



ICSEW

GOVERNOR'S INTERAGENCY COMMITTEE
OF STATE EMPLOYED WOMEN

"To better the lives of state employed women"

EXECUTIVE BOARD MEETING
Natural Resources Building, Room 461
August 11, 2008, 9:00am – 12:30pm

Attendees: Amilee Wilson, Karen DeWitt, Sarah Barrie, Audrey Pitchford, Dena Nelson, Andrea Harker, Tammy Risner, Teresa Glidden, Genevieve O'Sullivan, Roberta Carpenter, Michelle Lucero, Kris Reichl, Kim Sauer, Meagan Macvie.

Absent: Sharon Edwards.

- 9:00 – 9:05am Amilee – Call to Order
- Amilee is the new ICSEW Chair, taking the place of the previous Chair, Connie Riker, who resigned from state service.
 - She reminded Executive Board members that they are very visible to other ICSEW members. Please be mindful of dressing professionally at General Membership meetings. Executive Board meetings and sub-committee meetings may be more informal.
- 9:05 – 9:25am Amilee – Board Position Announcements & Introductions
- All board positions are now filled. Amilee encourages board members who head sub-committees to consider getting co-chairs as well.
 - The group went around the room and made introductions. 2008-2009 ICSEW Executive Board members are:
 - Amilee Wilson, Department of Fish & Wildlife, ICSEW Chair
 - Karen DeWitt, Washington State Patrol, ICSEW Vice-Chair
 - Audrey Pitchford, Insurance Commissioner's Office, Executive Secretary; Michelle Fisher from the Insurance Commissioner's Office is the alternate Executive Secretary
 - Dena Nelson, Department of Fish and Wildlife, Membership Co-Chair (Sharon Edwards is Chair)
 - Andrea Harker, Department of Labor and Industries, Legislative Ad Hoc Chair
 - Tammy Risner, State Treasurer, Communications Chair

- Teresa Glidden, Office of Secretary of State, History Chair and Web Master
 - Genevieve (Gen) O’Sullivan, Auditor’s Office, Conference Chair
 - Roberta Carpenter, Gambling Commission, Take Our Daughters and Sons to Work® Day Chair
 - Michelle Lucero, Department of Agriculture, Education Chair
 - Kris Reichl, Department of Health, Health and Wellness Chair; Kristi Aravena from Community, Trade, and Economic Development is the co-chair.
 - Kim Sauer, Liquor Control Board, Executive Treasurer
 - Megan Macvie, Department of Personnel, Professional Development Chair; Kim Hardeman from L&I is the co-chair
- The group adjourned briefly to the 2nd floor exterior balcony for a photo. This will be used for the Web site and the upcoming *InterAct* newsletter.

9:25 – 9:45am

Committee Reports

<p>General: For all committees Amilee</p>
--

- We will provide sign-up sheets for committees at September’s General Membership meeting. Amilee will announce that if members have not yet joined a committee, now is the time. She will allow time for this on the agenda, and is open to comments on other ways to help build committees as well.
- Committees may use report-out time at start of General Membership meeting to report on August activities or to market their committees and build membership.
- We need to improve our marketing of ICSEW in general. Public Service Recognition Week (PSRW) may be an opportunity to do that. Michelle Lucero hosted the ICSEW booth at PSRW this past year, which took place during the conference. The PSRW events in 2009 may also be a good time to promote the 2010 conference.
- Amilee encourages all chairs to find co-chairs, to provide back-up. Committees often meet monthly, in addition to monthly Executive Board meetings and bimonthly General Membership meetings.
- Please let Amilee know early on if you have problems with getting agency support for your ICSEW duties – we’re here to build members up and be supportive. We want to work as a team.
- Amilee would like everyone to break out of “silos,” and share resources. This involves working collaboratively on projects. Part of this involves engaging the general membership. The Executive Board must engage membership to assist in our work.

