



ICSEW

GOVERNOR'S INTERAGENCY COMMITTEE
OF STATE EMPLOYED WOMEN

"To better the lives of state employed women"

EXECUTIVE BOARD MEETING

**Department of Health Point Plaza East
310 Israel Rd SE; Tumwater, WA - Room 153
September 9, 2008, 9:00am – Noon**

Attendees: Amilee Wilson, Tammy Risner, Michelle Fisher (Co-Secretary), Kris Reichl, Roberta Carpenter, Andrea Harker, Meagan Macvie, Gen O'Sullivan, Dena Nelson.

Absent: Kim Sauer, Teresa Glidden, Karen DeWitt, Sharon Edwards, Michelle Lucero, Kristi Aravena, Audrey Pitchford

9:00 – 9:05 am Amilee – Call to Order

9:05 – 9:15 a.m. ICSEW Announcements

- It is important to attend all Executive Board meetings
- Meeting dates with locations distributed.
- Amilee would like to look into purchasing *Strength Finders 2.0* and *Put Your Strengths To Work* books for each board member (including alternates) and have everyone take the strengths quiz online before the Board retreat on October 9, 2008.
- If you have e-mailed Amilee and you haven't heard from her in 24 hours, please follow up with a phone call. Also, please mark your E-Mails that need immediate response as "Urgent" so that she can easily identify ICSEW messages.

9:15 – 9:45 a.m. Committee Reports

Membership Committee

Chair: Sharon Edwards, Department of Retirement Systems;

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

- Sharon Edwards (Chair) and Dena met and cleared out the ICSEW Storage (located at Quality Storage on 325 Washington Street). Dena suggested that if there is money in the budget, she would like some shelving for the storage space. Amilee asked her to include this in the Business Plan.
- A work party will be organized to go to Evergreen State College and conduct archiving for Jolene Unsoeld. Once this has been done, this should create extra space in the storage area.

- Membership committee will be working on creating more transition packets and will have them ready for the General membership meeting on September 16, 2008. Pin will be provided, as well.)
- Clip boards have been ordered to be used at the General membership meeting. They will be used to hold the sign-up sheets for new committee members.

<p>Professional Development Committee (PDC) Chair: Meagan Macvie, Department of Personnel (DOP); Co-Chair Kim Hardeman, Labor & Industries (L & I)</p>

- Has a great committee with at least 15 members—great energy and lots of good ideas.
- Kim Hardeman is the new Co-chair for the committee. Amilee will add her to the executive board distribution list.
- In addition to the Clothing Drive and assisting with the Take Our Daughters and Sons to Work® Day (TODASTW®D), the committee narrowed down the three activities that they would like to accomplish for the year.
- Activity 1 - YWCA Toiletries Drive and to have the YWCA attend a general membership meeting and make a presentation about the YWCA and what is needed most by the organization. Susie LaPalm from the DOP is in charge of this activity. The plan is to announce the drive at the September General membership meeting and collect the items at the November General membership meeting. Amilee requested a list be created of items that are needed. Meagan will ask Susie to create this list.
- Activity 2 – The PDC would like to host a General membership meeting to women who are new to the state or new to the ICSEW in order to raise the visibility of the ICSEW. The agenda should be similar to the agenda of the transition meeting that was held in July. It was tentatively decided that this activity would be done at the January general membership meeting. The committee has a meeting on September 11, 2008 and she will discuss the date with the group, as well as to create a catchy title for the activity.
- Activity 3 - The mentoring activity will be held at the September 16, 2008 general membership meeting. Audrey Pitchford will bring the updated instructions and Roberta will bring the note cards and table cards. Each table will designate a facilitator and a notetaker. The notetaker will capture the ideas and Angela Knight will pull together the outcomes for each table and then the PDC will debrief and prepare an article for the *Interact*.
- Megan will work with Monique, board member for Dress-for-Success to come to one of the executive board membership meetings (most likely the December meeting) to get to know the board and the board can get to know her and then she can speak at the January membership meeting for the Clothing Drive kick-off.

<p>Conference Committee Chair: Gen O’Sullivan, State Auditor’s Office</p>
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- Local locations being considered are the Great Wolf Lodge in Grand Mound, the Landmark Convention Center in Tacoma and the Red Lion in Olympia. It is already known that the Red Lion will not be able to accommodate the expected amount of attendees as they only have one ballroom.
- Location to be secured in December.

