Blacks In Government, Inc.

National Board of Directors

2019 Annual Report

To the

National Delegates Assembly

Equity, Excellence, and Opportunity
**BIG PURPOSE:** An advocate of equal opportunity and professional development for Black government employees at the Local, State and Federal government levels and others dedicated to justice for all.

**BIG VISION:** Member focused, world class enterprise, recognized for excellence.

**BIG MISSION:** Enable all present and future Black employees in Local, State, and Federal governments to have the ability to maximize their career opportunities and provide a mechanism for inclusion, growth and advocacy.

**BIG GUIDING PRINCIPLES:**

- Be Accountable
- Commit to Excellence
- Act with Integrity
- Take Responsibility
# TABLE OF CONTENTS

Message from the National Board of Directors’ Chair 2
Message from the National Board of Directors’ Vice Chair 3
Message from the National President 4
National Board of Directors Former Chairs 5
2019 National Board of Directors 7
Executive Summary 9
Awards Committee Accomplishments 11
Bylaws Committee Accomplishments 13
Constitution Committee Accomplishments 15
Financial Advisory Oversight Committee Accomplishments 16
Personnel Committee Accomplishments 19
Policy and Procedures Committee Accomplishments 21
Program Oversight Committee Accomplishments 23
Strategic Planning Committee Accomplishments 25
Time and Place Committee Accomplishments 26
MESSAGE FROM NATIONAL BOARD OF DIRECTORS’ CHAIR

August 4, 2019

Greeting Fellow Delegates,

On behalf of the National Board of Directors (NBoD), I welcome you to the 2019 Blacks In Government (BIG) National Delegates Assembly (NDA) in Dallas, Texas. The BIG annual business meeting is the platform for the delegates to determine, disseminate, and finalize decisions that will transform the organization with one voice on behalf of the all the BIG members. Your Board has worked very hard to continue addressing the organizational needs while maintaining the financial stability. The NBoD is committed to listening, receiving, and implementing process improvement to policies and procedures to make BIG grander!

We, the NBoD, are enthusiastic to work with the National Executive Committee under the leadership of the National President Honorable Dr. Doris P. Sartor. President Honorable Dr. Sartor’s drive to establish new strategic alliances, reenergize many of our national programs and enhance our current partnerships has taken BIG to a paradigm shift of prominence.

Remember, this is your opportunity to ask questions and to challenge all of us to promote equity and excellence for all BIG members. Finally, I want to remind you that we need to teach the newbies and be patient with the seasonal delegates. Remember, we are all in this together to do what is proper and in order. Enjoy the NDA and let's make BIG EXCEPTIONAL!

Best Regards,

Darlene H. Young
Honorable Darlene H. Young
National Board of Directors Chair
Blacks In Government, Inc.
MESSAGE FROM NATIONAL BOARD OF DIRECTORS’ VICE CHAIR

August 4, 2019

Greetings family, friends, and guests of BIG,

Welcome to our 2019 Blacks In Government (BIG) Inc., National Delegates Assembly (NDA) at the Sheraton Downtown Dallas Hotel in Dallas, TX.

We gather together with a purpose to carry out the business of BIG through ordered and efficient discussions, which will lead to collaborative and respective decisions as we work to move this organization forward.

I am tremendously electrified to see you here for our 2019 National Training Institute (NTI). This year’s theme is “BIG NTI: Your Benchmark for Achieving Excellence in the Workplace”, and it epitomizes what this event can offer each one of you. Each carefully chosen theme personifies our organizational goals and objectives, and this year’s theme is no different. I ask you to partake in as many workshops, forums, special programs, and all this NTI has to offer. There are many extremely exciting presenters prepared and ready to share their corporate knowledge with you. Upon your return to your “workplace,” I ask you to share with others the wealth of information you gathered and learned, so your leaders will appreciate their time of investment.

When feasible, enjoy the sites and pleasures of Downtown Dallas. Please ma’am and please sir, flood this area with colors other than grey-blue and white, such as burgundy and gold, (sorry, I am NOT a Dallas Cowboy fan)! Do not miss an opportunity to visit our exhibit hall, and, especially, connect with other attendees. I challenge you to meet five (5) new people every day you attend and learn one (1) “cool fact” about each of them. You will find your training experience broadens beyond imagination.

We, the National Board of Directors, sincerely appreciate the what you do in your “workplaces,” chapters, and regions. Thank you for your commitment, dedication and support to Blacks In Government. Because of you as professional, educated, and empowered employees, we will continue an exponential growth, and we will be the catalyst to “…Achieving Excellence in the Workplace.”

I look forward to being one of your five (5) new people. Peace and blessings to you all!

Very respectfully,

Lynwood A. Townsend

Lynwood A. Townsend, Ph.D.
Vice Chair, National Board of Directors
Blacks In Government, Inc.
MESSAGE FROM BIG NATIONAL PRESIDENT

August 4, 2019

Greetings Delegates,

It is my great pleasure to welcome you to the annual business meeting of National Blacks In Government (BIG). As the most significant decision-making body within BIG, we the officers, rely upon you to set the tone for each succeeding year. As delegates, you provide us guidance and direction where you would like our organization to go. Your insight and wisdom shape the future direction of BIG, and we depend heavily upon you to finalize our leadership direction.