<p>Professional Development Committee Chair: Megan Macvie, Department of Personnel</p>

- Working on an activity for September's meeting on networking / peer-to-peer coaching, an activity conducted at the January 2008 General Membership meeting. Will use the same categories as before for "table topics," which include: dealing with conflict and hostility, flex schedules, work/life balancing/prioritizing, promotional opportunities, and stress reduction. Everyone will break into groups and PDC members will facilitate discussions. This activity is about making connections, brainstorming, promoting team-building, networking, supporting each other, and providing follow-up for interested members.
- Brainstormed a list of things to focus on in the upcoming year, in addition to regular activities (i.e. clothing drive, Public Service Recognition Week [PSRW], Women's History month in March, etc.). They will pare down the list in their next meeting this Thursday.
- The PDC has ideas which the larger ICSEW may wish to take on. These include:
 - Getting a guest speaker from the Guaranteed Education Tuition (GET) program.
 - Getting a guest speaker from the "Pink Mafia" (inspirational women who skydive).
 - Providing guidance for prompting ICSEW members to participate in their agencies' New Employee Orientations.
 - Providing guidance for allowing ICSEW members to bring guests to General Membership meetings.
 - Susie LaPalm volunteered to spearhead a toiletries drive for the next General Membership meeting. Donations would benefit the YWCA. She will also secure a guest speaker from the YWCA.
- Meagan received a folder from the 2006 Clothing Drive from Amilee.

Education Committee

Chair: Michelle Lucero, Department of Agriculture

- Their committee is small, and they're hoping to get more members. They need one person who secures all training locations, and then a group of members who are available to coordinate one training a month. Templates are provided for all committee members.
- Wendy Sue Wheeler, the former co-chair, has transitioned out. Other members are stepping up.
- Trainings are set up through November. They are hoping to get a few more trainers and trainings scheduled. For example, "Clutter-Busters" has a new pilot.
- Amilee would like this committee to get more support. This committee provides one of our few funding sources (we receive 10% of every registration fee).
- Michelle's goal is for no one Education Committee member to have to organize more than one class per month. Someone from the Education Committee attends every class.
- Michelle can now download registrations, so she can update the lists. She would like to re-evaluate the registration system, and see if they can make it easier to use. It needs to be accessible to more than one person. The system is through DIS and has involved several access problems. Also, the

current system has difficulty allowing more than one class to be scheduled per day. They want to be able to have two classes on the same day (for example, one in Olympia and one in Yakima).

Health and Wellness

Chair: Kris Reichl, Department of Health

CoChair: Kristi Aravena, Department of Community, Trade, and Economic Development

- Little activity is going on now; the group has been on hiatus since the conference.
- They are meeting at the end of the month, and the first activity will be securing a location for the health fair for 2009.
- There is a Chronic Disease Prevention Group in Thurston County, with which they are trying to establish a partnership. Kris may ask for help with this from outside the Executive Board in the future.
- Kris reminded everyone that if there are ways committees can partner together, that's great – everyone is welcome to attend H&W meetings and present on their groups. She thinks there will also be opportunities to partner with the Legislative Ad Hoc Committee.
- They didn't get any new members at the Transition Meeting that she's aware of. Kristi Aravena offered to co-chair this committee, as Kris has limited time during legislative session.

History Committee

Chair: Teresa Glidden, Secretary of State

- No report.

Executive Treasurer

Chair: Kim Sauer, Liquor Control Board

- No report.

Take Our Daughters and Sons to Work® Day

Chair: Roberta Carpenter, Gambling Commission

- No report.

Membership Committee

Chair: Sharon Edwards, Department of Revenue

Co-Chair: Dena Nelson, Department of Fish and Wildlife

- No report.

Communications Committee

Chair: Tammy Risner, State Treasurer

- No report.

Legislative Ad Hoc Committee

Chair: Andrea Harker, Department of Labor and Industries

- No report.

Conference Committee

Chair: Genevieve (Gen) O'Sullivan, State Auditor

- No report.

10:00 – 12:00pm Amilee – Old Business

2008 Conference Update with Connie Riker

- Former ICSEW Chair and Conference Chair Connie Riker joined the meeting by conference call for the 2008 Conference update, and congratulated new members.
- Connie shared she was very impressed by the results of the 2008 Conference survey. We received 140 responses out of 300+ attendees.
- Most feedback was very positive. Attendees liked having the conference Monday through Wednesday, and most were able to travel on Sunday evening. Most people were satisfied with the Keynote speakers. The Keynote speaker who got the poorest reviews had a presentation which, in retrospect, was likely not a good fit for what participants expected from a Keynote. At times, food was removed too quickly. Participants were very pleased with most individual sessions and session length. In the future, it may be helpful for Amilee to take one of the Keynote slots (not opening or closing), and share more about what ICSEW is. Participants were satisfied with registration process, personalized agendas, and registration amenities. Most attendees didn't know if the travel cost limited their agencies' participation, but liked the idea of a conference in the Thurston County area. Very positive feedback was received on the Health and Wellness Fair and Living Voices presentation. Connie reviewed with the board the results from individual survey questions. Amilee will work with Connie outside the meeting to determine how to get comments to individual conference trainers.
- Connie has been looking into some potential locations for the 2010 Conference. These locations are all still tentative. Connie offered to help Gen by researching one potential local conference venue. The group also had some discussion of the 2010 Conference dates – conference dates for 2010 will likely be sometime the second or third week of May. Amilee also has a few leads for Gen on locations. Gen committed to having proposals from potential conference locations by September 12.

