



# 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, Room 320  
310 Israel Road SE, Tumwater, WA  
November 4, 2008, 9:00am – 12:30pm

Attendees: Amilee Wilson, Karen DeWitt, Gen O'Sullivan, Kris Reichl, Tiffany LeMoine, Dena Nelson, Sharon Edwards, Andrea Harker, Meagan Macvie, Kim Sauer, Michelle Lucero

Absent: Tammy Risner, Teresa Glidden, Roberta Carpenter

9:05am Amilee – Call to Order

9:05 – 9:45am Amilee – Announcements

- Amilee will have a new e-mail address soon. She has limited e-mail now and so does Dena. Amilee's new e-mail address will be [Amilee.Wilson@dfw.wa.gov](mailto:Amilee.Wilson@dfw.wa.gov) after the new system is in place.
- Thank you to Kris for securing today's meeting room. We'll be in this same room for our December Executive Board meeting.
- Cell Phone Drive update: Melanie (Executive Director of Ethics board, at Attorney General's office) had a concern that our cell phone recipient, Human Response Network (HRN), is classified 501(3c) and a part of United Way, so it's important that they don't sell the phones and that no money changes hands. There is a small recycling fee (75 cents) HRN receives for damaged phones that can't be reprogrammed, which goes back into their 911 program. Melanie supports continuing the ICSEW cell phone drive. As a reminder, this falls under de minimus use of state resources (if we want to use campus mail to send, state printers to print flyers, state time to advertise, etc.). For us to keep it ethical, each ICSEW representative hosting a cell phone drive must get their agency director's (or designee's) approval prior to initiating the drive. This applies also to our clothing drive, toiletries drive, etc. We may also want to partner some of our activities with Combined Fund Drive (CFD), as this is supported by all agencies. Amilee recommended we establish a protocol for members to follow to get permission to use state resources for charitable events. There were some recommendations that we buy

onto only a finite number of events, consider timing, and choose the next two years' charity events at Transition Meetings. As a reminder, Executive Managers often have to sponsor events and may be interested in having advanced planning. Amilee asked for volunteers to establish protocols. Meagan agreed to touch base with CFD. Sharon proposed bringing CFD information back to general membership and asking for volunteers from that group to come up with protocol and decision-making. We will also work with our cell phone recipient to encourage them to get a CFD number.

- Amilee handed out new vision, mission, values and priorities statement. Give Amilee any feedback on items she missed. If nothing new, she will forward to Teresa to post.
- Using the listserv and Web to support outside groups: There have been issues. Karen got a notice about a childcare on the capital campus that wanted us to promote them. We do **not** want to promote development (fund-raising) events for groups outside the state. We've advertised other events for trainers we've sponsored in the past, or groups we've had some other connection with. Worth discussing at Executive Board and with General Membership. There may be some WACs around advertising as well. This could also tie in to protocol for charitable events. We need to help Karen out with developing criteria for when and how to support outside groups addressing:
  - Who is appropriate to sponsor
  - How to sponsor
  - What to post on the Web site vs. what to send out as an announcement.
- For meetings, it may be helpful to have criteria for speakers and speaker time-slots.
- Listserv: Maybe we should consider adding another listserv category, so users can choose whether to get information about sponsored events. Amilee and Wendy Cloutier currently have administrative rights for the listserv. Need to add Sharon, Dena and Tammy (as their back-up). The Membership Chair and Communications Chair are supposed to take training that's offered by DIS on the Web. Amilee will be in touch with these folks within the next week and will give them administrative rights. Michelle recently asked Wendy to be Education co-chair, so Amilee will remove her from the listserv so she's not overloaded.
- Executive Commissioner Training: Amilee will remind members about this at the November General Membership meeting. Amilee recommends signing up after elections if a change in Governor, even if you have taken it in the past. If there is a change in Governor, we will also have a different contact in the policy office. ICSEW pays the fee. This is open to the General Membership, not just the Executive

Board. It's especially important for all new members (appointed in July). Amilee with work with Kim S. to pay for all December attendees at once. This is part of our administrative budget. December's class is now full but additional ones are offered in 2009.

- Amilee provided a revised list of locations and dates for Executive Board and General Membership meetings. Most locations are finalized. We are still looking for a room for the May 2009 General Membership meeting.

