BLACK IN GOVERNMENT, INC.

NATIONAL BOARD OF DIRECTORS

2020 ANNUAL REPORT
TO THE
NATIONAL DELEGATES ASSEMBLY

Equity, Excellence, and Opportunity
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MESSAGE FROM NATIONAL BOARD OF DIRECTORS’ CHAIR

August 23, 2020

Greeting Fellow Delegates,

On behalf of the National Board of Directors (NBoD), I welcome you to the 2020 Blacks In Government (BIG) Virtual National Delegates Assembly (NDA). This has been a challenging new year with COVID-19 pandemic causing us to postpone the National Training Institute for the first time in the history of BIG. It is our hope that our members are staying well and safe. The BIG annual business meeting is the platform for the delegates to determine, disseminate, and finalize decisions that will renew 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 listening, receiving, and implementing process improvement to policies and procedures to make BIG Progressive!

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, continues to reenergize many of our national programs, and enhance our current partnerships is 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 BOARD CHAIR

August 23, 2020

Greetings,

It is my pleasure to welcome you to our 42nd Annual National Delegates Assembly! Although we are not together in person, I look forward to our first-ever virtual Delegates Assembly.

I am excited that you are here to conduct Blacks In Government’s annual business meeting. The decisions you make as delegates are very important and will have a profound impact on how we, as BIG, lead and succeed in our organization. You represent your respective chapter and will make serious decisions during this meeting. You will decide who are our leaders will be for the ensuing years.

You will make decisions regarding constitutional amendments and resolutions. “You have laid a firm foundation for getting from where you are to where you are ordained to be according to scripture (Nehemiah 8:1).”

Although we have been greatly impacted on how we do business for BIG because of the COVID-19 pandemic, and yes, with the many challenges we face, you continue to adapt and keep moving forward. At a time when hard-working people are doing more with less, you have never lost sight of your responsibilities regarding Blacks In Government.

As your Vice Chair of the National Board of Directors, I am humbled and encouraged by what I have seen within the Board and the National Executive Committee. I have had the opportunity to sit on several committee meetings led by outstanding chairpersons, and I have seen nothing, but professional and respectful interactions among them.

You, my fellow directors, continue to be a beacon of hope. Your role in BIG must continue to be bolder, more enlightened, and steadfast in your responsibilities to serve the members of BIG. Again, thank you for attending this virtual NDAT meeting, God Bless you All!!!

Gary Blackmon
Vice Chair, National Board of Directors
Blacks In Government, Inc.
MESSAGE FROM BIG NATIONAL PRESIDENT

August 23, 2020

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 a year like no other in my lifetime. With the coronavirus pandemic, we had to move to a new normal, such as the virtual conducting of our annual business meeting. I commend the National Board of Directors and the National Delegates Assembly Team for being responsive and proactive in ensuring that we stayed true to our governing documents of conducting our annual business meeting.

I am pleased that Blacks In Government continued to exceed its standard of excellence in being responsive to its members’ needs. We continued to re-establish past strategic alliances; implement our national programs; enhance our member outreach through webinars, teleconference, email blasts, and publications, 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.

Respectfully,

[Signature]

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-Ivey
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
Executive Summary

This Executive Summary is intended to provide the Delegates with a snapshot of the accomplishments of the National Board of Directors (NBOD) over the past year. More detailed information is contained in this report as provided by the Board’s Committee Chairs. The NBOD are doing quarterly and special meetings. This year’s the meetings were held telephonically except for the meeting this past January was face-to-face meeting. The NBOD is doing a cost savings by eliminating the profiles pages in the report, but the profiles for each Director can be found on the NBOD page on www.BIGNET.org.

The Awards Committee continues to present the Prestige, DSHOF plaque and pin. The NBOD has turn the entire Life and Gold Plus Membership back to the National Membership Committee of the National Executive Committee (NEC). The Awards Committee evaluates the nominations for the Prestige Awards and make recommendations on the recipients to be selected by the NBOD. The Constitution Committee sent a call out to the membership to update the National Constitution and received no responses. Since there were no amendments passed at the 2019 National Delegates Assembly (NDA) there was no change to the BIG National Constitution. There are no Constitutional Amendments to the BIG National Constitution this year. Bylaws Committee has approved (6) revised Chapter Bylaws (1) revised Regional Council Bylaws and approved (2) New Chapter Bylaws during the last three quarterly meetings prior to the NDA. The Policy Committee has updated the BIG National Policy and Procedure Manual and it was approved at the October 23, 2019 NBOD meeting. They will be presenting their next updated Policy and Procedure Manual in the fall of 2020. They will continue to review and update policies as need.

The Financial Advisory and Oversight Committee (FAOC) has conducted financial and quarterly reviews of BIG’s credit cards and contracts. For four years, the FAOC approved our budget that included detailed National Training Institute (NTI) Operating budget that continues to expedite the review and approval of NTI contracts. This enhancement allows the National President and National Treasurer to sign contracts that are budgeted and the FAOC will still review. Kudos to the FAOC and the National Treasurer for ensuring that our Audit is completed and that taxes were processed this year. It elates the NBOD that during COVID-19 pandemic and no NTI that we are still financially solvent. Also, to continue to maintain BIG’s renovate National Building, pay the day to day bills, and have a reserve is truly a blessing. This shows that NEC and the NBOD are using sound fiduciary accountability over the money. We need to continue be frugal with our money, staying on budget and be very mindful of our financial spending especially during these challenging times.