September 16 General Membership meeting agenda

- The date of this meeting changed from September 9 as Amilee is on vacation through September 7, and in training September 9-12. Neither she nor Karen DeWitt, Vice-Chair, were available for the September 9 meeting. The Executive Board meeting has been moved to September 9 and the

General Membership meeting to September 16. City Picnics will provide the refreshment. There is no cost for parking.

- The September 16 General Membership meeting agenda will go out on September 9, if all speakers are confirmed.
- The Executive Board worked on the meeting agenda, and planning out the right amount of time for each item. The Board worked to balance speakers with activities.
- A suggestion was made to give some talking points to the speaker from the Governor's Office, Peter Bogdanoff – let him know what areas we're most interested in hearing about from him. There is also interest in hearing from his peer, Kristina Hewlitt, on health issues.
- Possible guest speakers include Judie Fortier from the National Organization of Women, Katie Blinn from the Secretary of State's office, and a GET program representative. An idea was proposed that it may be helpful to have someone from outside of state employment at every meeting.
- Decision: September's meeting will start at 8:00 instead of 8:30. Tentative Agenda discussed:

Storage Unit Cleaning

- Sharon has secured volunteers. Amilee will put Teresa in touch with Robyn Bradshaw, former History Chair
- They will need everyone's help cleaning out Jolene Unsoeld's materials at The Evergreen State College.

12:00 – 12:30pm Amilee – New Business

Executive Board Retreat in October

- This is a one-day meeting to do team-building exercises and determine priorities for the year. Training materials will be discussed at the September Executive Board meeting. We may utilize *Strengths Finders* as most Board members have yet to experience this tool.
- Planning will happen at the September 9 Executive Board meeting. Let Amilee know if any one day is better than another during the week of October 8. It will be local (Olympia/Lacey) but a full day. Location to be determined.

Upcoming Executive Board and General Membership meeting dates and locations

- Amilee distributed a revised schedule. Please replace the copy you received in the Transition Meeting. Teresa will post the dates on the Web.
- Amilee is looking for a facility to host the Executive Board meetings on September 9, November 4, and December 9, 2008. All meetings are 9:00am to 1:00pm. Please let her know if you have space available in your agency.

Committee Business Plans

- Amilee wants to meet with each member of the Executive Board individually, even if they're not new to ICSEW. We will look at calendars after this meeting during lunch, or schedule by e-mail.
- Business plans with a budget are due to the Governor's Office by September 30. She provided samples to the Board. Committee Chairs should plan to provide their plans to Amilee by mid-September. She does not need plans from the Executive Secretary or Executive Treasurer. We will discuss budget structure at the September Executive Board meeting.

InterAct Publication Schedule

- Tammy handed out a proposed schedule. She has not yet run this by her Committee.
- She requested input about the idea of a special Legislative Edition. She will get input from Andrea's committee.

12:30 – 1:30pm Adjourn to lunch

Executive Board Assignments

Tuesday, August 11, 2008

Amilee Wilson, ICSEW Chair

- Put Teresa in touch with Robyn Bradshaw, former History Chair.
- Work with former Chair Connie Riker to determine how to get conference comments to individual trainers.

Dena Nelson, Membership Co-Chair

- Develop sign-up sheets for committees for next General membership meeting.
- Get clipboards to go with the sign-up sheets. Need one per committee.

Genevieve O'Sullivan, Conference Chair

- Follow up with GET speaker.
- Get conference location proposals by September 12. Get leads on locations from Amilee and Connie.

Teresa Glidden, History Chair

- Follow up with Ms. Blynn from the Secretary of State's Office.
- Post group photo and new meeting dates on Web.

All

- Give names of committee members to Teresa.
- Let Amilee know which day the week of October 8 works best for Executive Retreat.
- Provide committee business plans to Amilee by mid-September.
- Let Amilee know if you can host one of the Executive Meetings listed above.