This has been another exciting year as we continued to re-establish past strategic alliances; reenergize our national programs; enhance our National Training Institute; and focus on incorporating suggestions and inputs from our regions and chapters, making BIG even more powerful as we continue to move forward. I have sat where you sit and have taken my responsibility as a delegate to the assembly seriously. As your National President, I am committed to listening to the path you will establish for this organization and will continue to do all within my power to ensure that BIG follows the direction set by our membership. As a member of the National Board of Directors, we are charged with making the policy of our organization, but that policy is tempered by the vision you prescribe, in no small part, during the National Delegates Assembly.

Special thanks to the Chair of the National Board of Directors, Honorable Darlene H. Young. We are proud to continue her legacy of excellence for our great organization. Again, I welcome you to this great assembly, and for those of you who are first-time attendees, I encourage you to learn from this experience, and please don’t be afraid to ask questions. The one thing I can assure you of is that this will be an unforgettable experience. I look forward to seeing and speaking with many of you during the rest of the week as we enjoy Dallas, Texas.

Respectfully,

Honorable Dr. Doris P. Sartor
National President
Blacks In Government, Inc.
NATIONAL BOARD OF DIRECTORS
FORMER CHAIRS

Hon. Julius T. Crouch
1st, 5th, & 9th Chair—Region VII

Anthony L. Williams
2nd Chair—Region XI
Jan – Dec 1981

Rance D. Clemons
3rd Chair—Region VI
Jan – Sep 1982

Hon. Oscar Eason, Jr.
4th & 6th Chair—Region X
Oct 1982 – Dec 1986
Jan 1988 – Dec 1989

Hon. Anthony H. Rhodes
7th Chair—Region IV
Jan 1990 – Dec 1992

Roberta E. (McNeil) Douglas
8th Chair—Region II
Jan – Dec 1993

Johnny Smith
10th Chair—Region IV
Jan – Dec 1995

Ralph F. Browne, Jr.
11th Chair—Region I

Hon. Ellen G. Dyson
12th Chair—Region V
Jan 1999 – Dec 2001

Farrell J. Chiles
13th Chair—Region IX
Jan 2002 – Dec 2006

Angela Thorpe-Harris
14th Chair—Region VI
Jan – Dec 2007

Hon. Gary Blackmon
15th Chair—Region VIII
Jan – Dec 2008
NATIONAL BOARD OF DIRECTORS
FORMER CHAIRS (cont.)

Lilyian Caswell-Isley
16th Chair—Region X
Jan – Dec 2009

Kenneth C. Pearson
17th Chair—Region IX
Jan – Mar 2010

Hon. Melvin Davis
18th Chair—Region VII
Apr 2010 – Dec 2011

Hon. David Groves
19th Chair—Region V
Jan 2012 – Dec 2013

Edward Wilson
20th Chair—Region IX
Jan – Mar 2014

Dr. Hezekiah Braxton III
21st Chair—Region XI
Mar – Dec 2014

Hon. B. Faye Stewart
22nd Chair—Region VI
Jan 2015 – Dec 2016
# 2019 National Board of Directors

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Chapter/Position</th>
<th>Name</th>
<th>Chapter/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Atricia L. Irons</td>
<td>Greater Boston Chapter</td>
<td>Dan Corria</td>
<td>Greater Providence Rhode Island Chapter</td>
</tr>
<tr>
<td>II</td>
<td>Gwendolyn Townsend</td>
<td>US Customs &amp; Border Protection Chapter</td>
<td>Esther Seabrook</td>
<td>Lower Manhattan Chapter</td>
</tr>
<tr>
<td>III</td>
<td>Dr. Lynwood A. Townsend</td>
<td>Vice Chair Naval Surface Warfare Center Dahlgren Division Chapter</td>
<td>Johnita “Jackie” Pitts</td>
<td>Susquehanna Chapter</td>
</tr>
<tr>
<td>IV</td>
<td>Famous Johnson</td>
<td>East-Central Savannah River Chapter</td>
<td>Honorable Anthony Rhodes</td>
<td>Muscles Shoals Area Chapter</td>
</tr>
<tr>
<td>V</td>
<td>Honorable Lillian Barnett</td>
<td>Dayton Veterans Affairs Medical Center Chapter</td>
<td>Deena Sheppard</td>
<td>New Kemet Harambe Chapter</td>
</tr>
<tr>
<td>VI</td>
<td>Shelly L. Warren</td>
<td>Greater New Orleans Chapter</td>
<td>Katherine Cage</td>
<td>Houston Area Chapter</td>
</tr>
<tr>
<td>VII</td>
<td>Tracey C. Bradford</td>
<td>Greater Kansas City Chapter, Inc.</td>
<td>Delores Ivy</td>
<td>St. Louis Metropolitan Chapter</td>
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<tr>
<td>VIII</td>
<td>Honorable Gary Blackmon</td>
<td>Denver Center Complex</td>
<td>Michael Smith</td>
<td>Denver Federal Center Chapter</td>
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<tr>
<td>IX</td>
<td>Kenneth Pearson</td>
<td>Ventura County Chapter, BIG</td>
<td>Edward Wilson</td>
<td>Los Angeles/Long Beach Area Chapter</td>
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<tr>
<td>X</td>
<td>Lamart A. Glenn</td>
<td>Veterans Affairs Puget Sound Chapter</td>
<td>Patricia Brooks Ly</td>
<td>Port of Seattle BIG</td>
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<tr>
<td>XI</td>
<td>Honorable Darlene H. Young</td>
<td>Chair Carl T. Rowan Chapter</td>
<td>Glynis Hill</td>
<td>EPA-William D. Barber Chapter</td>
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### National Board of Directors – CONT

