Minutes

August 28, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin	x		
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton			x
2010-2011 National Chair Emeritus	Stacyann P. Walker			x
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	x		
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham	x		
National Finance Chairperson	Ron Stubblefield			x
National Financial Controller	Onte McClendon	x		

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway			x
International Chairperson	Richelle Thomas	x		
Pre-Collegiate Initiative Chairperson	Elisha Clayton	x		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Conference Chairperson	Yael Monereau			x
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry	x		
TORCH Chairperson	Sarah Brown			x

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin	x		
Region VI Chairperson	Babatunde Onadele Jr.	x		

Other Attendees	Name	Present	Late	Absent
RAB	Regenia Sanders	x		



RAB	S. Gordon Moore	x		
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Call to order at 5:00PM EST
Chaired by Calvin Phelps – National Chairperson

Motion to approve 2012 CPC Logo

Taylor Mitcham, 2012 CPC Chairperson, moves to approve the 2012 CPC logo labeled ‘CPC2012_Logo.pdf’

Second: Onte McClendon – National Financial Controller

National Vice Chairperson	Kari L. Jordan	y
National Secretary	Brenda Nathan	y
National Treasurer	Sade Ruffin	y
National Programs Chairperson	Matthew McFarland	y
National Public Relations Chairperson	Ivan Land Jr.	n/a
National Publications Chairperson	DaNae Grubbs	Y
National Communications Chairperson	Mike Wyatt	Y
National Finance Chairperson	Ron Stubblefield	n/a
National PCI Chairperson	Elisha Clayton	Y
National AEx Chairperson	Jasmine Keene	y
National Membership Chairperson	Soleakhena Holloway	n/a
National International Chairperson	Richelle Thomas	Y
Region I Chairperson	Paul Russell	Y
Region II Chairperson	Sossena Wood	y
Region III Chairperson	Isaiah Brown	y
Region IV Chairperson	Sabre Evans	y
Region V Chairperson	Darron Lamkin	y
Region VI Chairperson	Babatunde Onadele	n/a

Motion passes: unanimously

C: on our last meeting we approved the OG – everyone is responsible for the info on the guidelines, one point is the 48 rule for your e-mails. With e-business policy that was put in place last year – you need to check you email within 48 hours. We are expecting everyone to be better and be engaged. We are working with Paul to hold people accountable so this does not happen again. We don’t have time to call for a emergency call.

Questions, Comments, Concerns

- I. BCA Meeting
 - If you have not followed up with finance chairs – please do so
 - 5 finance chairs attended
 - BCA reps enjoyed their attendance
 - One thing – NSBE talent at FRCs – they are not seeing applications
 - o Challenge – bring 100 APEX members to FRC



Action Item

To: NEB

From: Jasmine Keene

Task: Complete first part of Guaranteed 4.0 Challenge

Due: Sept. 5, 2011

- II. Comm Zone Updates
 - Minutes are up on the portal from summer meeting
 - Minutes will be up tonight for this call
 - Need print deadlines from all regions for t-shirts, signage, and booklets no later than September 15th COB. If you don't know it – find out. We ask for a minimum of 2 weeks to do final edits.

- III. Action Items
 - If you have not received book assignments please do so soon.

- IV. Membership Discussion
 - Discussions on portal please take a look. Membership Zone discussion about brand NSBE as far as our 'blackness'

Call adjourned at 5:15 pm EST.

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National Executive Board (NEB) Meeting Minutes

September 01, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin			x
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton	x		
2010-2011 National Chair Emeritus	Stacyann P. Russell			x
National Parliamentarian	Paul Nguyen		x	

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.	x		
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt			x

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham	x		
National Finance Chairperson	Ron Stubblefield			x
National Asst. Treasurer of Financial Control	Onte McClendon			x

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway			x
International Chairperson	Richelle Thomas	x		
Pre-Collegiate Initiative Chairperson	Elisha Clayton	x		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry			x

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown			x
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin			x
Region VI Chairperson	Babatunde Onadele Jr.	x		

Other Attendees	Name	Present	Late	Absent
WHQ	Ricky Li	x		
WHQ	Sharon Smith	x		



Call to order at 8:00PM EST
Chaired by Calvin Phelps – National Chairperson

WHQ Update

- I. Promotions
 - a. Goal to have positions filled at the end of October
- II. JCF
 - a. BCA companies are adamant about move forward
 - b. Looking to have this done by January meeting
- III. Strategic Partner
 - a. Use BCA for what is in the BCA statement
 - b. How can we effectively run our organization
 - i. Want to voice opinions
 - ii. Structure has not come up but will be looking into that in the future
- IV. Contributions
- V. Membership
 - a. Ended on a lower number than previous years

Q: Is there a process and place so Regional Chairs will be looked at even though HQ is doing visits?

R: No chapter visits will be done during FRC season

Q: IT upgrades, with December launch – will there also be regional section?

A: Yes

Q: Is there enough money for all the position?

A: No – even though all the positions are open – some have higher priority due to funding sources to cover the salaries.

