Region One Executive Board Meeting Minutes

Date: 07/21/2020

Minutes Prepared by Kimberly Pencil

Purpose: To approve meeting minutes, receive next steps about RLC, get an update on FRC 2020 Contract, and practice parliamentary procedure.

Accomplish: Approval of REB meeting minutes, have an understanding on next steps for RLC and final decision for FRC 2020 Contract, and get more comfortable with parliamentary procedure.

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

Agenda

I. Meeting Called to Order + Roll Call
II. Old Business
   A. Adoption of the Agenda
   B. Approving Minutes from 07-07-2020 REB Meeting & RTM Week III
   C. Check-Ins
III. New Business
    A. RLC Conference Update
    B. FRC Conference Update
    C. Practicing Parliamentary Procedure
IV. Open Discussion
V. Vice Chair Positive Affirmations
VI. Meeting Adjournment

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Meeting called to order at: 7:33pm CST by Phoebe Ato.

(* = excused)

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<th>Position</th>
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<td>Regional Vice Chairperson</td>
<td>Kyra-Lee Harry</td>
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<td>Regional Secretary</td>
<td>Kimberly Pencil</td>
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<td>Regional Treasurer</td>
<td>Sarah Garçon</td>
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<td>Regional Programs Chairperson</td>
<td>Curtis Linton</td>
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<td>Regional Parliamentarian</td>
<td>Kweku Colecraft</td>
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<td>Regional Professionals Chairperson</td>
<td>Angelena Edwards</td>
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<td>New England Zone Chairperson</td>
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<td>Esther Daramola</td>
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<td>Regional Assistant Treasurer</td>
<td>Benjamin Pascal</td>
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<td>Shanae Butler</td>
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<td>Nogaye Ka</td>
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<td>Karisma McCoy</td>
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<td>Isabella Animadu</td>
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<td>Joshua Virgin-Bryan</td>
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<td>Yetti Ajai-Obe</td>
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<td>Dario Boyce</td>
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<td>Avery Brown</td>
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<td>Guest</td>
<td>Shena Marshall</td>
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Quorum: Yes.

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## Old Business

### Adoption of the Agenda:

<table>
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<tr>
<th>Motion: “I move to adopt the REB Meeting Agenda titled ‘REB Meeting Agenda [07-21-2020]’”</th>
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<tbody>
<tr>
<td>Maker: Curtis</td>
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<td>Seconder: Sami</td>
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<td>Status of Motion: <strong>PASSED</strong> by Consensus</td>
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### Approval of Meeting Minutes:

- REB Meeting Minutes [07-07-20]
  
<table>
<thead>
<tr>
<th>Motion: “Move to approve REB meeting minutes titled REB Meeting#4: [07-07-2020]”</th>
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<tr>
<td>Maker: Karisma</td>
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<td>Seconder: Jalen</td>
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<td>Status of Motion: <strong>PASSED</strong> by Consensus</td>
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- RTM Week III
  
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<td>Maker: Nogaye</td>
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<td>Seconder: Sami</td>
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<td>Status of Motion: <strong>PASSED</strong> by Consensus</td>
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### REB Check-In- Vice Chair (Kyra-Lee)

- Name a Regional Directive and describe how it applies to your role
  - Esther: For her as Finance Chair, ensuring the relationship between her and corporate sponsors really work to accomplish their goals together in this time.
  - Karisma: Uplift Our Members. Have programming suitable for NSBE Jr members and work for them especially in this year.
  - Samara: Uplift Our Members. Making sure they have all the documents to be confident

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in NSBE and their leadership. Have what they need for programs, conferences, etc.

