



ICSEW

GOVERNOR'S INTERAGENCY COMMITTEE OF STATE EMPLOYED WOMEN

"To better the lives of state employed women"

EXECUTIVE BOARD MEETING

**Bellevue Hilton Hotel
300 – 112th Avenue SE
Bellevue, WA 98004**

October 9, 2008, 8:30 am – 4:45 pm

Attendees: Amilee Wilson, Karen DeWitt, Teresa Glidden, Tammy Risner, Sharon Edwards, Kris Reichl, Kristi Aravena, Gen O'Sullivan, Kim Hardeman, Meagan Macvie, Kim Sauer, Dena Nelson, Andrea Harker, Michelle Fisher, Roberta Carpenter

Absent: Michelle Lucero

9:00 – 9:30am Amilee – Welcome, Announcements & Breakfast

9:30 – 10:15am Gen and Hotel Staff – Tour of facility

Included rooms for speakers and group meetings

- First level: King County Room, Kirkland Room, Redmond Room, Conference Foyer, Bellevue Grand Ballroom, Boardroom
- Second level: Skyview Ballroom, Newcastle, Banquet Lobby
- Ninth level: One guest room with King bed, one guest room with two double beds, continental breakfast space.

10:15 – 11:00am Amilee – Facilitated discussion of pros, cons, and issues:

Pros:

- Lots of space (including rooms and closets)
- Good acoustics (AV not necessarily needed for speakers)
- No charge if we bring our own equipment (projectors, etc. – we pay for use of screens, they bring cart with cords, etc.)
- No charge for parking
- Many restaurants and mall nearby (within 15-minute walk or five-minute drive)
- Skyview room – nice for evening event, networking event (i.e., first night/Monday night, coffee and dessert?)
- Liked wideness and space of foyer
- Better location than Vancouver for Eastern Washington participants
- Many options for areas to have events (many rooms, foyers, etc.)

- We would be the only group here – no competition for space and no confusion
- Staff – Gen says they have been very helpful
- Nice work-out facility
- Nice that staff are willing to work with us on healthy meals – from Vancouver, learned we may have to work with them on what a “healthy” meal is – i.e. have nutrition information out on the table, including portion size. Use as an opportunity for health education (participants can still take and eat what they want).
- Karen may be able to bring in apples.
- They have a shuttle – we may be able to negotiate more
- Hair salon, other salon services
- Nice that rooms are laid out well, easy to find, lots of variety and good flow
- Like the location (Bellevue)
- More stalls in ladies’ room
- All spaces accessible for folks with special needs

Cons:

- Older facility, not as bright, open, new, modern as in Vancouver
- Dark hallways, dingier
- This room is darker
- Charge for Internet access
- No space to lock items up in foyer, would have to put under table and would be less secure. There would be a locked board room with limited access for the Board.
- Need to work out healthy options / food. Find out if there are issues re: Bringing your own food in (participants and vendors). Also determine was it a con not having snacks at last health fair?
- Glass elevator
- Funny smell when walked in (due to new carpet)

Other issues:

- Can Executive Board members be on Ninth Floor within per diem rate? It may be helpful for us all to be on the same floor as our speakers.
- The Executive Board decided at the last board meeting to open possible locations to King County, due to limited options in Thurston and Pierce. This location we are at for today’s meeting seems more professional than some other sites considered, and there may also be a trade-off in having lower participant levels by having something outside of the Thurston / Pierce area (last year, participation from these counties accounted for 72% of conference attendees). One option in Thurston was a newer facility with nice rooms, but

there were concerns about it appearing less professional, having too many distractions, and being too close to home so that participants might find it hard to get away from their day-to-day jobs. One option in Pierce had issues with staff, parking, and accessibility.

- We hope to make a decision in December.
- Gen will put together a summary in November so we can make the decision in early December or January
- Are we going to allow participants the option to register for fewer than the three days? This may allow more participation, but may also cause participants to miss parts of a “track” if conference tracks are set up for longer than one day. Per Amilee, our conference registration system is not set up to accommodate partial attendance – we can accommodate folks who can’t attend the full three days, but we won’t promote it.
- How many participants from Thurston / Pierce Counties will be able to go to a “destination conference” in two years, because of the economy? A local conference may allow more participants to attend.
- Another possibility is a two-day conference.
- Do we have records about how conferences were attended during other times when finances were lean? Per Amilee, ICSEW administrative records are not kept longer than three years and are not archived, per instructions from previous chairs. Do we need a retention schedule? Or a free-standing hard-drive? Will data about past conferences be found in old versions of *InterAct* newsletters and in Washington State Archives?