- Wants to market the conference as more of a leadership conference and include male attendees.
- Gen will work with The Landmark Convention Center in Tacoma to host the Executive Retreat meeting in October. Amilee will work on reserving a 15 passenger van from the General Administration in order for the group to carpool to the site. So far cons for this site are the lack of parking no screens in the room and the audio visual equipment would need to be rented. Ideas to consider are working with Intercity Transit to provide a shuttle or a bus. Gen will assign someone to be in charge of audio visual (A/V) issues, though. There are four hotels to work with for attendees coming from the eastside of the mountains.
- There was discussion on whether to extend the conference location range SeaTac or even further north. The group concluded that the conference committee should get price quotes from those areas in order to help negotiate the contract. Gen will check out a couple of Seattle locations and report at the October retreat.
- Amilee did research on a facility called Evergreen Long House. This space is free but it is difficult to locate on part of members.
- There was a discussion and consensus that the morning break refreshment can be eliminated from the conference planning.

Legislative Ad Hoc Committee

Chair: Andrea Harker, Department of Labor & Industries (L & I)

- Will make an announcement at the September 16, 2008 general membership meeting to talk about the newly formed committee.
- Andrea has sent out a message on the ICSEW listserv to recruit more members. Currently, there are seven other members (in addition to Andrea) on the committee.
- A webpage has been created with general links and it can be found on the ICSEW website.
- The first sub committee meeting will be set up after the General membership meeting.
- Amilee will coordinate a meeting with Peter Bogdanoff to assist with the legislative committee.

Take Our Sons and Daughters To Work Day®

Chair: Roberta Carpenter, Washington State Gambling Commission

- Roberta is a registered fingerprinter and she would like to have an optional activity to fingerprint the children at the function. Her agency has a travel fingerprint scanner and she may be able to borrow one more from another law enforcement agency. She explained to the group that there would be no records kept. The parents could write the child's name on the card and the card would simply have the *Slap* fingerprint (thumb and index finger). Amilee asked Roberta to create a Frequently Asked Questions (FAQ) or summary sheet to help the parents or caregivers answer any questions they may have.
- Roberta needs the business plan from last year in order for her to create her business plan.

Health and Wellness Committee**Kristin Reichl, Department of Health (DOH);****Co-Chair Kristi Aravena, Department of Community, Trade and Economic Development**

- Committee is shrinking due to members chairing other committees. She will actively be recruiting at the General Membership meeting.
- Secured location for the Health Fair for 2009. The location will be the LNI building. The date for the fair is May 13, 2009.
- Kris will attend the Safety Fair on September 11, 2008 to see if Wellness is tied in-in any way.
- Work with other agencies to co-sponsor the Health Fair. Currently the Department of Social and Health Services (DSHS), the Department of Health (DOH), Labor & Industries (LNI), and the Health Care Authority (HCA) sponsor the fair and their name goes on the proclamation. The committee will work on requesting other co-sponsors and getting their name added to the proclamation.
- Work on coming up with ideas on how the committee can reach out and impact more than just ICSEW members.
- Promote the Governor's Health Bowl. Kristi will make an announcement at the general membership meeting on September 16, 2008 (this announcement will happen before the Sub committee meetings).
- Topic raised about how we can get state time to attend functions such as the wellness fair. Amilee will work with Peter and the Governor's Office on this issue.
- Committee will be focusing on how to get employees to use the preventative benefits of their health plans.
- Committee will work on promoting Breast Cancer Awareness for 2009.
- Kristi will work on an article for the *Interact* about *Waist Management*. This article is scheduled for the Fall edition. She will also do a small article on Breast Cancer awareness.
- Kris announced that all of the items that the committee wants to accomplish are goals and vision for the group, they may not get all accomplished. The group will present a more focused vision when they do their Business Plan.
- Committee would like more money to create bookmarks and walk cards for the Health fair. Amilee reminded them to add to business plan. Amilee also reminded the committee to work with the Legislative Ad Hoc committee on health/wellness issues.