- Isabella: Establish Our Presence. Both for our members and our communities so they know STEM and NSBE is out there. That NSBE is a community for them to reach out to.
- Curtis: Establish Our Presence. By creating programming that reflects the mission statement and current with the events going on in the world right now.
- Benjamin: Reform Our Framework. Improve events and conference selection. Improving the finance policies. Work with the finance zone to not be in the predicaments that we are in right now.
- Angelena: Took the whole VISION statement so her goals are built off the VISION!
- Kyra-Lee: Would ask everyone but tonight maybe not. Hopes everyone is doing well and marinating with all the Regional directives (Establishing Our Presence, Reform Our Framework, Uplift Our Members). As Angelena mentioned, let’s marinate on the whole thing: CLEAR-VISION; #VISION.

- **Regional Leadership Conference (RLC)- Programs Chair (Curtis)**
  - Curtis - Updates
    - First committee meeting this past Wednesday.
    - Decided it will be free.
    - Zoom will be the platform.
    - Everyone has presentations due August 3rd.
    - Call for workshops going out soon.
    - Will see a rough draft of the agenda after this week’s call.
    - Also a call with the NLI Chair to discuss insights on what to be done for RLC.
  - Questions/Next Steps
    - Dorothy: Is there a theme so she can send out presentation templates to everyone if this is due in a few weeks?
      - Curtis/Sarah: Leveraging the NSBE ecosystem.
      - Dorothy: Waiting on a theme for presentation outlines and then will send it to everyone.
      - Phoebe: Thank you Dorothy for being proactive on this. There is a conversation where the NEB might send us presentation outlines as well so be aware.
    - Karisma: How long will each of our sessions be so we know how long to make our presentations?
      - Curtis: 45 minutes to an hour for 1:1 workshops.
    - Kyra-Lee: You said there will be an attentive agenda coming out. Will that be sent to the REB?
      - Curtis: Yes after the meeting on Thursday.
    - Dorothy: For clarification, so we’re repeating the same presentations as well for our own RLC? Will we have the same time? How does that correlate? Will we need more programming? How will that compete?
      - Curtis: Haven’t determined the length of the RLC and that’s going to be what determines the programs. RLC is looking at 15 hours total right now but once they talk with the NEB they will let us know more in detail.
  - Jalen: Related to the National RLC but are we working off their deadlines or did we

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make our own deadlines?
  • Curtis: Deadline is from us (RLC committee) for August 3rd.

  ■ Kyra-Lee: In regards to reaching out to chapters, when will we be able to give membership a confirmed timeline for RLC?
    • Curtis: Dates should be chosen by the end of meeting Thursday.
    • Kyra-Lee: Do we still need to ask membership what dates will be feasible to them to come?
    • Curtis: No because workshops will be placed on the website after RLC if they do not make it.
    • Phoebe: Was discussed via Presidents’ call last night as well.

  ■ Karisma: Are we supposed to be making our presentations based on the theme or is it strictly based on our presentation?
    • Curtis: Making your presentation to your position and fit to be.

Motion: “I move to extend time on this discussion until the end of the speaker’s list.”

| Maker: Kimberly |
| Seconder: Kweku |

Status of Motion: PASSED by Consensus

  ■ Kimberly: In terms of these presentations, are they functional zone presentations or positional presentations? Kind of confused on how they are looking overall.
    • Curtis: Functional and cross-functional. Some positions will be grouped together in the 1:1 training as well.

  ■ Jalen: As of the last RLC meeting, dates were week after Nationals and first week in September. This is what he’s been telling the Upstate Presidents. Looking to get more of their feedback tomorrow to help make that decision for Thursday.

- Fall Regional Conference (FRC)- Assistant Treasurer (Benjamin)
  - Contract Update
    ■ Discussed in the Finance Zone meeting on if it’s feasible to move the contract or invoke Force Majeure.
      • Since there will be a lot of competition for 2021, finding a contract will be difficult right now.
      • If we make a new contract for 2021, we do not have enough money for a contract deposit.
      • Finding a location for Metro (next rotation) would’ve proposed difficulty.
      • Decision was to move the contract to 2021. FRC 2021 is in Niagara Falls, NY.

    ■ Looking at membership who may have problems with location we are looking to:
      • Advertise the location.