Quarterly Review Process

- I. The document is on the portal and should be looked at
- II. Used to help us improve in our positions and work in our zones
- III. When filling it about yourself – be honest and how you feel about your performance so far.
- IV. Everyone should review the form with zone leader prior to the September meeting
- V. There will be a NEB member of the quarter

Action Item

Evaluations

Due: Wed. Sept. 14, COB

Zone leaders to submit all compiled evaluations via email to Kari

Approval of minutes

Brenda Nathan, National Secretary, moves to approve the NEB Summer meeting minutes dated July 16, 2011, July 17, 2011

Second: Matthew McFarland – National Programs Chairperson

National Vice Chairperson	Kari L. Jordan	y
National Secretary	Brenda Nathan	y
National Treasurer	Sade Ruffin	n/a
National Programs Chairperson	Matthew McFarland	y
National Public Relations Chairperson	Ivan Land Jr.	y
National Publications Chairperson	DaNae Grubbs	y



National Communications Chairperson	Mike Wyatt	n/a
National Finance Chairperson	Ron Stubblefield	n/a
National PCI Chairperson	Elisha Clayton	n/a
National AEx Chairperson	Jasmine Keene	y
National Membership Chairperson	Soleakhena Holloway	n/a
National International Chairperson	Richelle Thomas	y
Region I Chairperson	Paul Russell	y
Region II Chairperson	Sossena Wood	y
Region III Chairperson	Isaiah Brown	n/a
Region IV Chairperson	Sabre Evans	y
Region V Chairperson	Darron Lamkin	n/a
Region VI Chairperson	Babatunde Onadele	y

Passes unanimously

Verification Process

- I. Document is complete – will be sent to parliamentarians and NEB tonight
- II. Same documents – for Fall
 - a. Full time
 - b. Majors
- III. Difference
 - a. Looking for letters vs transcripts from registrar’s office
 - b. May take submissions via mail due to delay with mail and university etc.
- IV. Deadline
 - a. Sept. 20th

Q: For schools who don’t start until later will you grant extensions?

A: Yes – please give time frame to Paul

Reminder: Presentations are due Friday for Fall meeting – Please upload to the portal

- Let Dr. Frazier know what book you are reading no later than Tuesday
- Finish 4.0 seminar by Sunday
- Taking tour of Convention center on Saturday for about one hour

Comments

- Started off without quorum – everyone needs to be on the call on time.

Meeting adjourned at 8:58pm EST

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National Executive Board (NEB) Meeting Minutes

September 16, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin		x	
National Programs Chair	Matthew McFarland		x	
Alumni Extension Chairperson Elect	Darrell Fisher	x		
2010-2011 National Chair Emeritus	Stacyann P. Russell		x	
National Parliamentarian	Paul Nguyen		x	

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.			x
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt			x

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham	x		
National Finance Chairperson	Ron Stubblefield			x
National Financial Controller	Onte McClendon		x	

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway		x	
International Chairperson	Richelle Thomas	x		
Pre-Collegiate Initiative Chairperson	Elisha Clayton	x		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry		x	

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin	x		
Region VI Chairperson	Babatunde Onadele Jr.		x	

Other Attendees	Name	Present	Late	Absent
WHQ	Conan Louis	x		
RAB	Reggie Ewing	x		
RAB	Steve Jarrett	x		



RAB	S. Gordon	x		
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Call to order at 7:02PM EST
Chaired by Calvin Phelps – National Chairperson

38th Annual Convention Update

- Early Bird deadline December 15th – No extensions
- Housing opening October 1st
 - o PCI: Wyndham Grand
 - o Collegiate: Sheraton Station Sq.
 - o TPC: Omni William Penn
- Increased Downtown, decreased airport
- Power Lunch (new event)
- PCI – video game at CMU
 - o 1200 PCI Attendees
 - o Four meals
 - o Option for meals not being hosted
- GSC: Academic Excellence
 - o Sponsors needed for Tech Talks
- PCI movie night – Black Wall St.
- Gen session suggestion: Rod Atkins (IBM)
- Discussion: Friday Night
 - o Comedy Show for Collegiate
 - Are there any concerns about having one?
 - What restrictions would you like to see in the contract for the comedian?
 - Put restrictions in the contract.
- NSBE Expo
 - o Marketing/Tech Showcase
 - o Located in front of Career fair
 - o Price: 2000-3000
- Andrew Young (30 min) speaking time for Chevron (General Session)
 - o Follow up on context
 - o Possible Thursday session
 - o Brenda and Pamela will work on marketing

Discussion: The effect of leadership on Academics

- No, NSBE does not have a negative impact – remains consistent – more stressed – time management
- Leadership verification be part of the component and more strategic
- Break down each grade level and how we are doing on each semester (tracking)
- Tracking people who are and who are not doing leadership as well as pre, during and post.
 - o Compare through levels of work
- GPAs don't stand alone – must consider extra curricular, how long is someone on the board
- Look into experience – internships, etc.
 - o Do both on pre, during and post as well as to general members

Final list for discussion:

- Pre/ post GPA – semester and year
- NEB and REB
- Qualitative: Nat'l awards/grants – who actually applied – GPA based
- Hours to NSBE, hours to others activities
- Length in leadership
- Outside jobs
- What classes are they taking – credit hours



- Job opportunities w/different GPAs
- Stress level
- Chapter visit with members and conduct survey (RLCs)

Action item:

To: Jasmine

Task: Develop criteria for what we want them to look for

Due: Sept 30th

To: WHQ

Task: Mine data for current board members, determine for pre-NSBE GPA, post leadership GPAs

Due: October 21, 2011

To: Jasmine

Task: Develop board interviews/questionnaire of qualitative effects of NSBE leadership on GPA, other skills.

Due: October 5th COB

Interviews: due by Mid Feb.