11:00am Amilee – Quick announcements:

- Thank you to Gen for organizing the tour.
- Thank you to committee chairs for submitting business plans. Amilee’s still waiting for a couple, and has contacted chairs when the plans have issues. We have not yet done a full fiscal roll-up and budget picture, so she may need to come back to chairs after that.
- Reminder: When using E-mail and Listserv – be careful about selecting “reply to all,” especially when sending “thank you’s,” etc. Karen is required to check her Blackberry every time it goes off, and she’s getting a tripled volume of e-mail. Please just respond to the person who needs it.
- With the listserv – use discretion, go online and look at the policy. There are some restrictions especially regarding job announcements, etc. If you want to send an e-mail and you’re not sure if it’s appropriate, send it to Amilee or Karen first, and they will edit it before sending.

- The Boards & Commissions training in September was cancelled and rescheduled for December. That class is full, and the January one is full. The next earliest is March, 2009. If you were scheduled for September, you were rescheduled for December. Contact Stacy Tichenor at the Governor's Office if you're unsure. Amilee recommends re-attending if we have a new governor after these elections, as a new governor will have a different perspective.

11:00 – 11:15am Amilee – Old Business:

Motion on August and September Meeting minutes:

- Postponed to allow review period to finish. Will review at next Executive Board meeting.

November 12 General Membership Meeting Agenda

- Speaker secured: Tiffany LeMoine is getting someone from Toastmasters to talk about women's issues.
- Meagan offered to see if a speaker from The Wardrobe is available. This was one of our recipients from clothing drive last year. The group agreed.
- We will have the toiletries drive that month, Meagan will ask Susie LaPalm to send out an e-mail soon. Gen already started a drive in her agency and will send around a flier that she created.
- 20 minutes will be allotted for a Health and Wellness activity. They may get a speaker as well
- There will be an EAP speaker who was not able to be there last time (Jan).
- Karen is in contact with the Auditor's office about legislative changes to the whistleblower act, and will touch base with Gen. Gen can speak if usual speaker is not available.
- The group suggested asking Peter Bogdanoff from the Governor's Office to focus more on what's being done with cuts, governor's directive, etc. He is still our main contact and wants all requests funneled through him. Let him know we want to focus on budget issues, if he can't speak to those maybe bring another representative. Or perhaps Peter can speak for 10 minutes on governor's priorities and then have another speaker on budget cuts (perhaps from OFM).
- The group liked the option of ordering lunch in again. Tammy offered to coordinate.
- The meeting will be at Department of Health / East Plaza.

11:15 – 11:55am Amilee – New Business:

Motion on ICSEW Letterhead

- Purpose: For any ICSEW member to use.
- Team discussed three versions, pros and cons of each.

- Teresa proposed a motion to accept #5 without designating chairs and co-chairs, without phone numbers, and moving the Web address to the top under the header. Seconded.
- Discussion about layout
- Teresa proposed a motion to accept #5 without designating chairs and co-chairs, without phone numbers, moving the Web address to the footer, moving the Executive Board block to flush with the header. Seconded.
- Motion passed.

Motion on ICSEW Business Cards

- Tammy has developed a template and has two choices for the team to view. Motion not needed for today.
- Purpose of cards: Often sub committee chairs need cards, but have only their regular business card. This creates some confusion.
- Discussion:
 - Fiscal impact (budget) \$37/200 cards (blanket ones with spaces to write in) through Department of Printing.
 - Discussion of cost to get names printed, and whether “write-in” names look professional. Other agencies spend \$12 for 500 cards with printed names on them.
 - Does everyone on the Executive Board need cards? No, but Legislative and Conference chairs do. But not just for board members – also if we do a display somewhere, or want to give out the Web site, at fairs, etc.
 - Other options – print ICSEW on the back of traditional business card. Or, have an ICSEW card with Web site and mission statement, and hand this out with regular business card. Use a high-quality rubber stamp to add the ICSEW logo to regular business cards? Amilee is also okay with people using their regular business cards.
 - Other issues discussed: Do we have (or need) an ICSEW e-mail address? Don’t currently have one; if we set it up, someone would need to monitor it. Is there a better way to find agency representatives on our Web site? Not easy to use currently, and no search engine on our site. Amilee suggested having the General Membership vote on how much contact information to provide on our Web site.
 - Do we need multiple options? For example, general card for ICSEW booths at fairs, plus options for chairs to have it on their regular card or a separate card? Perhaps we can work the cost out of budget for the committees where cards are most needed.
 - Discussion to continue at the next Executive Board Meeting.

