



## **GENERAL MEMBERSHIP MEETING MINUTES**

**Department of Information Systems  
Forum Building, Jefferson Street.  
2<sup>nd</sup> Floor Board Room  
Olympia, WA  
January 8, 2008  
8:00am – 5:00pm**

### **8:00 - 8:45am Registration and Networking**

#### **8:45 – 9:05 am Connie –Call to Order**

Welcome Members for braving the weather.

- Connie began the meeting by explaining her new service dog named Chester. She shared with us that she had been diagnosed with Rheumatoid Arthritis several years ago but that it is a progressive disease and how Chester will be of help to her. Connie walked Chester around to meet everyone.
- New Members introductions. New members are: Angela Knight, Office of Financial Management, Shanna Stevenson, WA Historical Society, and Susan Hubbard Criminal Justice Training Commission.
- All the members were asked to introduce themselves to the new members.

#### **9:05- 9:20 am Amilee, Co Chair - Ice Breaker**

New Year's Resolutions: Members formed small groups to discuss their new year's resolutions.

#### **9:20 - 10:00 am Connie, Chair -Meeting Rules & Guidelines**

Connie explained the draft rules and Amilee took notes as members brainstormed the draft, their thoughts and proposed edits.

- Sharon Edwards will submit the final version to membership.
- How are decisions made within the ICSEW? Connie explained her role and how the ICSEW board works. Sub-committee and board work was explained. She explained that the General meetings are for gathering interest, brainstorming ideas and exchanging information. Most of the decisions are made after discussion with the Executive Board.

Connie talked about the New Mission statement "To better the Lives of State Employed Women" and Our Vision "Enriching lives through advocacy, service, and commitment". Both were developed during the Board Retreat. Connie explained why it was necessary to have a clear statement and vision for the organization.

- Connie asked the members to prepare a list of values to discuss at the next meeting.

Priorities were discussed: 1) Increase our use as a policy advising body 2) Increase our presence within our agencies 3) empower women to positively change their own lives 4) Increase engagement of members.

A list of actions for the members was distributed and discussed.

- Increase our presence within our agencies
- Increase engagement of members.
- Supervisors will be invited to the March meeting to advance awareness of our mission and purpose.

Actions and roles: New process for the being appointed as a member: Once you have agency support, apply electronically through the Governor's website: agency director letter of recommendation address to the governor is sent via the Chair (Connie Riker). Then your materials will be forwarded to the Governor's office with a request from the chair to process the appointment. This change is being made to streamline the appointment process and ensure all records are accurate. Members are asked to contact Mary Skube if a member will be absent from a meeting. Members are asked to contact Mary Skube, Membership Chair, if a member will be absent from a meeting. Don't forget to submit your proxy form.

10:20 – 10:30 am **Break**

10:30 - 10:55 am **Committee Report**

Treasurer's Report Kim Sauer, Chair Washington State Liquor Control Board
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Fund Balance as of 12/1/2007 \$50,298.14  
Total Expenditures for the period: \$991.30  
Fund Balance as of 12/31/2007 \$49,306.84

Take Your Daughters/Sons to Work Day Sharon Edwards, Chair Department Retirement Systems
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- "We are looking at Thursday, May 22, 2008 from 8:30 to noon for the Take Our Daughters & Sons to Work® Day event. It will be held at the Capitol Rotunda and Columbia room. The Rotunda and Columbia room have been reserved. A letter to the Events Coordinator will be sent on Wednesday, January 9<sup>th</sup> to confirm the reservation.
- A written request was sent to the Governor's scheduler asking the Governor to speak at 10:00am. We will not know until about 8 weeks before the event whether or not the Governor will be the guest speaker, so a back-up will need to be scheduled.
- The proclamation is in the process of being sent to the Governor's office and should be completed Wednesday, January 9<sup>th</sup> as well.
- The next step will be to schedule someone to sing the National Anthem and a local high school choir or band to entertain after the Governor or guest speaker.
- Volunteers are needed for the event day as well as to help assist in getting donations for the event."