Meeting recessed

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National Executive Board (NEB) Meeting Minutes

September 17, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin	x		
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson Elect	Darnell Fisher	x		
2010-2011 National Chair Emeritus	Stacyann P. Walker	x		
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.			x
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt			x

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham			x
National Finance Chairperson	Ron Stubblefield			x
National Financial Controller	Onte McClendon	x		

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway	x		
International Chairperson	Richelle Thomas	x		
Pre-Collegiate Initiative Chairperson	Elisha Clayton	x		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry	x		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin	x		
Region VI Chairperson	Babatunde Onadele Jr.	x		

Other Attendees	Name	Present	Late	Absent
WHQ	Conan Louis	x		
RAB	Reggie Ewing	x		
RAB	Steve Jarrett	x		



RAB	S. Gordon	x		
RAB	Donna O. Johnson	x		
RAB	Virginia Booth	x		
WHQ	Carl Mack	x		

Call to order at 9:00AM EST
Chaired by Calvin Phelps – National Chairperson

Chair's Update

- NSBE's 50 sexist engineers
- Mission competition
 - o Changed two categories
- APC Update
 - o Staffing structure changed
 - o SEEK outline position – program that has potential to grow beyond our other programs but we lack man power to expand SEEK. We need a group dedicated to ensure the camps are functional in the best way.
 - We can hire more people but the long term will require its own department
 - o Corporate relations position

Action Item

To: Carl Mack

Task: Have list of objectives of new departments to NEB

Due: Wednesday, September 21, 2011

- JCF
 - o Key topic at BCA meeting
 - Large part of Q & A to talking about it
 - Case for move in terms of job opportunities
 - Hope for response by Jan meeting
 - o Need to vote on this by Jan meeting to make a decision if we are going to do this as an organization or not.
 - o Accenture Feasibility Report
 - Can be paid for with combination of cash/in-kind sponsorships
 - Should take up to 8 weeks once analysis begins
 - Following up with Regenia for final costs
- Board Engagement
 - o Annual giving fund
 - 7 NEB members have donated currently
 - Need better participation than that
 - o Visible Leadership
 - Presidents' Tip Blog
 - Chapter visits
 - Solea's AI
 - Have you selected your visit sites/dates yet?
 - o Resume submission on IMPak
 - Want NEB members to push this at chapters
 - o NEB member utilization at FRC

Q: Can we have a CPC for each SEEK Camp?

A: Values would be added but flip side is how much do we want to muddle the structure.

C: Student leaders wanted to take ownership



Q: Are there parent groups for each location?

A: No – DC came together on their own – They want to go to other cities and show other parents how to do so as well.

C: No High School mentors at camps since they are not giving as much as they should be.

A.P. NSBE Programs – Section 001

To: Ayanna Berry

Task: Prepare and send out report on NSBE store to the NEB (revenue).

Due: September 30th COB

Matthew McFarland, National Programs Chair, moves to appoint Dylon Rockwell, to serve on the 2011-2012 NLI Committee

Second: Paul Ngyuen – National Parliamentarian

Q: Please provide background

R: He is involved with recession planning – he has the passion and organization to make sure we have candidates for the positions. He is focusing on the Regional more than National level which is something we need.

Motion Carries

Matthew McFarland, National Programs Chair, moves to appoint Tyrik Hicks and Dontavis Funderburk to serve on the 2011-2012 National AEx Committee

Second: Kari Jordan – National Vice Chair

C: Tyrik was involved with TRE on a regional level, Dontavis is a chapter leader, does a lot of social networking which would help us improve our visibility.

Motion Carries

Matthew McFarland, National Programs Chair, moves to appoint Natee Johnson to serve on the 2011-2012 National PCI committee as Engineering Design co-coordinator

Second: Kari Jordan – National Vice Chair

Motion Carries

NSBE Kiosk

- Simple design made to inform someone within minutes
- Created for smart phones, ipods, etc.
- Need comments from NEB by next week
- Integrated with IMPak (chapter locator)
- QR code will be linked when site is up
- Will be hosted on NSBE's website

Regional Chairs Update

- Region VI
 - o Created individual videos
 - o REB videos
- Region III
 - o Twitter campaign
 - o Email groups and discussion boards
 - o Committees to get people involved



- Call CEBs directly
- Region II
 - Changed design of Monthly Reports
 - Geared to directives and feelings of the chapter
 - Asks if they wish for personal calls
- Region I
 - Giving the membership a voice
 - Zone structure – zone chairs are tasked on pressing issues to represent on the zone
 - RLC
 - One a day initiative – hear from one chapter president a day
 - So far has kept up
 - Shadowing initiative
- Region IV
 - Need to overcome stigma
 - Zone leaders took away monthly reports and replaced with monthly conference calls with updates and troubleshooting
 - Availability for chatting via web
- Region V
 - Social Media
 - Monthly reports are targeted to ask specific questions
 - Chapter buddy system

Membership Zone Bulletin

Soleakhena Holloway, National Membership Chair, moves to approve Renee Oats to the 2011-2012 National Membership Committee as the graduate student initiative chair
Second: Brenda Nathan – National Secretary

Motion Carries

Soleakhena Holloway, National Membership Chair, moves to approve Chibueze Eke to the 2011-2012 National Membership as the Research and Statistics Coordinator
Second: Onte McClendon – National Financial Controller

Motion Carries

Finance Policy Update and Review

To: NEB
Go to 4.0 website – schedule apt, send copy of schedule
Due: Sept. 30th

To: Jasmine Keene
Send instructions to NEB on how to schedule apt
Due: Tuesday Sept 20, 2011

Sade Ruffin moves to approve Dana Colston and Danielle Jones as Financial Coordinators to the 2011-2012 National Treasury Committee
Second: Jasmine Keene – National AEx Chair

C: The committee has been functioning for the entire year but since they are an ad hoc committee they have to be official approved.