11:55 – 12:55pm Adjourn for lunch.

12:55 – 2:00pm Amilee – *StrengthsFinder* Results

- Based on book everyone was provided (*StrengthsFinder 2.0* by Tom Rath).
- Review of last year's Executive Board strengths. Majority of board were relaters, strategic or achievers. Second by future, developers, learners, and significance. Quite a variety of strengths.
- Karen handed out results for 2008-2009. Another strong group of achievers, input, strategic. See attached summary.
- Activity: Partner with another board member and share your top strength, then use to introduce your partner to the group.
- Amilee believes the work we're doing often focuses what comes up during the assessment.
- Presentation:
 - How can we maximize activities we do, using our strengths?
 - How do people feel about focusing on their strengths?
 - Some people feel uncomfortable about focusing on strengths.
 - More of a shift in state government today towards the positive.
 - Others don't always know how to use performance reviews in the right way. Unsure if there is a connection to strengths in performance review.
 - Perhaps we're always working in our strengths by the nature of what we choose to do – regardless of whether there's a focus by our supervisor or organization on strengths.
 - Explains why certain activities (i.e. ICSEW) may be more satisfying than regular job.
 - Successful teams are cohesive and effective.
 - Cohesive: Respect personality, talent, experience differences; listens to others' ideas; respectful of others' input; comfortable offering advice on someone else's proposal.
 - Effective: Exhibit a strong commitment to achieving a goal; naturally form and dissolve diverse subgroups as needed to accomplish various tasks that contribute to achieving ultimate goal; select best proposals regardless of proposer; cease to meet as team once goal achieved or progress stops.
 - Important we not "silo" – need to partner, share the load, come up with the best ideas, thoughts, ways of action, building on each others' strengths.
 - Amilee believes we have all shown a commitment to ICSEW by being here.
 - Some groups cohesive but not effective.
 - Waste time, social club

- Unpopular with management
 - Good bonding opportunities but can hurt career.
- Some groups not cohesive and therefore not effective:
 - Group has to listen to each other
 - Respect ideas and input,
 - Be comfortable suggesting changes to other's proposals in order to be effective.
- Group discussion:
 - In past many assessments have primarily described work life, this one also crosses into home life. Results may vary based on where you take the test (work or home). Many folks who took it for the second time saw some (but not huge) changes.
 - Suggestion: Have General Membership share their results with us to if they have them; give us ideas on who to ask for help when we need other strengths.
 - It was hard to switch to focusing on strengths, not weaknesses. Eye-opening.
 - How much are we going to deal with or neglect our weaknesses? Weaknesses may be improved, even without total concentration or wasting of time. Will discuss more when reviewing the second book.
- Next steps:
 - Learn more about strengths.
 - Recognize when you're applying them.
 - Purposely apply to your committee work.
 - Partner yourself with someone who can compliment your strengths.

2:00 – 2:30pm Amilee – Review of ICSEW Mission, Goals, and Values
Review for compatibility with 2008-2009 work:

- Mission and goals changed last year. We have leeway to adjust them if they no longer feel correct.
- Mission from 2007-2008: *To better the lives of state employed women.*
- Discussion: Does group reaffirm and support mission?
- Decision: Yes.
- Goals/priorities from 2007-2008:
 - *Increase our use as a policy advising body*
 - *Increase our presence within our agencies*
 - *Empower women to positively change their own lives*
 - *Increase engagement of members.*
- Discussion: Do all subcommittees' (conference, communications, education, health and wellness, history, membership, professional development, TODASTW® Day, and legislative ad hoc) work fit in here? Can all the activities we plan for this upcoming year fit in these four priorities? Amilee doesn't want anyone burning out. It's okay to pare down our planned activities and events so we can do a high-

quality job. (Note: Amilee says it's also okay if members have to prioritize and focus on one or two goals, due to lacking agency support.) Planned 2008-2009 activities include:

- Bimonthly meeting
- Yearly health fair
- Monthly educational trainings
- Cell phone drive
- Clothing drive
- 2010 Biennial leadership conference planning
- TODASTW® Day
- Toiletries drive
- Public Service Recognition Week
- Agency health fairs
- Diversity fairs
- Women partnership groups
- Earth day
- Other activities
- Decision on priorities / goals: Yes, they still fit with one change – on the second one, change it to *“Increase our presence within our agencies **and communities.**”* We may want to find a way to communicate our goals and priorities with agency heads.
- Values: What are the values you see ICSEW encompassing? Group brainstormed and prioritized. Amilee will post results on the Web.