<table>
<thead>
<tr>
<th>National President</th>
<th>Honorable Dr. Doris P. Sartor</th>
<th>General Chappie James Chapter</th>
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<tbody>
<tr>
<td>National Treasurer</td>
<td>Honorable Norma Samuel</td>
<td>GAO-USACE Chapter</td>
</tr>
<tr>
<td>National Secretary</td>
<td>Paula E. Davis</td>
<td>IRS/NCFB Chapter</td>
</tr>
</tbody>
</table>

### Region I
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

### Region II
New York, New Jersey, Puerto Rico, Virgin Islands

### Region III
Delaware, Maryland, Pennsylvania, Virginia, West Virginia

### Region IV
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

### Region V
Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

### Region VI
Arkansas, Louisiana, New Mexico, Oklahoma, Texas

### Region VII
Iowa, Kansas, Missouri, Nebraska

### Region VIII
Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

### Region IX
Arizona, California, Hawaii, Guam, Trust Territory of Pacific Island, American Samoa

### Region X
Alaska, Idaho, Oregon Washington

### Region XI
District of Columbia, Charles County, Montgomery County, Prince George’s County, Maryland; Alexandria City, Fairfax City, Falls Church, Arlington City, Loudon County, Prince Williams County, Virginia
Executive Summary

This Executive Summary is intended to provide the delegates with a snapshot of the National Board of Directors’ (NBoD) accomplishments over the past year. More detailed information is contained in this report as provided by the NBoD’s committee chairs. The NBoD meet quarterly and are held telephonic, unless we are meeting for an installation or prior to the National Training Institute. The NBoD is doing a cost saving by eliminating the profiles pages in the report; however, the profiles for each NBoD can be found on the NBoD page on www.BIGNET.org.

The Awards Committee continues to present the Prestige Award, the Distinguished Service Hall of Fame (DSHOF) plaque and pin and evaluates the nominations for the Prestige Awards and make recommendations on the recipients to be selected to the NBoD. This year, we have given the Life and Gold Plus Memberships receptions back to the National Membership Chair. The BIG National Constitution was updated based on the amendments that were passed at the 2018 National Delegates Assembly (NDA). The Constitution Committee will present for the delegates’ consideration one (1) proposed Constitutional Amendments to the National Constitution of BIG. The committee chair will convey recommendation from the NBoD to the NDA to “adopt” or “not adopt” on the proposed amendment. The Bylaws Committee has approved nine (9) revised chapters’ bylaws The Policy Committee updates the BIG Policy and Procedure Manual dated April 2019 and will continue to review and update policies as needed.

The Financial Advisory and Oversight Committee (FAOC) has conducted financial and quarterly review of credit cards and contracts. For two years, the FAOC approved our budget that includes the specifics for the NTI budget that will continue to speed the process up for signature of NTI contracts. This will allow the BIG National President and National Treasurer to sign contracts that are budgeted for and the FAOC will still review. Kudos to the FAOC and the BIG National Treasurer for ensuring that our audit is complete and sending our taxes in this year. This is a happy time to be in a great financial place as an organization. To be able to renovate the BIG National Office Building that you own without taking out a loan is BIG kudos to the membership, National President, National Treasurer, the entire National Executive Committee (NEC) and the NBoD for using good fiduciary accountability over the money. Now, let me caution you that it was only August of 2013 that we had a financial crisis and had to dig ourselves out of debt, but we did it Thanks to the membership and the creditors working with us to accomplish our financial stability. Therefore, we need to continue using frugal approaches to our money, stay on budget, and be very mindful of our financial spending.