Motion carries



Chair's Discussion: Use of 'Black' in NSBE name internationally

- Internationally the "black engineers" piece does not have as much affect
- Questions about localizing the name
- Some countries with majority is black – way to advertise NSBE does not hold much draw to them. How can we portray NSBE in those regions.
- NSBE would be something like "society of engineers"
- Allowing some level can be ok as long attached we have a recognized chapter or affiliate to NSBE
 - o Values, programs etc would stay the same.

Retention Update

- Strategy – Excite
 - o Stir up Chapter/Regional pride
 - o Spread the "HYPE"
 - eNews Articles/Webpage
 - **Word of mouth**
 - Chapter visits
 - o Incentives
 - Awards
 - Recognition
- Educate
 - o Deliver a UNIFORM message
 - o Chapter-chapter
 - Lessons learned
 - Campus strategies
 - Overcoming common pitfalls
 - o Chapter-Region, Chapter-National
 - Understanding of the program
- Evaluate
 - o "Did we get it right, yet?"
 - o Qualitative
 - Retention Program Chapter Forum
 - Chapter monthly reports (optional)
 - o Quantitative
 - **2011/12: 20 "target" chapters (3 per region/2 international)**
 - E-form transcript submission
- Chapter Forum
 - o **Goal: participation by all 6 regions.**
 - o Workshop style:
 - Brief introduction/overview by AEx chair
 - Chapter presentations/town hall
 - ALL chapters welcome
 - o Outline given to AEx chairs
 - o Evaluation
 - Short survey following workshop.
- Current
 - o 16 new chapters expressing interest
 - o Target chapters identified and contacted
 - o Report drafts complete
 - o Report 1 Live on IMPak

Meeting Recessed

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National Executive Board (NEB) Meeting Minutes

September 18, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin	x		
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson Elect	Darnell Fisher	x		
2010-2011 National Chair Emeritus	Stacyann P. Walker			x
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.			x
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt			x

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham			x
National Finance Chairperson	Ron Stubblefield			x
National Financial Controller	Onte McClendon	x		

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway			x
International Chairperson	Richelle Thomas			x
Pre-Collegiate Initiative Chairperson	Elisha Clayton	x		

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry	x		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin			x
Region VI Chairperson	Babatunde Onadele Jr.	x		

Other Attendees	Name	Present	Late	Absent
WHQ	Conan Louis	x		
RAB	Reggie Ewing	x		
RAB	Steve Jarrett	x		



RAB	S. Gordon	x		
WHQ	Carl Mack	x		

Call to order at 10:00AM EST
Chaired by Calvin Phelps – National Chairperson

AE Update

- Young Tech Professionals Movement
 - o PDC/TPC Workshop series and networking events
 - o NSBE Articles
 - o Graduation Seniors Focus
- Membership Targeting
 - o ABET Alumni Associations
 - o NSBE BCA & Corporate Sponsor Employees
 - o NSBE Service Awards
 - o Chapter Visits & Development
 - o Membership Application Restructuring
- Finance Zone
 - o Potential New Partners
 - Time Warner Cable & MillerCoors
 - o Hotjobs on New Website (WHQ exploring)
 - o TPC New Events
 - Inside the Executive Suite
 - Restructured GSR
 - NSBE Professionals Party
 - Young Technical Professionals Mini-Track
 - o 2012 NSBE Professional Summit
 - Location analysis received
 - Director Application Complete
 - o Aerospace Conference 2012
 - Hotel not confirmed
 - o Winter Meeting
 - January in Atlanta
 - o Planned Professional Events with AEB as host
 - Pittsburgh during Fall Meeting
 - Atlanta during Winter Meeting
- Comm Zone
 - o Improving NSBE Professional Brand
 - Via Publications, Social Media, and Road Shows
 - Name Change Focus Groups and Village Calls
 - o Website Project
 - ATS Contracted as Site Re-designer
 - New site ready by end of December
 - o FRC / PDC Marketing Schedule
 - o Developing Fliers for Summit, TPC, and SIGs
 - o WebEx Meetings being scheduled
- Programs Zone
 - o SIG Branding
 - Via Logos, Leadership Education, PDC / TPC focus, Village Calls (1st is Oct 12th)
 - o ICD released this week by ICD Manager
 - o NSBE-Prenuer
 - National Bar Association (IP and Patent Laws)
 - o PCI / CI



- TMAL deadlines approaching / content on website
- CI Toolkit and content on website

C: Please ensure all SIG logos are used with NSBE logo

Comm Zone Update

- 2011-2012 Projects
 - AE website completed Oct. 2011
 - 2013 Convention website out February 2012
 - Server/Network expansion completed November 2011
 - Regional email accounts October 2011
 - Regional Share point expansion by June 2012
 - Being upgraded to 2010 including a mobile version
 - Regional website migration by June 2012
- All templates are located on the portal: NSBE Portal>NEB>Main>Templates and Toolkits

