



Black Engineers Association

Executive Board Meeting Minutes
September 9, 2014

BEA Board Member Attendance				
Position	Name	Present	Late	Absent
President	Shannel Williamson	X		
Vice President	Ayeisha Rucker	X		
Treasurer	Safa Mannah	X		
Secretary	Yodit Chere	X		
Programs Coordinator	VACANT			
Membership/Academic Excellence Chair	Anwana Nfoton			X
Outreach Chair	VACANT			
Joint Council Rep	VACANT			
NSBE Senator	VACANT			
NSBE Senator	VACANT			
Additional Attendants				
Regional Vice Chair	Ryan Taylor	X		

- I. **Call to Order** at 5:31 PST by **Shannel Williamson**

- II. **Board Positions**
 - a. Decided on having the positions Outreach Coordinator, Engineering Joint Council Representative, and Black Leadership Council Representative
 - b. Membership and Academic Excellence Chair positions will be joined into one
 - c. Secretary will hold onto position emails and passwords
 - d. People considered for appointed positions must prove that they are capable
 - e. Seek to fill these positions within the first two weeks of school
 - f. Contact the people we are considering for the positions
 - i. Possible Candidates: Wael, Radiance, Evan, Emmanuel
 - g. Position Criteria:
 - i. Candidates must first send in a paragraph of intent to run for a position
 - ii. An interview with the president and vice president will be conducted
 - iii. Ask specific questions related to the job, previous experience, goals, and why they want the position

- III. **Opportunities for Outreach**
 - a. Sac State chapter proposed a joint PCI Chapter
 - b. Ryan's comments:
 - i. Physically building a PCI chair is easy but Programs Coordinator needs to make it sustainable
 - ii. We need to define what we are doing for the kids
 1. Campus visits
 2. Tutoring
 3. Engineering Demos

- IV. **Constitution**
 - a. As of now, BEA constitution is still in draft form



- b. Need the descriptions of the duties of all the appointed positions

- V. **CSI/Fundraising Opportunities**
 - a. Each board member should go through the general orientation but the president and treasurer must go over the whole orientation
 - b. Get any other information about accessing the BEA account from Steven
 - c. Possibility for BEA to volunteer at the Buzz
 - d. Catering for events earns around \$100 to \$200

- VI. **FRC**
 - a. Hold off on booking hotel rooms until the Groupon for Norcal chapters is established
 - b. Try to get as many people to go to FRC as possible

- VII. **Zone Summit**
 - a. Norcal Zone Chair needs a head count of attendants
 - b. Plan to advertise early

- VIII. **Advertising**
 - a. Possibility of getting shirts for BEA
 - b. Could make a contest for designing the shirt but need to set design criteria
 - c. Need to decide between getting a banner, runner, or tablecloth for tabling

- IX. **BLR**
 - a. Could serve as a big opportunity for us to get other organizations to work together
 - b. Forum/Panel later in the quarter will serve as an organization showcase
 - c. Dates: Nov 14-16

- X. **Future Meeting Times**
 - a. Possible meeting times are 7:30pm T, R, or 7:00pm M
 - b. To be decided at a later date

- XI. **Ice Cream Social**
 - a. At this time, table attendants are:
 - i. Ayeisha- 1:30 – 2
 - ii. Safa 1:30 – 3:30

- XII. **Training**
 - a. Facilitated by Ryan, training will be done for each board member to become fully acclimated to their position
 - b. Groupings for training:
 - i. Secretary and Membership/Academic Excellence Chair
 - ii. Administration
 - iii. Senators and Programs Chair
 - c. Can be done over the phone or skype
 - d. To be scheduled at a later date



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XIII. **Meeting Adjourned** at 6:57 by **Shannel Williamson**