The Board of Directors approved several motions from the Personnel Committee to (1) hire the National Office Manager Ms. Susan Harmon, (2) contract financial & accounting services from Tally Management Group Inc (TMG) and (3) obtain the services of the Law Firm of Whiteford, Taylor & Preston LLP. We are in the process of hiring the Database Administrator, Web Master, Real Estate Agent and Property Manager. The Program Oversight has reviewed 2019 Programs and has made recommendation for process improvements. The Time & Place committee has reviewed the 2019 NDA minutes for Board directed action items. They reviewed the 2019 NDA Adopted Resolution and followed up to see if they
were addressed. During the December 2019 NBOD meeting, this committee had the awesome task of getting the NBOD to approve the following locations for the 2021 and 2022 NTI - the Gaylord Hotel in Oxon Hill, Maryland in the 2021 and Convention Center in Cleveland, Ohio in 2022.

It is exciting to announce that the Strategic Planning Committee has updated and created the new 2020-2024 Strategic plan for the next 5 years. The Strategic plan will be issued this fall of 2020. Also, they have completed the 2019 Strategic Performance Evaluation which was disseminate to the responsible leaders of BIG. As you can see the NBOD have been diligent about moving the organization forward with the National Executive Committee under the leadership of National President Honorable Dr. Sartor. I want to take this opportunity to thank the NBOD, NEC, Regional Council Presidents, Chapters and Members of BIG for allowing me to serve as the NBOD Chair for four years and I’m wishing everyone to stay safe and well during this COVID-19 pandemic. GOD Bless all of you as we strive for equity and excellence for all!
AWARDS COMMITTEE ACCOMPLISHMENTS

Committee Responsibilities per Policy #3:06; #3:13

Blacks In Government shall annually recognize BIG members, chapters, regions, groups and Community leaders through the Prestige Awards, and the Distinguished Service Hall of Fame Award. (DSHOF)

Awards Committee: The Awards Committee evaluates the nominations and recommends recipients for selection for the Prestige Awards, and it implements the recognition ceremony for the Prestige Awards Program. The Award Committee serves as a screening entity for membership criterion for the Distinguished Service Hall of Fame (DSHOF) award; and assists the membership chair with the implementation of DSHOF recognition ceremonies. Awards committee shall review evaluate and implement any new award that comes to the NBoD for approval.

Meetings: 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>August 6, 2019</td>
<td>Face to Face Meeting</td>
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<tr>
<td>September 11/25</td>
<td>Teleconference</td>
</tr>
<tr>
<td>October 9/23</td>
<td>Teleconference</td>
</tr>
<tr>
<td>November 13</td>
<td>Teleconference</td>
</tr>
<tr>
<td>November 20</td>
<td>Teleconference</td>
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Meeting: 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
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<tbody>
<tr>
<td>January 24, 2020</td>
<td>Face to Face Meeting</td>
</tr>
<tr>
<td>February 19, 2020</td>
<td>Teleconference</td>
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<tr>
<td>March: 25, 2020</td>
<td>Teleconference</td>
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<tr>
<td>May 20, 2020</td>
<td>Teleconference</td>
</tr>
<tr>
<td>July 1, 2020</td>
<td>Teleconference</td>
</tr>
</tbody>
</table>

Problems and/or Items of Concerns:
- None

Assignment(s):
- None

Accomplishments:
- Complete flowchart for BIG Prestige Award
- Presented to the NBoD the Names of the Winner for the Prestige Award
- Meritorious Service Award, Distinguished Service Award and the Special Achievement Award.
- Presentations of Awards to Winners of the 2019 National Training Institute
• Policy update #3:06 – Removal of membership.
• Policy update #3:06 – DSHOF eligibility criteria from two candidates to one candidate per region.
• Awards letters were updated for 2020. Including new requirement for DSHOF Award
• Completed the 2020 Prestige Awards letters for signature and implementation
• Posted the 2020 BIG Prestige, BIG DSHOF awards on bignet.org
• Updated email for receiving awards from individuals, chapter, region.
• Revised the scoring sheets to evaluate awards nominations of each candidate.
• Forward 2020 DSHOF information to the Board Chair, Membership and National Secretary for review and NTI notification.
• Provided feedback to the Chair of the Program Oversight Committee on the Awards and Recognitions as to the BIG Program Booklet Review.
• Forward DSHOF information to the Board Chair, Membership, National Secretary for review.
• Forward to the Board Chair and National Secretary the 2020 Prestige Award Winners
• Completion of final draft of new policy BIG Braxton Family Humanitarian Award after teleconference with Honorable Dr. Braxton (BBFHA)

Action Items:
• None

On – Going Initiatives:

• Updating policy #3:06 to add BBFHA

Awards Committee Members: 2019

Honorable Lillian Barnett       Region V
Aricia Irons                 Region I
Deena Sheppard               Region V   Chair Time & Place Committee
Lamart Glenn                Region X
Edward Wilson                Region IX  Chair Constitution Committee

Awards Committee Members: 2020

Aricia Irons                  Region I
Jacquelyn D. Allen            Region I
Deena Sheppard               Region V   Chair Time & Place Committee
Glynis Hill                  Region XI  Chair Constitution Committee
Edward Wilson                Region IX  Chair Constitution Committee
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 Ms. Jacquelyn Allen (Member)  Region I
Director Ms. Dale Scott (Member)  Region III
Director Mr. Famous Johnson (Member) Region IV
Director Ms. Christine Wilder (Member) Region VII
Director Ms. Patricia Brooks Ly (Member) Region X

ACCOMPLISHMENTS:

A. Chapter and Region Bylaws
   Director Dale Scott   Articles I-III
   Director Jacquelyn Allen             Articles IV-V
   Director Christine Wilder  Articles VI-VIII
   Director Famous Johnson  Articles IX-XI
   Secretary Patricia Ly             Articles XII-XV

   The Chair will review both Chapter and Region entire submission.

Accomplishments:

<table>
<thead>
<tr>
<th>DATE APPROVED</th>
<th>CHAPTER/</th>
<th>REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/10/2019</td>
<td>THE PATENT AND TRADEMARK Chapter</td>
<td>RXI</td>
</tr>
<tr>
<td>12/10/2019</td>
<td>VENTURA COUNTY Chapter</td>
<td>RIX</td>
</tr>
<tr>
<td>12/10/2019</td>
<td>CDC/ATSDR Chapter</td>
<td>RIV</td>
</tr>
<tr>
<td>12/10/2019</td>
<td>SUSQUEHANNA Chapter</td>
<td>RIII</td>
</tr>
<tr>
<td>1/25/ 2020</td>
<td>GAO-USACE Chapter</td>
<td>RXI</td>
</tr>
<tr>
<td>1/25/2020</td>
<td>BENJAMIN BANNEKER Chapter-</td>
<td>RXI</td>
</tr>
<tr>
<td>1/25/2020</td>
<td>REGION X BYLAWS</td>
<td>RX</td>
</tr>
<tr>
<td>4/23/2020</td>
<td>CT BIG CHAPTER</td>
<td>RI</td>
</tr>
<tr>
<td>8/10/2020</td>
<td>VOLPE  Chapter (Interest Group)</td>
<td>RI</td>
</tr>
</tbody>
</table>

PENDING WAITING COMPLIANCE

PORT OF SEATTLE Chapter  RX
REGION V   RV
VA PUGET SOUND Chapter  RX
• The National Bylaws Committee complied with Policy 3:13 to determine Regions and Chapters Bylaws are in compliance with posted approved models.

• Reviewed Bylaws requests from existing Regions, Chapters and Interest Groups and made recommendations to the National Board of Directors.

• Will continue to review posted models for accuracy and compliance with the National constitution.

ONGOING AND FUTURE PLANNED ACTIVITIES:

Committee will continue working with Directors on the above received Bylaws so that they will be ready to recommend for approval at the next National Board of Directors Meeting.
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 Famous Johnson, Region IV
Director Shelly Warren, Region VI
Director Christine Wilder, Region VII
Director Lamart Glenn, Region X

ACCOMPLISHMENTS:
- Prepared letter requesting proposed revisions to the National Constitution. Submitted to NBOD Chair for approval.
- Obtained approval and signature of National Board Chair on letter to membership; Published letter for information and input from the members of BIG.
- Reviewed virtual NDA format for potential requirements to suspend portions of the National Constitution…None required.

ONGOING AND FUTURE PLANNED ACTIVITIES:
- Requested Constitutional amendments from the membership – None received.
FINANCIAL ADVISORY OVERSIGHT COMMITTEE ACCOMPLISHMENTS

Committee Responsibilities per Policy #3:13

The Financial Advisory and Oversight Committee develops policy for the management of the organization’s funds, review all National budget request and presents the 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 Auditors findings. Conduct feasibility studies for fundraising.

2020 FOAC Committee Members:

Director Michael J. Smith, Region VIII, Committee Chair
Director Jacquelyn Allen, Region I
Director Esther Seabrook, Region II
Director Dale Scott, Region III
Honorable Faye Stewart, National Treasurer, Region VI
Director Patricia Thompson, Region V