Action Item

To: Regional Chairs, International Chair, PCI Chair, Alumni Chair, NLI Chair

Task: Submit an article to be featured in both the eNews and National Website Feature section

Due: 1st of the month EVERY month

Meeting adjourned 12:11pm EST

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National Executive Board (NEB) Meeting Minutes

October 12, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan			x
National Treasurer	Sade Ruffin		x	
National Programs Chair	Matthew McFarland		x	
Alumni Extension Chairperson	Strauder Patton, IV	x		
2010-2011 National Chair Emeritus	Stacyann P. Walker			x
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Public Relations Chairperson	Ivan Land Jr.			x
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham			x
National Finance Chairperson	Ron Stubblefield	x		
National Financial Controller	Onte McClendon			x

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway	x		
International Chairperson	Richelle Thomas			x
Pre-Collegiate Initiative Chairperson	Elisha Clayton			x

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene		x	
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry	x		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans		x	
Region V Chairperson	Darron Lamkin		x	
Region VI Chairperson	Babatunde Onadele Jr.			x

Other Attendees	Name	Present	Late	Absent
NAB	Reggie Ewing	x		
WHQ	Sharon Smith	x		
NAB	S. Gordon	x		



NAB	Donna O.	X		
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Call to order at 8:31 PM EDT
Chaired by Calvin Phelps – National Chairperson

IAESTE Report Review/Recommendations

Continuation of conversation at the fall meeting

[Kari] Chapters fulfilling the mission is more important than chapters using the NSBE name.

[Paul Nguyen] There’s a negative connotation with Black internationally that will need to be addressed. What can we do to build the international brand? International rebranding may be necessary.

[Paul Russell] We have to ask ourselves if NSBE will be an international organization run by the United States. NSBE Canada, NSBE South Africa and NSBE Ghana are separate legal entities. Will the other organizations be under the NSBE US Umbrella?

[Kari] Has anyone looked at how other organizations deal with international branding?

[Calvin] This conversation is more focused on the international chapters without an umbrella organization within their country

[Solea] Having a statement prepared will be helpful when international students apply for visas

[Kari] I think chapters should be able to have leeway with what they call themselves in order to better achieve the mission

[Paul Nguyen] The “National Society of Black Engineers” chapter name requirement is in the Bylaws and thus changeable by the NEB or Senate

[Darron] Has there been a request for a by-law change by an international chapter?

[Paul Nguyen] No, and neither have the past 2 parliamentarians

Summary: This board would be willing to grant leeway to designations of international chapters in order to help them better serve the mission.

[Solea] We should add to the About NSBE section that NSBE doesn’t exclude any races

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan			x
National Treasurer	Sade Ruffin		x	
National Programs Chair	Matthew McFarland			x
Alumni Extension Chairperson	Strauder Patton, IV	x		
2010-2011 National Chair Emeritus	Stacyann P. Walker			x
National Parliamentarian	Paul Nguyen	x		

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



National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt	x		

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham			x
National Finance Chairperson	Ron Stubblefield	x		
National Financial Controller	Onte McClendon			x

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway	x		
International Chairperson	Richelle Thomas			x
Pre-Collegiate Initiative Chairperson	Elisha Clayton			x

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene			x
National Leadership Institute Chairperson	Dr. Frazier	x		
Business Diversity Chairperson	Ayanna Berry	x		

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell	x		
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin		x	
Region VI Chairperson	Babatunde Onadele Jr.			x

Other Attendees	Name	Present	Late	Absent
NAB	Reggie Ewing	x		
WHQ	Sharon Smith	x		
NAB	S. Gordon	x		
NAB	Donna O.	X		

Approval of minutes

Kari Jordan, National Vice Chair, moves to approve the NEB Fall meeting minutes dated August 28, 2011, September 1, 2011, September 16, 2011, September 17, 2011 and September 18, 2011

Second: Michael Wyatt – National Communications Chairperson

National Vice Chairperson	Kari L. Jordan	y
National Treasurer	Sade Ruffin	y
National Publications Chairperson	DaNae Grubbs	y
National Communications Chairperson	Mike Wyatt	y
National Finance Chairperson	Ron Stubblefield	y
National Membership Chairperson	Soleakhena Holloway	y
Region I Chairperson	Paul Russell	y
Region II Chairperson	Sossena Wood	y



Region III Chairperson	Isaiah Brown	y
Region IV Chairperson	Sabre Evans	n/a
Region V Chairperson	Darron Lamkin	y
Region VI Chairperson	Babatunde Onadele	y

Passes Unanimously

Conference Rotation Policy

[Phelps] Room rates have a minimal direct impact to the money generated by convention. This conversation is to consider whether we best serve the membership by going to Boston, knowing that the room rate could exclude members.

[Russell] A modification to the rotation system probably needs to be made. However, the benefit of the rotation for each region should remain.

[Sade] We should keep in mind the potential to lose membership at convention and the decrease affecting the next few years.

[Russell] Do we consider it better to save the other regions money on room rates and increase region 1 members travel costs? Would a skip truly be a long term solution?

[Phelps] Combining the regions would possibly handicap other regions due to the cost of living of each region. We need to consider the long term effects.

[Nguyen] The \$150 is a really reasonable room rate for a hotel in the Northeast

[Sossena] We should consider the SHPE accommodation relief program (lower registration rates for different regions)

[Sade] Registration makes up 20-30% of the budget. We would need to find revenues to make up the difference.