Health & Wellness Committee Kristin Reichl, Chair Department of Health
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- The Health & Wellness committee is proceeding with their planning for the Women's Health Fair - including review of several reports on women's health issues in Washington State for guidance
- Audrey Pitchford has developed a tool for H&W members to use for planning H&W activities at the General Membership meetings - the tool is now posted on the ICSEW website

**Membership Committee**

Mary Skube, Chair Washington State Lottery

- Connie met with Kim Tanaka from the Governor's office to finalize a process on the agency appointed members. The roster has not been current and a procedure was necessary to ensure both the Governor's Office and the ICSEW maintained a current list of members.
- The attendance policy was discussed. Members are required to notify the Membership chair if they are unable to attend the meeting. A proxy form must be completed and sent to Connie and the membership chair. If two consecutive meetings-are missed, the member will receive a phone call from the Membership chair to see if the member wants to continue as the representative. Those agencies having alternates should send the alternate when the representative cannot attend.
- Members will be responsible for inviting their immediate supervisor or whomever in the chain of command they wish to have join them for the March meeting. No lunch provided but we will have some sort of delivery option available.

**Communications Committee**

Linda Watson, Chair Employment Security Department

- The Communications Committee is recruiting for a Web Developer. Applications are being taken until January 31. Application materials are available online at <http://www.icsew.wa.gov/information/WebDevelJobApp.pdf>
- The Winter Issue of the *InterAct* had a record number of contributors. Contributors were recognized for their articles. Kim Sauer described her experience providing the *Spotlight on an Agency* article, and had tips for getting an agency to write this type of article.
- The next issue of the *InterAct* is a special Legislative Issue which will provide an overview of legislation impacting state employed women. The Attorney General's Office will provide some assistance with the issue. The issue will also highlight women's history month. Drafts for this issue are due March 5<sup>th</sup>.
- All committee chairmen are asked to review their Web pages for updates.

**Education Committee**

Amilee, Vice-Chair reported for Michelle Lucero

- Amilee reported that the education committee's additional workload by adding the eastside to their training curriculum was much more than they had realized it would be. The four member team was not prepared to fully

manage these additional trainings and have now decided to limit the trainings on the eastside.

**10:55 - 11:45 am Conference Update**

The Executive Board traveled to the Hilton in Vancouver for their Board Retreat to confer with Tenly Mabrouk, Events Manager. The Board purposely chose the Hilton for the retreat so everyone would be familiar with the site and be in a position to assist with any necessary facility related decisions. We are contracting the on line registrations and Sharon Edwards will be coordinating the registration process. The Hilton will also have an on-line room reservations with a link on the web page so we receive credit for the rooms reserved. Janet Merz will be managing the AV equipment needs and any other special needs for the conference. Connie shared the list of trainings chosen for the conference. She is currently finalizing the speakers list and as soon as that is completed, the cost of the conference will be determined. The conference currently includes two breakfasts and three lunches.

Linda Watson was asked to oversee the development of the program, distribution notice support, marketing materials for the conference and the advertisements.

**12:- 1:00 pm Lunch**

Sandwiches and salads were ordered in for those interested.

**1:00 – 1:50 pm Health & Wellness**

Kris Reichl introduced Clara Brannan DDS on Dental care and gum Disease. Dr. Brannan spoke on oral hygiene health for the young as well as adults.

**1:50 – 3:15 pm Follow Up Exercise – Women’s Challenge**

Peer to Peer mentoring

Breakout groups on the five subjects of interest: 1) Dealing with conflict and hostility 2) Flex schedules 3) Work/life balancing/prioritizing 4) Promotional opportunities 5) Stress reduction. Members were asked to pick the subject of interest. Objective is to share obstacles faced, supportive encouraging and strategies, and brainstorm ideas.

Each group listed their scenarios, observations and ideas.

**3:15 – 3:30 pm Break**

**3:15 -4:45 pm Agency/Member Relationship**

Karen Dewitt, Representative from the WA. State Patrol, facilitated a discussion on members representation and their respective entities support.

Karen began by sharing her relationship in the ICSEW and the support she has from the State Patrol for her time and efforts as a member.

Open discussion on differences between agencies and how representatives can share ICSEW information such as disseminate trainings, participation in the

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conference, etc. Open discussion on how to improve agency support for the members.

Members are expected to meet with their agencies sponsor and explain the mission and vision of the ICSEW. When meeting with the sponsor have a specific list of topics to discuss, such as communication issues, budget, wants and needs. Talk about expectations, the leadership conference, and time commitments as a member.

**4:45 – 5:00 wrap up**