The NBoD approved a motion from the Personnel Committee to extend the Talley Management Group (TMG) for an additional two years 2019 and 2020. The TMG group had demonstrated their capability to provide services to BIG. TMG’s increased administrative and salary costs have gone up by $5,000 for each year. They have not had an increase in three (3) years. We have updated the request for proposal (RFP) search to maintain that we are getting the best service for our members and dollars. The Program Oversight Committee has reviewed the 2018 BIG National Programs and may be making recommendations for process improvements. The Time and Place Delegates Assembly Committee has reviewed the 2018 National Delegates Assembly (NDA) meeting minutes for the NBoD directed action items, as well as reviewed and verified that the 2018 NDA adopted resolutions were address. Also, the Time and Place Delegates Assembly Committee had the awesome task of looking for our next National Training Institute (NTI) site for the 2021 and 2022; the committee is in the process of receiving the RFP packages for review and recommending the top three sites at the next quarterly meeting.
The Strategic Planning Committee has updated the 2015-2019 BIG Strategic Plan and has begun thinking about the next five years. The Strategic Planning Committee Chair worked with the BIG National Evaluation Committee Chair to create and conduct a survey for the membership to ensure we capture what members would like to see in the next strategic plan. In addition, they have completed the 2018 Strategic Performance Evaluation Template to be disseminate to the responsible leaders of BIG. As you can see, the NBoD have been diligent about moving forward with using technology to ensure that BIG is on solid ground and will continue to strive for equity and excellence for all.
AWARDS COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES PER POLICY #3:13:

Develops policy for the BIG Prestige Award, BIG Memorial Wall, Life Membership and Gold Plus Membership recognition programs. Evaluates the nominations for the Prestige Awards and makes recommendations on the recipients to be selected. Serve only as a screening entity for membership eligibility criteria for the Distinguished Service Hall of Fame (DSHOF) award. Responsible for implementation of the recognition ceremonies for the Prestige Awards Program, presentation of Chapter Charters, Life Membership, Gold Plus Membership and Elite Chapters recognition programs.

COMMITTEE MEMBERS:

Director Johnita “Jackie” Pitts, Region III, Chair
Director Honorable Lillian Barnett, Region V
Director Atricia Irons, Region I
Director Deena Sheppard, Region V
Director Lamart Glenn, Region X
Director Edward Wilson, Region IX

MEETINGS:

- January 25, 2019 - Face to Face Meeting
- February: 6, 27 2019 - Teleconference
- March: 13, 2019 - Teleconference
- April: 3, 13, 2019 - Teleconference
- May: 1, 22, 29 2019 - Teleconference
- June: 12, 26, 2019 - Teleconference

ACCOMPLISHMENTS:

- Completed the Awards letters for signature and implementation
- Posted the BIG Prestige, BIG DSHOF awards on our web page, bignet.org
- Updated email for receiving awards from individuals, chapter, region, and groups
- Restructured the flowcharts for the BIG Prestige awards
- Modernized the scoring sheets to evaluate awards nominations
- Forward the DSHOF information to the Membership Chair, National Secretary, and Board Chair for review and printing of the DSHOF Booklet for the NTI
- Forward the Prestige Award information to the National Secretary for notification of Prestige Award winners
- Provided feedback to the NBoD Chair on the Braxton Humanitarian Award
- Communicate with Personal Touch to ensure the 2019 DSHOF plaques/name plates were updated, and 2019 Prestige Awards plaques printed and shipped to the National Office
- Communicated with the National Membership Chair and finalized Membership and DSHOF awards for 2019
ONGOING AND FUTURE PLANNED ACTIVITIES:

- After the completion of this awards cycle 2019, the Awards committee will update awards letters for the Prestige and the DSHOF award for 2020
- Reviewing the voting process of the DSHOF award, for a new procedure 2020
- Update BIG policy #3:13 and #3:06 to indicate the moving of membership to NEC
BYLAWS COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES:
The Constitution and Policy–Bylaws Committee: Reviews all new chapter requests for charter, reviews all revised chapter and regional council bylaws, and makes recommendations to the Board. The committee also ensures the Chapter Start-Up Kit contains current information.

COMMITTEE MEMBERS:
Director Mr. Shelly L. Warren (Chair) Region VI
Director Mr. Dan Corria (Member) Region I
Director Mr. Famous Johnson (Member) Region IV
Director Mr. Lamart Glenn (Member) Region V
Director Ms. Patricia Brooks Ly (Member) Region X
Secretary Ms. Paula E. Davis (Member) Region XI

ACCOMPLISHMENTS:

<table>
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<tr>
<th>DATE APPROVED</th>
<th>ACTION</th>
<th>CHAPTER/REGION</th>
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<td>12/6/2018</td>
<td>Revised</td>
<td>Carl T. Rowan Chapter</td>
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<td>12/6/2018</td>
<td>Revised</td>
<td>Energy Chapter</td>
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<td>12/6/2018</td>
<td>Revised</td>
<td>Edward Woods Jr. DOJ Chapter</td>
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<tr>
<td>12/6/2018</td>
<td>Revised</td>
<td>HHS Chapter</td>
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<td>12/6/2018</td>
<td>Revised</td>
<td>Financial Management Chapter</td>
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<td>12/6/2018</td>
<td>Revised</td>
<td>Agape Chapter</td>
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<tr>
<td>12/6/2018</td>
<td>Revised</td>
<td>Norfolk Naval Shipyard (NNSY) Chapter</td>
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<td>1/26/2019</td>
<td>Revised</td>
<td>New Kemet Harambe Chapter</td>
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<td>1/26/2019</td>
<td>Revised</td>
<td>Greater Dayton Chapter</td>
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<tr>
<td>4/25/2019</td>
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<td>Model Region and Chapter Bylaws</td>
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<td>7/6/2019</td>
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<td>CDC/ATSDR Chapter</td>
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- Completed the review of Policy 3:13 to determine whether the committee’s responsibilities were accurate
- Align activities to Strategic Plan paragraph 3.b
  - Foster self-government by groups responsible for setting up meetings and agendas of the greater interest and benefit to the membership.
- Reviewed bylaws requests from existing chapters or regional councils, and made recommendations for approval to the Board
- Provided timely committee reports to the Board and conducted meetings to discuss committee activities.
- Held conference calls with committee members to establish reviewing responsibilities.
- Handled calls to assure that approved bylaws (both chapter and region) were updated on the Website.
- Approved the regional and chapter model bylaws.
ONGOING AND FUTURE PLANNED ACTIVITIES:

- Reviewing revised GAO-USACE Bylaws from Region XI.
- Continue to receive regional and chapter revised bylaws to be aligned with the revised BIG Model Regional and Chapter Bylaws.
CONSTITUTION COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES PER POLICY #3:13:

The Constitution Committee reviews all proposed amendments to the National Constitution and presents the Board’s recommendation to the Delegates Assembly, incorporates all amendments into the National Constitution, prepares a final document and submits to the President and Secretary for signature. Reviews all requests for interpretation of the National Constitution and makes recommendations to the Board.

COMMITTEE MEMBERS:
Director Edward L. Wilson, Region IX – Chair
Director Honorable Anthony Rhodes, Region IV
Director Lillian Barnett, Region V
Director Honorable Gary Blackmon, Region VIII
Director Lamart Glenn, Region X

ACCOMPLISHMENTS:
- Meetings: 25 January 2019 and 29 March 2019
- Reviewed committee processes and updates as required.
- Enhanced familiarity with BIG National Constitution and governing documents.
- Composed and posted request for constitutional amendments letter.

ONGOING AND FUTURE PLANNED ACTIVITIES:
- The Constitution Committee will present to the National Delegates Assembly (NDA) for consideration any proposed Constitutional amendment to the National Constitution of Blacks in Government. The committee chair will convey recommendations from the National Board of Directors (NBoD) to “adopt” or “not adopt” the proposed amendment.
- The BIG National Constitution will be updated should the proposed constitutional amendment be approved.
FINANCIAL ADVISORY OVERSIGHT COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES PER POLICY #3:13:

The Financial Advisory and Oversight Committee (FAOC) develops policy for the management of the organization’s funds, reviews all National budget requests and presents recommendations to the Board during the budget approval process. Performs reviews of all financial documents related to the national finances. Coordinates with the National Standing Finance Committee and the Independent Auditor to ensure timely and accurate reporting of BIG’s financial activities. May make recommendations to the Board based upon the Standing Finance Committee and/or Auditor’s findings. Conducts feasibility studies for fund raising.

2019 COMMITTEE MEMBERS:
Director Honorable Gary Blackmon, Chair, Region VIII
Director Esther Seabrook, Region II
Director Tracey Bradford, Region VII
Director Shelly Warren, Region VI
Honorable Norma Samuel, National Treasurer, Region XI
Director Michael Smith, Region VIII

2018 COMMITTEE MEMBERS:
Director Honorable Gary Blackmon, Chair, Region VIII
Director Esther Seabrook, Region II
Director Lynwood Townsend, Region III
Director Honorable B. Faye Stewart, Region VI
Honorable Norma Samuel, National Treasurer, Region XI

MEETINGS:
June 27, 2019   - Presented the 2018 BIG Draft Audit to the NBOD (telephone meeting)
June 21, 2019   - Review 2018 Draft Audit. (telephone meeting)
June 17, 2019   - Review the 2018 BIG Draft Audit (telephone meeting)
May 11, 2019    - Review NTI Hotel/Contracts 2020 (telephone meeting)
April 9, 2019   - Credit Card review (telephone meeting)
February 22, 2019 - BIG Audit entrance briefing (telephone meeting)
February 12, 2019 - Credit Card meeting (telephone meeting)
January 25, 2019 - Board of Directors Meeting (face to face meeting)
December 27, 2018 - Special Board of Directors Meeting (telephone meeting)
December 13, 2018 - Committee meeting (telephone meeting)
December 06, 2018 - Board of Directors Meeting (telephone meeting)
October 10, 2018  - Committee Meeting (telephone meeting)
August 10, 2018   - Board of Directors Meeting (face-face meeting)
ACCOMPLISHMENTS:

The Financial Advisory and Oversight Committee (FAOC) presented the 2018 BIG draft Audit which was approved. The final 2018 BIG Audit Report to include the Professional Standards Letter was sent to BIG’s National office for printing and distribution for the NTI.

The Financial Advisory and Oversight Committee (FAOC) supported the National Executive Committee (NEC) participated on BIG’s negotiations team to review the 2020 NTI Hotel and Convention Center Contracts.