2:30 – 2:45pm Adjourn for break

2:45 – 2:50pm Amilee – Conclusion: Review of Values

Top five team picks are:

- Leadership
- Integrity
- Fostering Growth
- Empowerment
- Well-Being

2:50 – 3:45pm Amilee – *Go Put Your Strengths to Work* Exercise

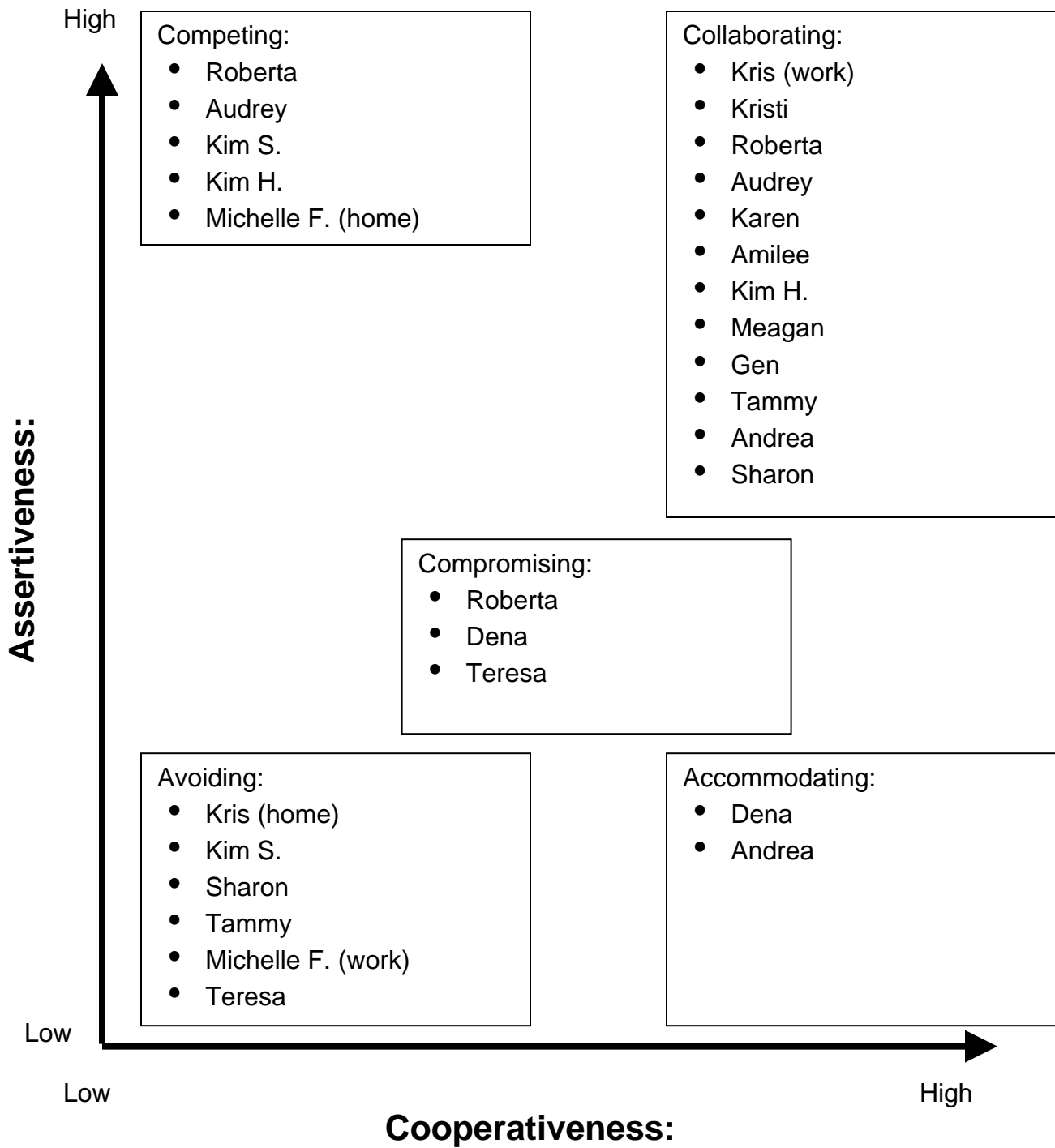
Discussion of concepts and activities in book:

- Some found acronyms (SIGN) helpful, good way to remember information.
- A lot of information embedded. Each activity could take a lot of time (years).
- Very oriented toward strategic, futuristic, planner.
- Introduction:
 - How to label. Why strengths movement is here to stay.

- How to take action and progress. Only 17% of most workers' day is spent playing to strengths.
- Discover where you are at and where you are going.
- Chapter 1: Bust the myths:
 - Success means believing capitalizing on strengths is the best way to move ahead.
 - Three most common myths and corresponding truths (p. 69).
 - Discussion – whether we agree based on our experiences.
- Chapter 2: Get clear:
 - Four signs of strength (p. 107):
 - Success
 - Instinct
 - Growth
 - Needs
 - Activities that make you feel strong.
 - Use green cards to capture when you feel strong (p. 99).
- Chapter 3: Free your strengths:
 - Make the most of what strengthens you.
 - Identify how and where each strength helps us in our role.
 - Find missed opportunities to leverage strengths.
 - Learn new skills and techniques to sharpen strengths.
 - Build job towards strengths (P. 151 - FREE)
- Chapter 4: Stop your weaknesses:
 - Identify weaknesses. They're more dangerous when they're quietly corrupting your work and life (p. 157).
 - Cut out what weakens you (p. 197). SIGNs of Weakness card.
 - Activity: Write down what you loathed on Red cards.
 - Shift focus of day to strengths.
- Chapter 5: Speak up:
 - How to create strong teams. Conversation for staff and team members.
 - Video challenge (black areas of book).
- Chapter 6: Building strong habits:
 - Make progress last.
 - Retake SET score to track growth.
 - Strongest habits: Plan strategies for each day, week, quarter, six months, and year (p. 252).
 - See Commonly Asked Questions (p. 251).

3:45 – 4:20pm

Amilee – Conflict Management Exercise:
Based on Thomas Kilmann's work. Don't take outcomes as negative, but consider trying another strategy in the future.



4:20 – 4:25pm Amilee – Wrap-Up:
 A lot of positive feedback from Amilee and board about a positive start to the year.

4:25pm Adjourn

Executive Board Assignments

Thursday, October 9, 2009

Amilee Wilson, Chair

- Follow up with committee chairs as needed after budget done.
- Ask Peter Bogdanoff to focus more on budget issues (or bring a colleague who can speak to these) at the next General Membership meeting.
- Post ICSEW Values on the Web.
- Update ICSEW Goals based on conversation.

Karen DeWitt, Vice Chair

- Touch base with Gen about getting a speaker from the Auditor's Office on the Whistleblower Act. Note: Gen may be the speaker.

Audrey Pitchford, Executive Secretary

- Update the ICSEW letterhead based on motion from today's meeting.

Tammy Risner, Communications Chair

- Coordinate option to order in lunch at next General Membership meeting.

Gen O'Sullivan, Conference Chair

- Continue researching conference venues, and provide a summary of options to Executive Board in November.
- Send to the Executive Board the flier she created for her agency's toiletries drive.

Meagan Macvie, Professional Development Chair

- Contact The Wardrobe to see if a speaker is available for a General Membership meeting.
- Ask Susie LaPalm to send out an e-mail soon about the toiletries drive.

All Executive Board Members

- If not yet done, submit committee business plans to Amilee.
- Be judicious in selecting "Reply all" to e-mail.
- Review Listserv policy and use discretion when communicating that way. If in doubt, send items to Amilee or Karen to review first.
- If not yet done, take Governor's Boards and Commissions training. If we have a new governor after November elections, take it again as the new governor may have different direction for us.
- If not done yet, finish reading *StrengthsFinders 2.0* and *Go Put Your Strengths to Work*. Apply what you learn to ISCEW work and partner with others who complement your skills.