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■ Have a member on site to gather information on food places, food costs, black-owned businesses.
■ Talking to Rutherford Associates to find possible dates for next year. This decision was required asap. Dates were available in October and December.
  ● October was the better choice since December is cold and may be a stretch for membership to attend.
  ● There was a financial incentive to attend in October as well: saving an extra 2.5K.
■ Advice from advisors was that we can’t please everyone at the end of the day. So right now in this climate really working to make this experience better next year.
  ○ Questions
    ■ Kimberly: Is Metro still a location option for 2022? If we’re complaining about the costs for Metro, how are we working to make sure that we can afford Metro in 2022?
      ● Ben: Reaching out to see if anyone knows the spaces to handle our capacity. Raising the prices can be factored in but looking in other ways as well. Still needs more discussion on this.
    ■ Phoebe: Knows she said from the last meeting that this will be brought back to the board but the finance zone did a lot of work and talked about what would be best for us hence they moved the contract to 2021.

New Business:
  ● Parliamentary Procedure Practice (PPP) - Parliamentarian (Kweku)
    ○ The goal of this is that by the end of this presentation we all will be able to be comfortable with Parliamentary procedures enough to be able to use it.
      ■ Decide as well how we want the rules to work with our board.
      ■ You’ll begin to learn to find areas we can adjust to since every board is different.
      ■ If you have any questions throughout the presentation, feel free to ask for clarification so that everyone can be comfortable.
    ○ Basic Principles of Parliamentary Procedure
      ■ All members have equal rights, privileges, and obligations when it comes to creating business.
        ● A majority of the voting members have the right to decide.
        ● The minority has rights which must be protected.
          ○ Ability to contribute to a discussion can control a vote.
      ■ A quorum must be present for the group to act.
        ● ⅔ of the board w/ at least 3 zone chairs
        ● Right now this = Dia, Jalen, and Dorothy
      ■ Full and free discussion of every motion considered is a basic right
      ■ Only one question at a time can be considered in a given time.
      ■ No member can speak unless recognized by the chair/parliamentarian unless point of privileges or point of parliamentary procedures.
      ■ Members have the right to know at all times what the immediately pending question (motion) is on the floor.

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- Can have it related before a vote is taken.
- Can ask the Chair to repeat the vote.
  - The Chair is strictly “impartial.”
    - In dealing with the board and leading the discussion.
  - If a member speaks on a matter, they must wait until all other members who wish to speak have spoken before they can speak on the matter again.
    - So that everyone on the board has equal say.
  - All discussion goes through the Chair.
    - Usually you say “Chair” or “Madam Chair.”
    - It’s not a 1:1 discussion but through everyone. So try to limit responding to someone.

○ Steps to Making a Motion
  - A member of the board requesting to speak (raised hand via zoom)
  - Makes the motion
  - Seconds the motion (within 3 to 4 seconds)
    - No second, it dies
  - Chair acknowledges the motion
  - Goes into discussion
  - Can call to question
  - Then goes into a vote
    - Votes can be approved or denied.
  - Nogaye: What does calling on a question mean again?
    - Kweku: Calling a question is when you feel a discussion has ended but there’s time left. You can call the question and go straight into voting.

○ NSBE House Rules - The Friendly Amendment
  - NSBE done this to streamline the process. Not in Robert’s Rule.
  - “I would like to make a friendly amendment to the motion…”
    - Cannot change the heart of the motion.
    - Often comes up as new information arises.
  - No second required.
  - Maker and seconder of motion must agree to the friendly for it to pass.
    - If not, original motion is discussed.

○ The Amendment - Classic Robert’s Rules
  - Requires a second to pass. Like a regular motion.
  - Can make an amendment during the discussion period.
  - You move to amend the motion by this, this, this.
    - You have to repeat the motion. The friendly streamlines this.
  - Cannot make an amendment to the amendment of the amendment.
  - Can use either the friendly or amendment.
  - Jalen: When we make a friendly, we repeat the motion with the new words. However when you make an amendment, you say you move to make an amendment to the motion by whatever the change is?
    - Kweku: Yes. A friendly is still making an amendment, just a different process.
Karisma: When you make a friendly amendment, do you just need the maker and the seconder? Do you need a second to the friendly?