[Kari] As a general body member, I would rather go to a convention for cheap. Convention is more about handling the business of NSBE.

[Phelps] If 2016 Boston is skipped then Region 1 would have priority for 2017.

[Dr. Frazier] How will things change the next year for Region 1?

[Phelps] They may not necessarily change. As emeritus I would recommend not using a city outside of Region 1 for leverage.

[Babatunde] Who's to say that if the cost go up wouldn't skip Region 1 again?

[Phelps] It would be up to that chair and that board. Ultimately the NSBE Senate could overturn any decision we make.

[Donna O.] Could we send out RFPs for 2017?

[Sade] Yes. However, the timeline for that would be too long to affect the 2016 candidates.



Summary: We believe the convention rotation needs to be examined. As Dr. May said, the By-Laws are not the Bible. We need to consider some concrete changes to make to the rotation. However, we may end up being biased towards certain cities.

This is something we should bring to the membership. Discussion could be held during FRCs.

Question: What do we want to do with the Boston contract right now?

[Dr. Frazier, Nguyen, Russell, Sossena, DaNae, Ron, Strauder] In favor of Boston: Skipping Boston would set a dangerous precedent. The hotel rates are actually good for the area. The \$50 difference is not a prohibitive expense for members.

[Strauder] In favor of Boston. The experience in Boston is one that members have historically benefited from.

**Sade Ruffin, Treasurer moves to Select Boston as the Site for the 2016 National Convention
Second: Ron Stubblefield – National Finance Chairperson**

National Vice Chairperson	Kari L. Jordan	y
National Treasurer	Sade Ruffin	n
National Programs Chair	Matthew McFarland	y
National Publications Chairperson	DaNae Grubbs	y
National Communications Chairperson	Mike Wyatt	y
National Finance Chairperson	Ron Stubblefield	y
National Membership Chairperson	Soleakhena Holloway	n/a
National Academic Excellence Chair	Jasmine Keene	y
Region I Chairperson	Paul Russell	y
Region II Chairperson	Sossena Wood	y
Region III Chairperson	Isaiah Brown	n/a
Region IV Chairperson	Sabre Evans	n/a
Region V Chairperson	Darron Lamkin	y
Region VI Chairperson	Babatunde Onadele	y

Passes 10-1-3

Reminder: Let's not waste Donna O's time. Let's establish the culture of the NEB excelling academically. The Guaranteed 4.0 action items are real action items. Let's be the board that actually is academically excellent.

Recap: Chairman Phelps will look into bylaw possibilities for international designation leniency and putting the discussion into the FRCs.

Meeting adjourned 10:08pm EDT

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National Executive Board (NEB) Meeting Minutes

December 22, 2011

Administrative Zone	Name	Present	Late	Absent
National Chairperson	Calvin Phelps	x		
National Vice Chairperson	Kari Jordan	x		
National Secretary	Brenda Nathan	x		
National Treasurer	Sade Ruffin	x		
National Programs Chair	Matthew McFarland	x		
Alumni Extension Chairperson	Strauder Patton	x		
2010-2011 National Chair Emeritus	Stacyann P. Walker			x
National Parliamentarian	Paul Nguyen	x		

Communications Zone	Name	Present	Late	Absent
National Publications Chairperson	DaNae Grubbs	x		
National Communications Chairperson	Michael Wyatt			x

Finance Zone	Name	Present	Late	Absent
2012 Convention Planning Committee Chairperson	Taylor Mitcham			x
2013 Convention Planning Committee Chairperson	Whitney Gaskins	x		
National Finance Chairperson	Ron Stubblefield	x		
National Financial Controller	Onte McClendon	x		

Membership Zone	Name	Present	Late	Absent
Membership Chairperson	Soleakhena Holloway	x		
International Chairperson	Richelle Thomas			x

Programs Zone	Name	Present	Late	Absent
Academic Excellence Chairperson	Jasmine Keene	x		
National Leadership Institute Chairperson	Dr. Frazier			x
Business Diversity Chairperson	Ayanna Berry	x		
Pre-Collegiate Initiative Chairperson	Elisha Clayton			x

Regional Chairpersons	Name	Present	Late	Absent
Region I Chairperson	Paul Russell		x	
Region II Chairperson	Sossena Wood	x		
Region III Chairperson	Isaiah Brown	x		
Region IV Chairperson	Sabre Evans	x		
Region V Chairperson	Darron Lamkin		x	
Region VI Chairperson	Babatunde Onadele Jr.	x		

Other Attendees	Name	Present	Late	Absent
WHQ	Sharon Southerland-Smith	x		
WHQ	Alexis Dickerson	x		



Call to order at 6:00PM EST
Chaired by Calvin Phelps – National Chairperson

Approval of Minutes

*Brenda Nathan, National Secretary, moves to approve the NEB minutes dated October, 12, 2011.
Second: Isaiah Brown – Region III Chairperson*

National Vice Chairperson	Kari L. Jordan	Y
National Secretary	Brenda Nathan	Y
National Treasurer	Sade Ruffin	Y
National Programs Chairperson	Matthew McFarland	Y
National Publications Chairperson	DaNae Grubbs	Y
National Finance Chairperson	Ron Stubblefield	Y
National AEx Chairperson	Jasmine Keene	Y
National Membership Chairperson	Soleakhena Holloway	Y
Region II Chairperson	Sossena Wood	Y
Region III Chairperson	Isaiah Brown	Y
Region IV Chairperson	Sabre Evans	Y
Region VI Chairperson	Babatunde Onadele	Y

Motion passes: unanimously

2013 Convention Theme

*Whitney Gaskins, 2013 CPC Chairperson, moves to approve the 2013 Convention theme title:
Honoring our Past, driving our community forward
Second: Brenda Nathan – National Secretary*

The CPC is passionate about the theme – it shows where we were founded, bringing it home to the mother region, and driving our community forward - it's filled with outreach to showcase community STEM.