Meetings Held:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25, 2020</td>
<td>NBoD FOAC Meeting</td>
<td>(Face-to Face)</td>
</tr>
<tr>
<td>February 26, 2020</td>
<td>Entrance/In-Brief Meeting for 2019 Audit Contracts review meeting for TMG Accounting &amp; Financial Services, Intacct Software Implementation Services and Gaylord Hotel for 2021 NTI. Exit/Out-Brief Meeting for 2019 Audit</td>
<td>(Teleconference)</td>
</tr>
<tr>
<td>April 7, 2020</td>
<td>Accounting &amp; Financial Services, Intacct Software Implementation Services and Gaylord Hotel for 2021 NTI. Exit/Out-Brief Meeting for 2019 Audit</td>
<td>(Teleconference)</td>
</tr>
<tr>
<td>May 12, 2020</td>
<td>Gaylord Hotel for 2021 NTI. Exit/Out-Brief Meeting for 2019 Audit</td>
<td>(Teleconference)</td>
</tr>
<tr>
<td>May 20, 2020</td>
<td>Discussion of six (6) committee motions</td>
<td>(Teleconference)</td>
</tr>
<tr>
<td>June 26-27, 2020</td>
<td>Discussion/vote on NDAT 2020 Operating Budget</td>
<td>(Collaborative)</td>
</tr>
</tbody>
</table>

Accomplishments:

The Financial Advisory and Oversight Committee (FAOC) supported the National Executive Committee (NEC) by participating BIG’s negotiations team to review the Gaylord Hotel Contract associated with the BIG 2021 NTI and multiple Contracts for the BIG 2022 NTI.

The Financial Advisory and Oversight Committee (FAOC) completed the review of the National Organization of Blacks In Government proposed contracts with Talley Management Group (TMG) for 1) Accounting & Financial Services along with Sole Source Justification and 2) Intacct Accounting Software Implementation Services.

The Financial Advisory and Oversight Committee (FAOC) completed the review of the National Organization of Blacks In Government Credit Card Statements for the second, third and fourth quarters of 2019 and the first and second quarters of 2020.
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.

- FAOC Chair completed Financial Report to the 2019 NDA.
- The committee reviewed and approved the BIG National 2020 Operating Budget.
- The committee reviewed and approved the BBD, LLP Engagement Letter and contract agreement for Financial Audit Review Services to complete the Financial Audit of BIG 2019 Financials.
- The committee conducted Entrance Brief with BBD, LLP and BIG members for the audit of BIG 2019 Financials.
- The committee reviewed the draft Gaylord Hotel Contract for the BIG 2021 NTI.
- The committee reviewed proposed contracts with Talley Management Group (TMG) for Accounting & Financial Services as a Sole Source Procurement and for Intacct Accounting Software Installation and Implementation.
- The committee conducted Exit Brief Meeting with BBD Auditors and pertinent BIG Officers to finalize BIG 2019 Financial Audit.
- The committee reviewed the draft Hilton Hotel Contract for the BIG 2022 NTI.
- The committee reviewed the draft Westin Hotel and Contract for the BIG 2022 NTI.
- The committee reviewed the draft Huntington Convention Center Contract for the BIG 2022 NTI.
- The committee reviewed and approved a revision to the BIG 2020 Operating Budget to correct a formula in the spreadsheet.
- The committee reviewed and approved 2020 Operating Budget Redress from the NDAT for the purposes of site selection for the BIG 2020 virtual NDA due to the cancellation of the BIG 2020 NTI and need for a virtual 2020 NDA.
- 2nd, 3rd and 4th Quarter 2019 Credit Card Transaction Reviews completed.
- 1st and 2nd Quarter 2020 Credit Card Transaction Reviews completed.
- The committee worked to facilitate timely submissions of Chapter/Regional Reports and National 990 Reporting to meet due dates.

**Approved Actions Items:**

1. By committee action, I moved that the National Board of Directors approve 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 $7,000 to $7,200), which is miniscule. Motion Passed – Jan. 2020

2. By committee action, I moved that the NBOD approve the Proposed Operating Budget for 2020 as shown with a total revenue of $1,460,800 and total expenses of $1,368,835.00 with a net income of $234,199.00 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 preparation for leasing part of the national office which is greatly needed in order for BIG to use it as a source of revenue. Motion Passed – Jan. 2020

3. By unanimous committee action on April 7, 2020, the FAOC has approved the Sole Source Justification and associated Accounting and Financial Services Contract with Talley Management Group, Inc. (TMG) in the amount of $61,500 with a contract term of 1 year beginning April 1, 2020 and ending on March 31, 2021 with the revisions to the SOW and authorize The BIG National President and National Treasurer to sign the contract. This action was presented under my committee report to the NBoD. Moved that the NBoD approve ratification of this committee action at the April 23, 2020 NBoD meeting.

Rationale: This contract and the sole source justification have been reviewed by committee consisting of the National President, NBoD Treasurer, FAOC Chair, and Personnel Committee Chair per policy. The price for these services have been deemed fair and reasonable and this action was taken to avoid a break in services that would have an adverse effect on our Accounting and Finance Operations because there were no other options for Accounting and Finance services available at this time. Additionally, TMG has provided these services for a number of years and is familiar with the BIG organization and pertinent operations. Motion Passed – April 2020.

4. By unanimous committee action on April 7, 2020, the FAOC has approved the Intacct software Implementation Services Contract with Talley Management Group, Inc. in the amount of $25,320 with a contract term of 2 months beginning April 1, 2020 and ending on May 31, 2020 and authorize The BIG National President and National Treasurer to sign the contract. This action was presented under my report to the NBoD. Moved that the NBoD approve ratification of this committee action at the April 23, 2020 NBoD meeting.

