Invited Attendees:

I. NWMSU Black Alumni Chapter Executive Committee:
   
   **Alumni Board Directors:**
   - Pamela Westbrooks-Hodge, c/o 91- President
   - Tory Tucker, c/o 90- Vice President
   - Chalanda Woods-Walker, c/o 94- Secretary
   - Kimberly Massey-Heslop, c/o 93- Treasurer
   - OT. Newman, c/o 75- Immediate Past President
   - Abdul Kaba Abdullah, c/o 02
   - Anthony T. Ealy, Jr., c/o 17
   - Kelvin Parker, Sr., c/o 76
   - Jarvis Redmond, c/o 90

   **Student Board Directors:**
   - Junior, Kylan Harrell (*President of Rho Theta Chapter of Alpha Phi Alpha Fraternity, Inc.*)
   - Freshman, Savion Robinson
   - Freshman, Destinee Wesley

   **Committee Chairmen: (By Presidential Appointment)**
   - Student Engagement & Support Committee, Tory Tucker, c/o 90
   - Development/Scholarship Committee, Marcus Mack, c/o 77, Chairman
   - Bi-Annual Reunion Committee, Pamela Westbrooks-Hodge, c/o 91, Chairman
   - Board Development/Nominating Committee, Kimberly Massey-Heslop, c/o 93, Chairman
   - Membership Committee, Chairman Appointment Pending
   - Archives/History Committee, Chairman Appointment Pending

II. NWMSU Alumni Association/Northwest Foundation:
   - Paula Rector-Davis, c/o 91- NWMSU Alumni Association Board of Directors Immediate Past President
   - Bob Machovsky ’15, Director of Alumni Relations & Annual Gifts, Northwest Foundation, Inc.

III. NWMSU Leadership:
   - Dr. Justin Mallett, Associate Provost of Diversity and Inclusion
# Executive Committee
## MEETING AGENDA
### November 17, 2019
7:00 PM – 8:30 PM
Conference Dial-in Number: (605) 468-8010 | Participant Access Code: 820699#

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION LEADER</th>
<th>ALLOTTED TIME</th>
<th>NOTES/ATTACHMENTS</th>
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</thead>
<tbody>
<tr>
<td>I. Welcome/Call to Order</td>
<td>Pamela Westbrooks-Hodge, President</td>
<td>5 minutes</td>
<td>Meeting called to order 7:05 PM</td>
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<tr>
<td>III. Roll Call</td>
<td>Chalanda Woods-Walker, Secretary</td>
<td>5 minutes</td>
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<tr>
<td>IV. President’s Report</td>
<td>Pamela Westbrooks-Hodge, President</td>
<td>30 minutes</td>
<td>- 2019 Executive Committee Meetings:</td>
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<tr>
<td></td>
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<td>o Sunday, December 1, 7:00 pm</td>
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<td>o Sunday, December 15, 7:00 pm</td>
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<td>o Sunday, December 29, 7:00 pm</td>
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<td>- 2020 General Body Meetings; agreement to change from 2 to 3 times per year; Bob will need concreate dates in order to set-up/reserve campus location</td>
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<td>o Jan-MLK Weekend- present 3 yr strategic plan for approval by body</td>
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<td>o May-Graduation Weekend - ability to participate in scholarship awards</td>
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- October-
  - Homecoming
    - Weekend- high member participation
- Immediate priority is to ensure our readiness for the next General Body Chapter Meeting during MLK Weekend- this is 2 months away.
- Would like to present the chapter’s draft strategic plan at this time for approval by the body.
- Plan to be presented for feedback to NWMSU prior to presenting to the chapter.
- New Ad hoc Committees & Bylaw Updates Needed- address bylaws to include both the Membership and Archive committees as standing committees vs ad hoc committees.
- Pres Asks of Officers
  - VP- maintain bylaws, monitor committees, create standard committee report template, work with Bob to develop Web page for chapter
  - Sec.- take minutes at Exec/Gen body meeting; distribute minutes w/in 2 wks. via email for Exec., Gen body work with Bob to distribute; provide sign-in sheet/name tags for all in person meetings (Pam will
share copy of 10/25/19 sign-in sheet; maintain membership roster (retrieve copy from Bob); maintain committee membership roster monthly (proof survey link/email, work with Bob to send out by 11/19); receive survey data from Pam by 11/26 distribute survey roster data to committee chairs by 11/27—issue with current link—cannot select more than 1 committee at a time Pam will make correction.

Tres. - $500 operating budget; create budget template this week and forward to officers/committee chairs; create a summary budget; currently there are 2 financial funding account (Black Alumni Scholarship/Black Alumni Student Assistance Fund) Bob will speak with CFO to create a 3rd account – Black Alumni General Operating Fund; Bob will work w/Marcus on creating agreement for each of the 3 funding accounts; new web page will allow for online donations (allowing donor to select desired funding account(s)); treasure will work w/Bob on donation mailers;

- Committee Chairs- all committees meet 2-3 times
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- By 12/28/19: create 3 yr. roadmap (2020, 2021, 2022); create 2020 goals, budget and initiatives; utilize freeconferencecall.com for committee calls
- Membership Committee - Jarvis Redmond accepted Chairman position; Destinee Wesley accepted co-chair position; membership will try to locate Joe Bell, 1st African American graduate of NWMSU, to serve as honoree
- Archive Committee - Anthony Ealy Jr accepted Chairman position; Savion Robinson accepted co-chair position; provide recommendations on how to illustrate the African American experience throughout the years at NWMSU;
- 2020 Executive Committee Meeting, proposed monthly; committee will think about it and address next meeting
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<th>Section</th>
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<td>V.</td>
<td>NWMSU Alumni Association/Northwest Foundation Updates</td>
<td>Paula Rector-Davis, c/o 91- NWMSU Alumni Association Immediate Past President, Bob Machovsky ‘15, Director of Alumni Relations &amp; Annual Gifts, Northwest Foundation, Inc. 5 minutes</td>
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<td>VI.</td>
<td>Diversity and Inclusion Updates</td>
<td>Dr. Justin Mallett, Associate Provost of Diversity and Inclusion 5 minutes</td>
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<td>VII.</td>
<td>Development/Scholarship Committee Report</td>
<td>Marcus Mack, c/o 77, Chairman 10 minutes</td>
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<td>VIII.</td>
<td>Student Engagement &amp; Support Committee Report</td>
<td>Tory Tucker, c/o 90 &amp; Jarvis Redmond, c/o 90, Vice Chairmen 10 minutes</td>
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<td>IX.</td>
<td>Bi-Annual Reunion Committee Report</td>
<td>Pamela Westbrooks-Hodge, c/o 91, Chairman 5 minutes</td>
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<td>X.</td>
<td>New Business</td>
<td>Pamela Westbrooks-Hodge, President 5 minutes</td>
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<th>XI.</th>
<th>Next Meeting is Sunday, December 1, 7:00 pm via conference call</th>
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<td>XII.</td>
<td>Meeting adjourned 8:03 pm</td>
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**Total Run Time** 1 hour & 15 minutes