The Financial Advisory and Oversight Committee (FAOC) completed the review of the National Organization of Blacks In Government Credit Card Statements for the third quarter of 2019. We performed these reviews in accordance with the Blacks In Government Policy and Procedures Manual dated December 2013, Policy #1:25, Subject: Blacks In Government Business Credit Card. The objectives of these reviews were to ensure that persons issued the BIG Credit Card are authorized to charge expenditures to conduct official organization business and ensure that expenditures are incurred in accordance with existing Procurement Travel and Lodging policies. The charges incurred appeared to be reasonable and properly planned prior to the cards being used. The credit card statements were reviewed and signed by National Treasurer and there was evidence that all transactions were reviewed and coded to a general leader account and allocated against the appropriate budget line item.

The Financial Advisory and Oversight Committee (FAOC) completed the review of the National Organization of Blacks In Government Credit Card Statements for the second quarter of 2018. We performed these reviews in accordance with the Blacks In Government Policy and Procedures Manual dated December 2013, Policy #1:25, Subject: Blacks In Government Business Credit Card. The objectives of these reviews were to ensure that persons issued the BIG Credit Card are authorized to charge expenditures to conduct official organization business and ensure that expenditures are incurred in accordance with existing Procurement Travel and Lodging policies. The charges incurred appeared to be reasonable and properly planned prior to the cards being used. The credit card statements were reviewed and signed by National Treasurer and there was evidence that all transactions were reviewed and coded to a general leader account and allocated against the appropriate budget line item.

- The committee reviewed the BIG Credit Card for the 2nd and 3rd quarters during 2019
- Approved BBD auditors to conduct BIG’s audit for 2018
- Discussed the engagement letter from the auditors after completion of the 2018 audit
- Discussed the entrance brief with BBD on scheduling the audit and BIG’s expectations
- Approved a budget redress to increase the approved 2019 operating budget.
- The committee reviewed the hotel contract for the 2019 NTI with no objections
- Discussed the using the previous auditor to conduct BIG’s audit for 2018
- Discussed the engagement letter from the auditors (BBD) October 11, 2018
- Discussed not recommending Region IV’s request for revenue sharing in lieu of increased funding of BIG’s programs to support our regions and members based on approval at delegates assembly
- Discussed the using the previous auditor to conduct BIG’s audit for 2018
- Completed the credit card review for the 2nd quarter on October 11, 2018
- Discussed the engagement letter from the auditors (BBD) October 11, 2018
- Discussed the request received from Region IV regarding revenue sharing, October 11, 2018
• Discussed not recommending Region IV’s request for revenue sharing in lieu of increased funding of BIG’s programs to support our regions and members based on approval at delegates assembly

• Distributed credit card statements for the 2nd quarter for review to committee members received on September 28, 2018

1. By committee action, I move that the 2018 BIG Audit be approved.

2. By committee action, I move that the National Board of Directors approves the recommendation to use the auditors (BBD) and authorize the National President and National Treasurer signs the engagement letter on behalf of the organization.

   Rationale: We have used BBD in the past three years and their performance was outstanding. The cost will increase $200 (from $6,800 to $7,000), which is miniscule.

   Motion Passed

3. By committee action, I move that that the NBOD approve the Proposed Operating for 2019 as shown with a total revenue $1,173,615.00 and total expenses of $1,148,835.00 with a net income of $24,780.00 with changes subject to audit.

   Rationale: Based on the previous budgets we are within the same rates only a few minor changes. We did increase funding in some of our national programs. There was also an increase in building maintenance for the national office which is greatly needed in order for BIG to use it as a source of revenue. Motion Passed

4. By committee action, I move that BIG’s national program budgets be increased to support the National Organization based on the approval from the 2018 NTI Delegates Assembly.

   Rationale: During discussions at delegates assembly regarding the increase of funds for the Flag program a motion was made to provide funding. Upon further discussions regarding support for funding other programs an amendment was offered to support funding all of BIG’s national programs. The motion was approved by the delegates. Motion Failed
PERSONNEL COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES:

1. Reviews all paid staff position descriptions and generates, updates or revises them as required.
   (a) Make recommendations to the Board for approval of salaries
   (b) Develops, publishes and updates, as required, an office staff Personnel Manual
   (c) Serves as a liaison between the salaried staff and the Board.

   (a) Establish timeframe for issuing RFP, open bid period, review of proposals and contract finalization.
   (b) Works with the National President, FAOC Chair and/or designees from NEC to develop Statement of Work.
   (c) Issue RFP for Contract/Personnel Services.
   (d) Reviews bids along with the National President, FAOC Chair and/or designees from NEC to ensure completeness and all necessary services are included in package and cost identified.
   (e) Make recommendation to full Board.
   (f) Oversee execution of contract.
   (g) Ensure the entire contract process including signing of contract is completed by November 30th in the year preceding the initiation of the contract period.