Rationale: This contract had been reviewed by committee consisting of the National President, NBoD Treasurer, FAOC Chair, and Personnel Committee Chair per policy. The price for these implementation services have been deemed fair and reasonable and this action was taken to enhance Accounting & Finance operations for BIG by replacing outdated software that has compatibility issues with other implemented software such as Impexium. The Inacct software ranks number 3 in the top 6 Accounting & Finance software packages for Non-Profit businesses/entities. Additionally, BIG’s prospects of acquiring future
proposals and or quotes for accounting & finance services is enhanced and improved because of this implementation of current software. Finally, this implementation will improve efficiency of BIG’s financial and accounting services operations. Motion Passed – April 2020.

5. By unanimous committee action on April 7, 2020, the FAOC approved the 2021 Contract with the Gaylord Hotel for the BIG 2021 NTI with the date changes on page 5 and authorized the BIG National President and National Treasurer to sign the contract. This action was presented under my report to the NBoD. Moved that the NBoD approve the Gaylord Hotel Contract for the BIG 2021 NTI.

Rationale: This contract has been reviewed by committee consisting of the National President, NBoD Treasurer, FAOC Chair, NTI Chair and Time & Place Committee Chair per policy. The price for these implementation services have been deemed fair and reasonable. Total room commitment was decreased to eliminate and/or mitigate risks to BIG and corrections to some dates were made. The BIG Annual NTI is the organization’s largest revenue producer and signing of the contract is necessary to be able to conduct this event. Motion Passed – April 2020.

6. By committee action the FAOC moved that the NBoD accept and approve the 2020 Draft Audit and Draft Professional Standards Letter for BIG 2019 Financials from the BBD, L.L.P. Auditor.

Rationale: This is an annual requirement to remain in good standing as a 503-C Organization. Entrance and Exit Briefs have been successfully conducted per policy 3:18 for Annual Audit & Reporting. The documents have been reviewed and vetted as required and the Report and Letter are a report of BIG’s good financial standing. Motion Passed – May 2020

7. By committee action the FAOC moved that the NBoD accept and approve the revision to the BIG 2020 Operating Budget to a new total revenue $1,501,999 and new net surplus of $41,199.

Rationale: This is to correct a spreadsheet formula error in the previously approved operating budget which overstated Revenues by $193,000. This has been checked by the Finance Committee, National Treasurer and the FAOC Chair and review by the FAOC. Motion Passed – May 2020

8. By committee action the FAOC moved that the NBoD accept and approve the Gaylord Hotel Contract for the 2021 NTI.

Rationale: This contract has been reviewed by committee consisting of the National President, NBoD Treasurer, FAOC Chair, NTI Chair and Time & Place Committee Chair per policy. The price for these implementation services have been deemed fair and reasonable. Total room commitment was decreased to eliminate and/or mitigate risks to BIG and corrections to some dates were made. The BIG Annual NTI is the organization’s largest revenue producer and signing of the contract is necessary to be able to conduct this event. Motion Passed – May 2020
9. By committee action the FAOC moved that the NBoD accept and approve the revised Westin Hotel Contract for the 2022 NTI.

Rationale: This contract has been reviewed by committee consisting of the National President, NBoD Treasurer, FAOC Chair, NTI Chair and Time & Place Committee Chair per policy. The price for these implementation services have been deemed fair and reasonable. Total room commitment was decreased to eliminate and/or mitigate risks to BIG and corrections and revisions to pages 1, 3 & 4 were made. The BIG Annual NTI is the organization’s largest revenue producer and signing of the contract is necessary to be able to conduct this event. Motion Passed – May 2020

10. By committee action the FAOC moved that the NBoD accept and approve the Hilton Hotel Contract for the 2022 NTI.

Rationale: This contract has been reviewed by committee consisting of the National President, NBoD Treasurer, FAOC Chair, NTI Chair and Time & Place Committee Chair per policy. The price for these implementation services have been deemed fair and reasonable. Total room commitment was decreased to eliminate and/or mitigate risks to BIG and corrections to some dates were made. The BIG Annual NTI is the organization’s largest revenue producer and signing of the contract is necessary to be able to conduct this event. Motion Passed – May 2020

11. By committee action the FAOC moved that the NBoD accept and approve the Huntington Convention Center Contract for the 2022 NTI.

Rationale: This contract has been reviewed by committee consisting of the National President, NBoD Treasurer, FAOC Chair, NTI Chair and Time & Place Committee Chair per policy. The price for these implementation services have been deemed fair and reasonable. Total room commitment was decreased to eliminate and/or mitigate risks to BIG and corrections to some dates were made. The BIG Annual NTI is the organization’s largest revenue producer and signing of the contract is necessary to be able to conduct this event. Motion Passed – May 2020

12. By committee action the FAOC moves that the NBoD approve an increase to the 2020 Approved BIG National Operating Budget, for the National Delegate Assembly (NDAT) line item from $40,000 to $50,000 for the new site selection for the 2020 National Delegates Assembly (NDA) at The Doubletree Hotel in Crystal City, Virginia to be held on Sunday, August 23, 2020. The following budget line items will be reduced and funds reallocated to the NDAT line item to make up this shortfall and as a result of executing a virtual NDAT, and there will be no increase in the overall budget.