Color scheme: Red, Black and Silver

There will be no additional CPC logo – we will use the NSBE Logo

National Vice Chairperson	Kari L. Jordan	Y
National Secretary	Brenda Nathan	Y
National Treasurer	Sade Ruffin	Y
National Programs Chairperson	Matthew McFarland	Y
National Publications Chairperson	DaNae Grubbs	Y
National Finance Chairperson	Ron Stubblefield	Y
National AEx Chairperson	Jasmine Keene	Y
National Membership Chairperson	Soleakhena Holloway	Y
Region II Chairperson	Sossena Wood	Y
Region III Chairperson	Isaiah Brown	Y
Region IV Chairperson	Sabre Evans	Y
Region V Chairperson	Darron Lamkin	Y
Region VI Chairperson	Babatunde Onadele	Y

Motion passes: unanimously



Convention 2013 Colors

Whitney Gaskins, 2013 CPC Chairperson, moves to approve the 2013 Convention colors: Red, Black and Silver.

Second: Onte McClendon, National Financial Controller

National Vice Chairperson	Kari L. Jordan	Y
National Secretary	Brenda Nathan	Y
National Treasurer	Sade Ruffin	Y
National Programs Chairperson	Matthew McFarland	Y
National Publications Chairperson	DaNae Grubbs	Y
National Finance Chairperson	Ron Stubblefield	Y
National AEx Chairperson	Jasmine Keene	Y
National Membership Chairperson	Soleakhena Holloway	Y
Region II Chairperson	Sossena Wood	Y
Region III Chairperson	Isaiah Brown	Y
Region IV Chairperson	Sabre Evans	Y
Region V Chairperson	Darron Lamkin	Y
Region VI Chairperson	Babatunde Onadele	Y

Motion passes unanimously

2013 Key Budget Assumptions

1. Total budgeted expenses shall be equal to or less than ninety-five percent (95%) of total budgeted revenues
2. No less than fifty (50) dues paying members of the Board of Corporate Affiliates shall be budgeted for
3. Aside from municipal tax, salary, or fringe burden escalations (pursuant Bylaws Ar. X, § 1, Part B), no standard adjustment for inflation shall be budgeted for the fiscal period ending 2013;
4. Thirty thousand (30,000) individual members shall be budgeted for, with
 - a. 23% (7,000) NSBE, Jr., 50% (15,000) Collegiate, 27% (8,000) Alumni
5. A Regional Leadership Conference and Fall Regional Conference shall be provided for in each Region's budget

BCA Dues

No less than fifty (50) dues paying members of the Board of Corporate Affiliates shall be budgeted for

Justification: *YTD we are at 48 BCA Companies and with additional staff we can increase this number to 50 Companies minimum.*

2011 YTD - 48

2010 - 36

2012-2013 Projected Membership Numbers

Retention is approximately 60%

Membership was down last year due to several factors:

Newness of IMPAK

Decreased focus on membership growth

Microsoft piracy users not renewed

Additional factors this year, including:

**Battelle NSBE Jr. members (nearly 5,300) not renewed this year due to loss of sponsorship of Battelle memberships.



PCI 7,000 (10,500) Collegiate 15,000 (17,500) Professionals 8,000 (7,000)

Sade Ruffin, National Treasurer, moves to approve the following budget assumptions to be applied for the 2012-2013 term.

1. **Total budgeted expenses shall be equal to or less than ninety-five percent (95%) of total budgeted revenues**
2. **No less than fifty (50) dues paying members of the Board of Corporate Affiliates shall be budgeted for**
3. **Aside from municipal tax, salary, or fringe burden escalations (pursuant Bylaws Ar. X, § 1, Part B), no standard adjustment for inflation shall be budgeted for the fiscal period ending 2013;**
4. **Thirty thousand (30,000) individual members shall be budgeted for, with 23% (7,000) NSBE, Jr., 50% (15,000) Collegiate, 27% (8,000) Alumni**
5. **A Regional Leadership Conference and Fall Regional Conference shall be provided for in each Region's budget**

Second: Kari Jordan, National Vice Chairperson

Q: 3rd point – standard adjustment – please clarify

A: point three is saying we won't account for any inflation when we talk about airfare or hotel accommodation – things affected by inflation.

Q: #2 the 50 BCA – are you sure that we can actually reach that number?

A: We leave that to Corp Relations – conversation between Ron and the team. YTD we are at 48 companies and we are looking at how we operate once we get new staff which would free up staff to go out and target new companies.

We reached our peak in 2008 at 56 companies

C: Could you elaborate on number 5 - is this new?

R: No it's nothing different

Q: How did you calculate the 30,000?