COMMITTEE MEMBERS:
Board Chair Honorable Ms. Darlene H. Young, Region XI
National President Honorable Dr. Doris P. Sartor, Region V
Honorable Director Ms. Lillian Barnett, Region V
Director Ms. Tracey Bradford, Region VII
Director Ms. Cheryl Peterson, Region X
Director Honorable Mr. Gray Blackman, Region VIII
Director Mr. Daniel Corria - Committee Chair, Region I

ACCOMPLISHMENTS:
- Approval of 2019-2020 Tally Management National Office contract
- Provide additional management companies for solicitation National Office contract
- Consolidated committee responsibilities description at National Board of Directors’ Meeting, August 2019
- Updated the solicitation letter September 2018
• Provide support to the board chair researching personnel issues

**ONGOING AND FUTURE PLANNED ACTIVITIES:**

• Monitor the new software system to ensure that training is timely and ensure that it is user friendly.
POLICY AND PROCEDURES COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES:
Receives recommended Policy and Procedures Manual changes from BIG members and makes recommended policy and procedure changes to the NBoD, inclusive of listing all NBoD approved documents with current date. Updates the Policy and Procedures Manual for currency as approved by the NBoD. Maintains the NBoD Committees’ Procedures Manual.

COMMITTEE MEMBERS:
August 2018 - December 2018
Honorable Anthony Rhodes, Chair  Region IV
Ms. Katherine Cage    Region VI
Ms. Glynis Hill     Region XI
Mr. Kenneth C. Pearson    Region IX
Honorable Ms. B. Faye Stewart  Region VI
Ms. Gwendolyn Townsend   Region II

January 2019 - Present
Honorable Anthony Rhodes, Chair  Region IV
Ms. Katherine Cage    Region VI
Mr. Famous Johnson   Region IV
Ms. Glynis Hill     Region XI
Ms. Jackie Pitts     Region III
Ms. Gwendolyn Townsend   Region II

ACCOMPLISHMENTS:
• Revised and present for adoption the National Board of Directors Electronic Voting Process. The Board approved this process in the August 2018 meeting.
• Reviewed and revised the National Board of Directors’ Committees’ Procedures Manual. The following Board Committees were main contributors this initial revision:
  1. Bylaws
  2. Financial Advisory and Oversight
  3. Program Oversight
  4. Time and Place/Delegates Assembly Committee
Since this is an ongoing review process, other committees have provided their revisions and comments to the P&PC Committee.
• Reviewed and provided recommendations for the following committees’ policies revisions:
  1. Policies #3:13 and #2:04 - Program Oversight Committee
  2. Policy #2:14 - Strategic Planning Committee
  3. Policy #1:32, #1:33 & #1:33A - Time and Place/Delegates Assembly
  4. Policy #3:13 - Personnel Committee
• Provided comments to the Awards Committee on a proposed National award per Policies #3:06 and #3:13 and the National Constitution.
ONGOING AND FUTURE ACTIVITIES:

- Ensuring all the Board’s approved policies are included National Policy and Procedures Manual before distribution and posting on the BIG webpage.
- Continuing the overall review of the Policy and Procedures Manual and Board Committee’s Procedures Manual for constitutional compliance.
- Reviewing and revising both manuals as needed
- Receiving and reviewing proposed policies or policies revisions/deletions from Board’s committees and National Executive Committee.
PROGRAM OVERSIGHT COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES: POLICY #3:13
Review and track activities of the programs and present the findings to the NBoD with recommendation for corrective action, as required. Reviews proposed national programs to ensure consonance with BIG goals and objectives.

POLICY #2:04 ESTABLISHMENT AND FUNDING OF NATIONAL PROGRAMS: Prior to designating a proposed Program or Pilot Program as a BIG National Program, it must be evaluated by the NBoD Program Oversight Committee utilizing the National Program Criteria and Guidelines, and recommended for approval to the NBoD, and finally it must be approved by the NBoD. Estimated Program cost for the first year must be included in the proposal. All funding requests to establish programs not included in the approved budget must be approved by the NBoD prior to implementation.

2018 COMMITTEE MEMBERS:
Director Kenneth Pearson, Chair, Region IX
Director Delores Ivy, Region VII
Honorable Director Lillian Barnett, Region V
Director Gwendolyn Townsend, Region II
Director Mary Peoples, Region IV

2019 COMMITTEE MEMBERS:
Director Mr. Kenneth C. Pearson, Chair Region IX
Director Ms. Delores Ivy, Region VII
Director Ms. Atricia Irons, Region I
Director Ms. Gwendolyn Townsend, Region II
Director Ms. Patricia Brooks Ly, Region X
National Secretary Ms. Paula Davis, Region XI

ACCOMPLISHMENTS:
AUGUST – DECEMBER 2018
1. Updated the POC Action Plan to include 2018-2019 Activities.
2. Collaborated with BIG National President and BIG National Program Chair to develop criteria and guidance for defining BIG National Programs.
3. Developed specific Criteria and Guidelines for defining/approving BIG National Programs.
4. Drafted revision for NBoD Policy #3:13 for POC responsibility section and amendment to NBoD Policy #2:04 process/requirements for establishing and funding National Programs.
5. Amended the POC responsibilities, task steps and execution flow chart in the NBoD Committees’ Procedure Manual.
6. Identified concerns with the National Programs listed in the BIG National Program and Services Booklet (located on our BIG website) that were discussed with BIG National President and BIG National Program Chair. Resolution pending.
**JANUARY - JULY 2019 ACTIVITIES**

3. Submitted revised NBoD Policy #3:13 to NBoD and amended Policy #2:04 to the NBoD and received approval for both Policy changes.
4. Provided an evaluation assessment to the NBoD of the 14 “National Programs” submitted in the NEC 2018 Report to the NBoD.
5. Confirm revised and amended aforementioned approved Policy changes are updated in the updated NBoD Policy and Procedures Manual, and to the NBoD Committees’ Procedure Manual.