AE/Equal Employment Opportunity
- EEO Institute (Institute will not be held due to cancellation of NTI) - $2,000
Legislative Review
- Legislative Review/CBCF Review/Congressional Roundtable - $2,200
- Legislative Policy Conference (SUMMIT) (will not be attended) - $3,800
Program and Planning
- Officer Leadership Training (OLT)
  (Line item is reduced from $9,500 to $7,500) - $2,000
TOTAL REALLOCATION

$-10,000

National Delegates Assembly

+$10,000

Net Increase in 2020 Operating Budget

$ 0

Rationale: The National Delegates Assembly (NDA) is a constitutionally mandated annual meeting and a critical forum of Blacks In Government to conduct the business of the organization. The COVID-19 Pandemic has resulted in the postponement of the 2020 National Training Institute and made it necessary for BIG to conduct this meeting safe, securely and virtually. Additionally, BIG/NDAT has had to acquire a different site selection, live streaming services and ensure that additional measures be taken to protect health and well-being of those required to be in attendance. All of these adjustments come at a higher cost which increases the BIG 2020 NDAT budget by 20%.

The FAOC has examined the NDAT Budget Redress submission and completed its analysis. Four expense line items have been identified for reductions totaling $10,000 which are listed in the committee motion that will not be expended in 2020 as a result of the postponement of the 2020 BIG NTI.

13. By committee action the FAOC moves that the NBoD approve the Engagement Letter and Engagement Terms & Conditions with the Law Firm of Whitehead, Taylor & Preston L.L.P and authorized the National President and National Treasurer to sign the Engagement Letter.

Rationale: The FAOC has thoroughly reviewed the Engagement Letter and Standard Terms of Engagement and found the terms and hourly rates to be fair, reasonable and customary for similar services provided in the legal industry.

The BIG organization is in need of these services for legal representation on several issues. The Personnel Committee has reviewed proposals of several Law Firms and presented the findings to the NBoD with a consensus agreement on the selection of the Whitehead, Taylor & Preston L.L.P. Law Firm to represent the BIG National Organization.

Action Items Pending Approval

None

Additional Action Items

- Work on risk elimination/mitigation of BIG Deposits related to FDIC.
- On standby for additional 2020 Operating Budget adjustments and Redress requests.
- 2021 Operating Budget submission request and review.
PERSONNEL COMMITTEE ACCOMPLISHMENTS

Committee Responsibilities Per Policy #3:13

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. 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 2019:

Honorable BOARD Chair - Ms. Darlene Young Region XI
Honorable National President - Ms. Doris Sartor Region IV
Honorable Director Ms. Lillian Barnett, Region V
Director - Ms. Tracey Bradford, Region VII
Director - Ms. Glynis Hill, Region XI
Director - Mr. Daniel Corria - Chairman, Region I

Committee Members 2020:

Director - Ms. Tracey Bradford, Region VII
Director - Ms. Glynis Hill, Region XI
Director - Ms. Pat Thompson Region V
Director - Ms. Gwenda Lowe Region VI
Chair - Mr. La Mart Glenn Region X

Meetings:

The Personnel Committee meets regular once a month on Wednesday or as needed at 3:30 PST.
Accomplishments:

- Approval of 2019-2020, National Office Contract for Ms. Harmon, August 2019
- Solicit additional firms for National Contract, August 2019
- Update the solicit letter from September 2018, August 2019
- Consolidated Committee Responsibilities Description, December 2019
- Provide copy of three solicitation letters to BOARD of Directors, December 2019
- Personnel Committee E-mail set-up March 2020
- Format and revise RFP's for Accounting Financial Services, Data Base Administrator and Webmaster March 2020
- Request RFP's for Data Base Administrator and Web Master be posted on Bignet.org Web Site, April 2020
- Temporary Agencies Whitman Associates Inc., Beacon Hill, The Sparks Group, and Robert Half contacted for the PT Data Base Administrator, and Web Master April 2020
- Participated in revisions of Sole Source Contract for Tally Management Group Inc., April 2020
- Sole Source Contract for Tally Management Group Inc., for Accounting Financial Services starting April 1, 2020 thru March 31, 2021, approved by NBoD April 8, 2020
- RFP for Attorney Services posted on Bignet.org web Site
- Personnel Committee E-mail set-up April 2020
- Expedited an interview with Law Firm Whiteford, Taylor & Preston LLP, on June 4, 2020
- The Law Firm of Whiteford, Taylor & Preston LLP, approved by NBoD June 7, 2020
- Review RFP for Database Administrator and Webmaster July 2020

Upcoming / On-going Initiatives:

- Review RFP's for Database Administrator and Web Master
- Create and Solicit RFPs for Real Estate Agent and Facility Manager.