Kweku: That's why the friendly is more streamlined. It just becomes the motion if the maker and seconder agree. No need to have another seconder.

Benjamin: What is the standard for a seconder?

Kweku: Seconders agree to discuss the motion.

NSBE House Rule - Call the Question

“I call the question”

Does not need a second or a vote but can be objected.

Chair must ask if there are any objections.

Suspending Deliberation

Two main ways

Table a motion

“I move to table the motion”

Suspends deliberation until further notice

This requires a second and a majority vote. This suspends the motion until further notice. Someone must remember to revisit the motion by the end of the next meeting or the motion dies.

Refer to Committee

“I move to refer the matter to committee”

Suspends deliberation until information is gathered and presented to the board by a committee.

This requires a second and a majority vote.

The chair must assign members to the committee.

Practice

Remember

Learning Roberts Rule is like learning a new language so take your time and think things through.

Practice making amendments to the main motion.

Practice speaking with direct language.

Making your motions not too abstract.

Practice Discussion Topic

At some point in the NSBE term we may meet in person. On that day we will have to decide what to eat for dinner as a board. Let’s come to a decision on what we will eat during our first in-person meeting using parliamentary procedures.

Example motion:

| Motion: “I move to eat at a vegan restaurant with the REB board.” |
| Maker: Karisma |

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Phoebe: Thank you for this Kweku! Reason this was on the agenda was since she and Kyra-Lee felt we needed more practice so expect to see more of this. Hopes we feel more empowered.
  ○ Learn to make a motion to extend time when the clock is ticking so help our meetings run more efficiently.
Kimberly: So cases where the time limit on the discussion passed moving forward, do we just skip it and continue?
  ○ Phoebe: Yes. In the past we have just let people speak but now we will be moving forward to the next agenda topic unless someone makes a motion.

Open Discussion
  ○ Jalen: Just so we see his email with the action item on Motivational Mondays since he doesn’t want us fined.
    ■ Description of Motivational Mondays is in the file.
    ■ Let him know by Thursday if you want to participate. Are forced to let him know your decision.
    ■ It’s optional. Not a lot to do by the way.
  ○ Kimberly: Do we follow parliamentary procedure in open discussion?
    ■ Phoebe: Yes.
  ○ Phoebe: By the next REB meeting, she wants us to reach out to three other people on the board that we do not typically talk to. Not really an official action item but something we should do.
    ■ Kyra-Lee: In addition to that, continue to fill out virtual happy hour form. This will help in making new themes. Coming up to the end of July and she would want a virtual happy hour for every month.
  ○ Phoebe: Sign up for 1:1s with the Chair as well.

Vice Chair Positive Affirmation (this means that all topics for discussion are closed)
  ○ Kyra-Lee: Once we come to this topic, there will be no other points for open discussion.
    ■ Decided to add in this section since a lot has been going on and from connecting with us, it can seem like a lot going on and overwhelming.
    ■ She wants to encourage and remind us that it’s okay to have frustrated days and question why you are doing what you are doing. Do remember that you have a bigger purpose. You are capable of doing things you want to do.
      ● Take care of yourselves, drink your water. It’s hot; getting to 80-90 degrees.
      ■ Do things to keep you happy during the quarantine time we are in.
      ■ Doing this to sprinkle some love. #StaySafe #StayBlessed

Motion to adjourn the meeting:

Motion: “I entertain a motion to adjourn this meeting at 9:12pm CST.”

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Meeting adjourned at: 9:12pm CST

The next REB meeting will be on August 4th, 2020 at 8:30pm EST.

Action Items

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Supporting Documents
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