**ONGOING AND FUTURE PLANNED ACTIVITIES:**

**MEETINGS**

1. Held 2 Face-to-Face meetings in August 2018, New Orleans, LA.
3. Held 2 Face-to-Face meetings in January 2019, Atlanta, GA.
STRATEGIC PLANNING COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES PER POLICY #3:13: Develops the National Strategic Plan and oversee the implementation; and responsible for updating the plan as goals are met and new goals are established.

COMMITTEE MEMBERS:
Director Delores Ivy, Region VII, Committee Chair
Director Michael Smith, Region VIII
Director Gwendolyn Townsend, Region II
Director Esther Seabrook, Region II
Director Kenneth C. Pearson, Region IX

MEETINGS: Face-To-Face meetings August 11, 2018 and January 26, 2019. Committee’s conference calls were held on November 12, 2018 February 25, 2019, April 17, 2019, June 4, 2019, and July 17, 2019.

ACCOMPLISHMENTS (AUGUST 2018 TO JULY 2019):
- November 30, 2018 the committee received the final “2017 Strategic Performance Evaluation Report” and recommendations from the National President and National Strategic Liaison.
- December 6, 2018 the committee submitted a policy change for the Policy and Procedures Manual regarding the Strategic Planning Process.
- February 15, 2019, the committee finalized the recommended changes for the “2018 Strategic Performance Evaluation Template” for the board’s approval and to disseminate to the NEC and the Regions.
- April 30, 2019 the committee received the “2018 Strategic Performance Evaluation Report from the NEC and the Regions.
- Committee received the NEC Strategic Liaison documentation titled, “A Guide for the Executing BIG’s Strategic Plan at the Regional Council and Chapter Levels”.
- Committee coordinated with the NEC Evaluation Chair to submit a survey for the membership in support of BIG’s Strategic Plan for the years 2020 to 2024.

ONGOING AND FUTURE PLANNING ACTIVITIES:
- Committee will provide updates for the “2019 Strategic Performance Evaluation Template” for the final year of the current plan.
- Committee will continue to solicit support and coordinate with the NEC Strategic Liaison the implementation of the new Strategic Plan for the years 2020 to 2024.
- Committee will review and analyze the results from strategic planning survey.
- Committee members have been tasked with gathering information to support the implementation of the future five-year Strategic Plan for approval by December 31, 2019.
TIME AND PLACE COMMITTEE ACCOMPLISHMENTS

COMMITTEE RESPONSIBILITIES PER POLICY #3:13:
Time & Place/Delegates Assembly Committee: Develops the policy and criteria for the Annual National Training and Delegates Assembly. Supervises the National Election and serves as a liaison between the Board and Delegates Assembly. Reviews the minutes of the Delegates Assembly and ensures the Board addresses the motions passed and concerns/issues of the Delegates. Performs other duties as described in Policies 1:33 and 1:33-A.

COMMITTEE MEMBERS:
Director Deena Sheppard, Chair, Region V
Director Katherine Cage, Co-Chair, Region VI
Director Tracey C. Bradford, Region VII
Honorable Norma Samuel, Treasurer
Director Edward Wilson, Constitution Committee Chair, Region IX
Director Johnita “Jackie” Pitts, Awards Committee Chair, Region III

MEETINGS:
The committee meets the 2nd Tuesday of each month at 7 p.m. CST.
February 6, 11, 20, 26, 2019
March 15, 20, 27, 2019
April 16, 2019
June 25, 2019

PROBLEMS AND/OR ITEMS OF CONCERN:
None:

ASSIGNMENT(S):
Attended National Delegates Assembly Team (NDAT) monthly meetings as the National Board Liaison between the Board and Delegates. Also reviews the minutes of the Delegates Assembly and ensures the motions passed and concerns/issues of the Delegates. The committee reviewed the standard operating procedures (SOP) and flowchart, etc.

ACCOMPLISHMENTS:
• Revised NBoD TP/DAC Procedures in April 2019.
• Revised and finalized RFP and RFP cover letter in April 2019.
• Distributed the RFP for the 2021 and 2022 NTI site to the NBoD, Regional Council Presidents, National Executive Committee and CVBs on June 12, 2019.

UPCOMING / ON-GOING INITIATIVES:
• Revise and finalize RFP related documents.
• Identify top three (3) sites for 2021 and 2022 site visits.
• Committee recommended site for 2021 and 2022 NTI.
**NOTES**
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MAKING A DIFFERENCE