Goal

- While in the amidst of the COVID 19 pandemic, Personnel Committee continues to work hard to show support and encourage each other, to conduct the business of the organization as much as we can to improve the operations and staffing within BIG’s National Office.
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 2019 - December 2019
Honorable Anthony Rhodes, Chair          RIV
Ms. Katherine Cage    RVI
Mr. Famous Johnson     RIV
Ms. Glynis Hill        RXI
Ms. Jackie Pitts       RIII
Ms. Gwendolyn Townsend RII

January 2020 - July 2020
Mr. Famous Johnson, Chair           RIV
Ms. Gwenda Lowe                RVI
Mr. James J Clausell Sr.       RIV
Ms. Patricia Thompson        RV
Mr. Lamart A. Glenn            RX

Accomplishments:

• Reviewed the Policy and procedures Manual for inclusion s of all Board approved policies before distribution and posting on BIGNET.
• Reviewed the NBoDs’ Committee’s Procedures Manual Revision to ensure it is up to date.

Recommendations:
1. Reviewed & provided recommendations (per Board referral) to the Personnel Committee on revising - Personnel Committee: Policy #3:13 Subject: National Board of Directors Committees, Personnel Committee Status.
2. Reviewed per Director Ms. Jackie Pitts, Award Committee Chair request, and concurred with revisions to Policy #3:06 Subject: BIG Awards Program and Policy #3:13 Subject: National Board of Directors Committees, Awards Committee. Comments were provided per the National Constitution and these policies.
3. Reviewed and provided comments per Director Dr. Lynwood Townsend, past Bylaws Committee Chair, Bylaws Committee Notational Schedule.
4. Reviewed and provided recommendations on revising NTI Assistance Policy #1:26. Board referral per Region V Action Item.
5. Reviewed and provided recommendations on revising Big Logo Policy #1:02

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

The primary NBoD Policies guiding the duties/functions of the Program Oversight Committee (POC) are provided in the policies listed below.

Policy #3:13 National Board of Directors Committees Program Oversight Committee (POC): Assess and track activities of all BIG National Programs and present recommendation for corrective action, as required to the BIG NBoD. Evaluate proposed National Programs utilizing the following National Program Criteria and National Program Guidelines for recommendations to the BIG NBoD.

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.

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 Ly                                   Region X
National Secretary Ms. Paula E. Davis           Region XI

POC Meetings:

8/2-3, 6/2019 Face-to-Face Meetings during NTI
12/3/2019 POC Teleconference

Problems and/or Items of Concern:

Follow-up with the BIG National Program Chairs to the POC evaluations of the Chairs reports to the NBoD covering the 2018 BIG National Programs’ goals & objectives, scheduled activities, funding requested and spent, benefits to BIG and identification of BIG membership program participation.

Accomplishments:

2. Discussed the National Programs’ Chairs follow-up requirement and value added of that function with the Honorable Dr. Doris Sartor.
a. Dr. Doris Sartor will request Program Chairs to document compliance recommendations received from the POC throughout the year in their monthly reports incorporated into periodic NEC reports to the NBoD.

b. Received the requisite feedback from the Program Chairs on those POC evaluations, with recommended format changes to our standard form.

Approved Action Items:

1. By committee action move to amend the standard reporting form for BIG POC members providing to the BIG Program Chairs. See attached new reporting format. The reporting requirement content identified in Policy # 2:04, Section 4, Addendum A to the NBoD Policy & Procedures Manual.

   Rational: The amendment provides response section from the Program Chairs to the POC findings and recommendations.

2020 Committee Members:

Director Mr. Kenneth C. Pearson, Chair          Region IX
Director Mr. James C. Clausell, Sr                  Region IV
Director Ms. Atricia Irons                                 Region I
Director Ms. Patricia Ly                                  Region X
National Secretary Ms. Paula E. Davis           Region XI

POC Meetings:

2/27/2020 POC Teleconference
4/15/2020 POC Teleconference
5/14/2020 POC Teleconference
7/30/2020 POC Teleconference

Problems and/or Items of Concern:

Initiating incremental follow-up via the NEC NBoD reports with the BIG National Program Chairs to the POC evaluations of the Chairs reports to the NBoD covering the 2019 BIG National Programs’ goals & objectives, scheduled activities, funding requested and spent, benefits to BIG and identification of BIG membership program participation.

Accomplishments:

2. Received the response to the POC request for completion of the removal of non-BIG National Programs from the National Programs and Services Booklet National Programs section from the Honorable Dr. Doris Sartor.
3. Submitted POC 2019 BIG National Programs’ Evaluation assessment reports to the BIG NBoD.

Approved Action Items:

1. By committee action move to amend the National Programs and Services Booklet National Programs section to include the NTI and the Prestige Award Program.
Rational: The amendment acknowledges that we have National Programs that are not necessarily managed by the NEC that we recommend listing as BIG National Programs that meet our National Programs criteria and guidelines process.

2. By committee action move to amend the National Programs and Services Booklet National Programs section to remove the Distinguished Service Hall Of Fame (DSHOF) from the BIG National Programs section.

   Rational: The DSHOF removal motion from the National Programs section of the Booklet was approved by the BIG NBoD during the August 2019 face-to-face meeting.