Communications Committee**Tammy Risner, State Treasurer**

- Distributed a calendar with the deadline dates for article publication.
- Requested that Legislative committee write an article about committee.
- Talked about the process to get articles approved. They should be sent to Tiffany LeMoine (Editor-in-Chief).
- Teresa Glidden will work on the web page. If any of the committees have information for the webpage, please send them to Teresa. Click on "What's New" to see the new information for the updated webpage.

- Roberta Carpenter will be the backup webmaster and, provided she can get an official letter saying this task part of the ICSEW duties, her agency is willing to purchase the software and send her to training. Amilee will prepare a letter for her agency.
- If a third backup is needed, Teresa Reno has offered to be a backup webmaster (the ICSEW will have to purchase the Dreamweaver software).
- If possible, Tammy would like to see the ICSEW come up with a PowerPoint presentation to showcase the highlights of the ICSEW with pictures from some of the important events such as *Take Our Son/Daughter to Work Day®*, etc. Roberta announced that she excels at Powerpoint. This ICSEW marketing ties in with one of the ICSEW's priorities and goals.
- Committee will finalize their business plan once they know the hosting costs from the Department of Information Systems (DIS).

Historian Committee

Teresa Glidden, Office of Secretary of State

- Amilee made an announcement on Teresa Glidden's behalf. Teresa will be working with Robyn to transfer items from storage to archives.
- A traveling history display on Women's Suffrage will be created, as well as a traveling ICSEW general display.

Education Committee

Michelle Lucero, Department of Agriculture

- Amilee made an update on Michelle's behalf. Wendy Sue Wheeler has moved out-of-state. She did a fantastic job for the Education committee. There will be a "thank you" card for her at the September 16, 2008 membership meeting for ICSEW members to sign and then Amilee will mail it to Wendy Sue.

10:00 – 11:00 am Old Business – September General Membership Agenda

The Draft agenda for the membership meeting was distributed.

- Two speakers have been secured (Heidi Auderer from the Guaranteed Education Tuition (GET) program and Katherine Blinn from the Secretary of State. The Lilly Ledbetter Fair Pay Act is still tentative as the speaker has not confirmed. Amilee will follow up one more time and if we do not hear from the speaker we will go to Plan B.
- There will be a "Thank you" card for Stacey Tichenor. The card and gift will be presented to Stacey as a way for the ICSEW to express their thanks for her helping us to fill our ICSEW vacancies.
- Amilee to confirm with Peter Bogdanoff for the 10:00-10:30 Governor's update.
- During the Committee reports, each committee will report out what they have accomplished. For those committees who need members, you can encourage recruits to sign up.

- Tammy Risner will coordinate a lunch and those who want to stay and talk to executive board members to learn more about the committees, can do so. Tammy will check with the owner of Twisters (downtown Olympia) to see if she can provide the group with a boxed lunch option and delivery for a flat fee. If Twisters cannot accommodate, Tammy and Meagan have agreed to order sandwiches from Pellegrinos.
- If Judie Fortier cannot confirm to do the Lilly Ledbetter Fair Pay Act, Megan has agreed to contact DOP – Combined Fund Drive (CFD) to see if someone can speak for a half hour to talk about the CFD kick off and also to contact the YWCA to see if a representative can do a half hour speech.
- Amilee reminded the group that any ICSEW member can nominate, coordinate, and organize speakers for the general membership meetings.

Sub-Committee Business Plans

- All committees need to turn in the business plans to Amilee by September 23, 2008 (can be in draft).
- Please use the template for the business plans so that all plans are uniform.
- As you are creating the business plan, please keep costs in mind. However, please do add in any and all “wish list” items.
- Business plans should contain both cost items and non-cost.
- Once Amilee has reviewed budget plans, she will compile them and get them published on the website.

11:00 – 12:00pm New Business

October Board Retreat

- The retreat is casual
- The retreat is a time to get to know each other and conduct team building exercises
- All board members should attend and their co-chairs are encouraged to attend, as well.
- It is most likely the retreat will be held at the Landmark Convention Center in Tacoma. This will give the group a chance to tour the space, look at logistics, and discuss pros and cons of this being the location for the Conference. (Gen will confirm with the group that this will be free for the group to use the space and sample the food).
- There will be a communication style exercise at the Board retreat.
- Amilee will bring a traveling screen to the retreat and the group can determine if microphones are needed while they are there.