R: There is no additional info – we saw the trend for the past few years and are in the unknown

National Vice Chairperson	Kari L. Jordan	Y
National Secretary	Brenda Nathan	Y
National Treasurer	Sade Ruffin	Y
National Programs Chairperson	Matthew McFarland	Y
National Publications Chairperson	DaNae Grubbs	Y
National Finance Chairperson	Ron Stubblefield	Y
National AEx Chairperson	Jasmine Keene	Y
National Membership Chairperson	Soleakhena Holloway	Y
Region II Chairperson	Sossena Wood	Y
Region III Chairperson	Isaiah Brown	Y
Region IV Chairperson	Sabre Evans	Y
Region V Chairperson	Darron Lamkin	Y
Region VI Chairperson	Babatunde Onadele	Y

Motion passes unanimously



NLI Appointments

Matthew McFarland, National Programs Chairperson, moves to approve Stacyann Walker to NLI as director of media and learning resources
Second: Onte McClendon – National Financial Controller

National Vice Chairperson	Kari L. Jordan	Y
National Secretary	Brenda Nathan	Y
National Treasurer	Sade Ruffin	Y
National Programs Chairperson	Matthew McFarland	Y
National Publications Chairperson	DaNae Grubbs	Y
National Finance Chairperson	Ron Stubblefield	Y
National AEx Chairperson	Jasmine Keene	Y
National Membership Chairperson	Soleakhena Holloway	Y
Region I Chairperson	Paul Russell	Y
Region II Chairperson	Sossena Wood	Y
Region III Chairperson	Isaiah Brown	Y
Region VI Chairperson	Babatunde Onadele	Y

Motion passes unanimously

Matthew McFarland, National Programs Chairperson, moves to approve Kari Jordan as 2012 NLC Chair
Second: Onte McClendon

National Secretary	Brenda Nathan	Y
National Treasurer	Sade Ruffin	Y
National Programs Chairperson	Matthew McFarland	Y
National Publications Chairperson	DaNae Grubbs	Y
National Finance Chairperson	Ron Stubblefield	Y
National AEx Chairperson	Jasmine Keene	Y
National Membership Chairperson	Soleakhena Holloway	Y
Region I Chairperson	Paul Russell	Y
Region II Chairperson	Sossena Wood	Y
Region III Chairperson	Isaiah Brown	Y
Region VI Chairperson	Babatunde Onadele	Y

Motion passes unanimously

Matthew McFarland, National Programs Chairperson, moves to approve the following members to the National Awards Committee – Onte McClendon, Sabre Evans, Adrienne Prysock, Sossena Wood.
Second: Brenda Nathan – National Secretary

Per the bylaws we have a national awards committee with the subcommittee – they would work on the Mike Shinn Distinguished Member of the Year – to do the proper judging we need the committee to do so.

National Vice Chairperson	Kari L. Jordan	Y
National Secretary	Brenda Nathan	Y
National Treasurer	Sade Ruffin	Y



National Programs Chairperson	Matthew McFarland	Y
National Publications Chairperson	DaNae Grubbs	Y
National Finance Chairperson	Ron Stubblefield	Y
National AEx Chairperson	Jasmine Keene	Y
National Membership Chairperson	Soleakhena Holloway	Y
Region I Chairperson	Paul Russell	Y
Region III Chairperson	Isaiah Brown	Y
Region VI Chairperson	Babatunde Onadele	Y

Motion passes unanimously

Conflict of Interest Policy

- Used to educate leaders on conflict of interest. This way when a situation rises we know what to do. We currently do not have a policy.
- Want to put together a conflict of interest taskforce to draft a conflict of interest policy
- Would this involve our lawyers?
 - o Was recommended to the chair to bring our lawyers in
 - o Is this not covered under the SEC?
 - It's due to things happening all the time.
- Taskforce
 - o Sossena Wood
 - o Babatunde Onadele
 - o Strauder Patton
 - o Sabre Evans
 - o Brenda Nathan
 - o Onte McClendon
 - o NAB rep
 - o Sharon Sutherland-Smith

JCF Feasibility Status

- The Accenture report was going to cost \$200,000
- Cummins stepped in to do the report
 - o Call held to focus on the prices, jobs perspective, and timeline
- Would be done for free
- Would take one year
- Revised timeline is 6 months – started early November and looking to be done April 6 of 2012.
- Sharon and Regenia will be active in this study
- We should have time to assess this with the board and hold a village call with the membership and try to get a vote done before the end of the term.

C: How NSBE would look or function in the future

R: The look into the functionality of NSBE internally was brought up – but the conference structure question was a big deal but as a board we could figure it out as a board. If this doesn't create more job opportunities then there is no point in doing it.

- Having it in the fall is much better – members were more receptive to the idea of having it in fall than the entire JCF idea
- Since hiring season is in the fall it is definitely a better choice

Q: how would having the annual convention in fall affect elections?

R: we would extend the cycle- elect them at national convention and give them the time between then and May 1st to shadow who they are replacing. We would technically have two boards, NEB and NEB elect.



C: Concerns fall onto the freshmen to buy into convention in such a short timeline.

CGI Commitment Discussion of Path Forward

- Bill Clinton announcement at CGI about 100k NSBE kids into STEM pipeline and camps
- This is going to demand us to be strategic about this
- If you have any questions, or things you want to address email Calvin and Kari so they can get started on this
- This will be further discussed at the Winter meeting

Winter Meeting prep

- Any agenda items send to Kari
- book your travel by tomorrow
- The authorization says we need to arrive by 4pmEST – if you can't please let Kari know.
- Understand that we meet on Sunday so do not book an early flight.

Meeting adjourned at 7:56pm EST

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