**Upcoming/On-going Initiatives:**

1. Assess current, proposed, pilot and amended BIG National Programs using the BIG National Program criteria and guidelines process.
2. Assess the feedback and compliance to National Programs' process improvement recommendations from the BIG National Program Chairs to the POC National Programs' evaluation assessments.
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 Gwendolyn Townsend, Chair Region II
Director Gwenda Lowe Region VI
Director Esther Seabrook Region II
Director Michael Smith Region VIII
Director Christine Wilder Region VII

MEETINGS:
Face-To-Face meeting January 24, 2020. Committee’s conference calls were held on February 6, 2020; March 2, 11, 18, 23, 28, 2020; April 23, 2020; May 10, 2020; June 7, 24, 2020; July 8, 2020

ACCOMPLISHMENTS:
• Previous Committee completed the first draft of the 2020-2024 Strategic Plan
• Previous Committee selected the new cover page for the Strategic Plan
• Current Committee finalized new cover page
• Committee received and reviewed the 2019 Strategic Performance Evaluation Template" from NEC Strategic Liaison for our comments
• Committee Members received their focus area assignments.
• Ongoing communication with Mr. Melvin Porter, NEC Strategic Plan Liaison
• Committee Chair tracked and provided action updates on the tracking log
• Committee Members completed their focus area assignments.
• 2020-2024 Draft in final stages of formatting and preparation.
• Continued collaboration with Ms. Delores Ivy, Former Strategic Planning Committee Chair and Mr. Melvin Porter, Strategic Plan Liaison.
• Committee began developing a mechanism to monitor the Strategic Plan performance Evaluation Committee began preparing Strategic Plan Implementation Proposal to assist Chapters and Regions
• Strategic Plan Draft forwarded to NBOD Chair for review and input
• Requested and received written address from the National Board of Directors Chair and the National President to include in the Strategic Plan
• Strategic Plan Draft forwarded to NBOD for review and approval (in process)
• Continued communication with the NBOD Vice-Chair.
ONGOING & FUTURE PLANNING ACTIVITIES:

- Complete and implement the Strategic Plan Performance Evaluation Monitoring Mechanism
- Complete and execute Strategic Plan Implementation Process
- Continued collaboration with NEC Strategic Plan Liaison Mr. Melvin Porter
- Prepare and roll out the 2020 Strategic Plan Evaluation Template
TIME AND PLACE COMMITTEE ACCOMPLISHMENTS

Committee Responsibilities per Policy #1:33 and #1:33-A:

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. Performs other duties as described in Policies 1:33 and 1:33-A.

Committee Members 2019:
Deena Sheppard, Chair, Region V
Katherine Cage, Co-Chair, Region VI
Tracey C. Bradford, Region VII
Honorable Norma Samuel, Treasurer, Region XI
Edward Wilson, Constitution Committee Chair, Region IX
Jackie Pitts, Awards Committee Chair, Region III

Committee Members 2020:
Deena Sheppard, Chair, Region V
Atricia Irons, Region I
Tracey C. Bradford, Region VII
Lamart Glenn, Region X
Edward Wilson, Constitution Committee Chair, Region IX
Jackie Pitts, Awards Committee Chair, Region III

Meetings:
The committee’s regular scheduled meetings are the 2nd Tuesday of each month at 7 pm (CST).

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.
- RFP NTI Bids received for 2021 and 2022 July 2019.
- Top 3 Bids for 2021 and 2022 were recommended to the NBoD and approved October 2019.
- Sent Regret and congratulations letters October 2019.
- Requested a redress to the 2019 budget to allocate $2,500.00 toward travel cost for the TP/DAC. Approved by NBoD October 2019.
- Performed the following Site Visits:
  a. Cincinnati Ohio November 2019
  b. Cleveland Ohio December 2019
  c. Orlando Florida December 2019
  d. Washington DC January 2020
Recommended sites for 2021 and 2022 NTI, Approved by NBoD January 2020
  a. Washington DC 2021
  b. Cleveland Ohio 2022
• Revised RFP and related documents April 2020
• Prepared 2023 RFP April 2020
• Sent solicitation for 2023 NTI April 2020, Bids due May 15, 2020
• Due to Covet-19 the 2023 RFP was pulled back May 2020
• Recommended changing 2020 NDAT site from Tampa Bay, Florida to Crystal City, Virginia,
  Virtual meeting Approved by NBoD June 2020

**Upcoming/on-going Initiatives:**
  • Revise and finalize RFP related documents.

**Strategic Planning:**

Measurable Goals:
• **Communication:** Time and Place Delegates Assembly Committee (TP/DAC) will
  provide quarterly reports, recommendations to the NBoD and revise Policy/
  Procedures as necessary.
• **Finance:** TP/DAC will consistently do cost analysis and provide data to the NBoD
  to make informed financial decisions.
• **Advocacy:** TP/DAC will recommend a site each year to offer training for professional
  development to federal, state and local government employees.
• **Membership:** TP/DAC can increase membership by recommending training sites with
  high interests and largely populated federal, state and local employees to solicit new
  member.
MAKING A

DIFFERENCE