- The executive secretary will work on pricing the *Strengths Finder* books and getting the quote to Amilee. If the cost is affordable, the books will be purchased by the ICSEW and delivered in time for the members to take the online quiz. The results of the quiz will be sent to Amilee who will incorporate the top five strengths for each member into a chart and shared at the retreat.

Other Business

- None

12:00 – 1:00pm Adjourn to lunch

Executive Board Assignments

Tuesday, September 9, 2008

Amilee Wilson, Chair

- Add Kim Hardeman, Kristi Aravena, and Michelle Fisher to the Executive board member E-Mail distribution list.
- Secure a 15 passenger van from GA to drive all of the members to the October retreat.
- Secure a meeting with Peter Bogdonoff and the legislative Ad-hoc committee Chair and Vice-Chair.
- Provide Roberta with the 2006 or 2007 business plan for the TOSDTWD activity.
- Work with Peter Bogdonoff and his staff on the issue of state employees getting state time to attend certain functions such as the Wellness fair.
- Provide Roberta Carpenter with a letter stating that the webmaster duties would be a function of her ICSEW duties.
- Provide Roberta with the TODSTWD© 2006 or 2007 business plan.
- Follow up with Judie Fortier to confirm her speaking at the September 16, 2008 general membership meeting.
- Confirm with Peter Bogdonoff for the September 16, 2008 general membership meeting.
- Bring a traveling screen to the October retreat.

Audrey Pitchford/Michelle Fisher, Executive Secretary

- Finalize draft minutes and send to board members for review.
- Finalize minutes and send to communications and history committee for web posting and archiving
- Bring the updated mentoring activity instructions to the September general membership meeting
- Price the *Strengths Finder 2.0* and *Using your Strengths* books. Send price quote to Amilee. If the price is affordable to the ICSEW budget, order enough books for all Chairs and co-chairs and ensure they are delivered before the October retreat meeting.

Sharon Edwards/Dena Nelson, Membership

- Make sure the ICSEW pins are ready for the September General Membership Meeting
- Transition packets prepared

Teresa Glidden, Historian

- N/A

Kim Sauer, Executive Treasurer

- Provide treasurer report for August.

Michelle Lucero, Education Committee

- N/A

Tammy Risner, Communications Committee

- Contact Twisters to see if a box lunch is available for a flat rate and also deliver the lunches (for the September general membership meeting).

Gen O'Sullivan, Conference Committee

- Confirm with the Landmark Convention Center in Tacoma that they will host the October board retreat on 10/9/08 and provide a sampling of breakfast, lunch, and afternoon snack food.
- Get quotes from one or two other locations in SeaTac or Seattle for the conference location space
- Send information about the "Dreamweaver" training (in Ballard) to Roberta Carpenter and Meagan Macvie.

Kristin Reichl, Health and Wellness Committee

- Attend the Safety Fair on September 11, 2008 to see if Wellness is incorporated into the fair.
- Make sure other agencies are invited to co-sponsor the Wellness fair and ensure they are added to the proclamation.
- Kristi will make an announcement at the September General membership meeting about the Governor's Health Bowl.
- Kristi working on an article on "Waist Management" and an announcement for Breast Cancer Awareness Month.
- Add the purchasing of bookmarks and walk cards to the Business Plan

Meagan Macvie/Kim Hardeman, Professional Development Committee

- Create a list of needed toiletries from the YWCA (Susie LaPalm will take the lead).
- Come up with a "catchy" title for the "Get to Know ICSEW" marketing activity that they wish to present to others interested in the ICSEW.
- Contact Monique from "Dress-For-Success" to see if she can attend the December executive board meeting.
- If Judie Fortier cannot attend the September General membership meeting—Meagan needs to contact the CFD and the YWCA to see if they can both do half hour presentations for this date.

Roberta Carpenter, Take Our Daughters and Sons to Work® Day

- Bring the notecards and table cards for the mentoring activity to the September General membership meeting.

Andrea Harker, Legislative Ad-Hoc Committee

- Write an article about the newly formed committee for the *Interact*.

ALL COMMITTEES

- Business plans due to Amilee by September 23, 2008.