9:45 – 10:25am      Committee Reports

**Professional Development Committee**

**Chair: Meagan Macvie, Department of Personnel**

- Planning underway for January's General Membership Meeting, which the PDC is hosting.
  - Location is still being researched. DOT won't work. Challenge is capacity because we're inviting guests. Amilee said we have some funding in the budget for paying for a facility, which opens up our options. Meagan wants to have this nailed down before the November General Membership meeting. DOP Row 6 Building in Lacey is the back-up location. If anyone knows of locations, please e-mail Meagan after this meeting. Looking for capacity for 60-75 in classroom style.
  - Agenda is mostly nailed down, including image consultant.
  - Planning to offer the option for a stay-in lunch with resume and wardrobe consultation. If you have an idea for a one-on-one consultation that you (or someone you know) can offer, please e-mail Meagan. May be on professional development, health, etc.
  - The Wardrobe representative will be at the November General Membership Meeting. This was our recipient for the Clothing Drive last spring.
  - Health and Wellness (Karen) will do an activity at the end of the day for January's meeting. Will likely be a 20 minute slot.
  - There is a very packed agenda for January: Amilee will welcome everyone, briefly describe ICSEW, and give out mission and priorities. Then there will be the introduction of guests and announcements. There will be a panel on the future of women in the work force. The image consultant will bring a person up and show before and after, talk about best practices, working with your own style, body type and budget, and will also do one-on-one sessions during lunch hour. Also in lunch hour, Roberta's sister will do one-on-one resume consultations, and this will be the time for any other one-on-one consultation we can secure. We will introduce the clothing drive (coming up in the last 2 weeks in March). Agencies are welcome to hold longer if needed, and may take stuff directly to Wardrobe. Afternoon guest speakers include the Director of Employment Security and Annalisa Gellerman from the AG's office. Health and Wellness will have their activity and then there will be the wrap-up.
  - Each member will be able to invite two guests to January's meeting. We're going to use a template to RSVP so we can keep an eye on

attendance and ensure we have enough space. Estimating 75 people, but remember we had a good showing at L&I in March 2008. Per Amilee, this fits into our priorities of increasing our presence in agencies and increasing employee engagement.

- We don't have elected officials attending, due to timing (during legislative session).
- Susie's sending reminders about the Toiletries Drive via the listserv.

### **Conference Committee**

**Chair: Gen O'Sullivan, Washington State Auditor's Office**

- Gen put together a summary sheet for the conference, listing the locations we received proposals from. Asterisked ones were eliminated due to issues with accommodation and expense. A lot of it comes down to if we're not reserving rooms, the conference space increases in cost. She has no actual proposal from Great Wolfe Lodge. This is for the Executive Board's review and consideration; she hopes we can make a decision in December. We already went through pros and cons at our retreat.
- Gen reviewed some considerations of each facility with the team. She is continuing to negotiate with each facility to get the best deals.
- She had her first committee meeting. They're excited and this will be a big conference. They will be partnering with Health & Wellness as well.
- Amilee says we are looking at ways to increase male participation and marketing. We are hoping to increase attendance (up from 300 participants in 2008).
- If we select the Hilton, there are two other hotels within walking distance. There is a shuttle that runs to various locations.
- The conference has no title yet. If board members have ideas for different tracks, please let Gen know. She wants employees to be able to identify tracks which will fit their jobs and will help them market it to their managers and agencies. Options: health and wellness, communications, leadership. Attendees can still pick and choose the sessions they want, mix and match, but this will be a guide for folks who need to take to their supervisors for approval. Another idea is promoting continuing education and pursuing continuing education credits. It's helpful that we have so much time now to work on it.
- We have room to expand if we have it at the Hilton space. The Great Wolf will be more crowded. We're looking at the same cost as last year.
- Amilee has a concern about whether we will be able to adequately accommodate the health and wellness fair at Great Wolf. There has been a lot of positive feedback in the past about this fair – it's a great draw to the conference.

### **Health and Wellness**

**Chair: Kris Reichl, Department of Health**

- No new updates. They haven't met since their last meeting, no one was available.

- When the group last met, they laid foundation for goals. Added costs for team t-shirts to business plans, in case they decide to promote event as a team.
- Many groups offering health fairs now are working off the model we've created in the past.

### **Communications Committee**

**Co-Chair: Tiffany LeMoine, Department of Revenue**

- They will get going soon on the Winter Issue, and are meeting tomorrow to discuss. They already have a couple articles in.
- Their group has a few proposals, which Tiffany handed out:
  - They need help getting articles from committee members. If your committee invites a speaker to a General Membership meeting, if someone from your committee can draft the article, that would help. They will be asking the chairs of sub-committees to assign these. If you've invited someone to the next meeting, please let Tiffany or Tammy know. Audrey will share her notes with Communications Committee folks and anyone writing articles based on General Membership speakers.
  - They want to do away with the photo release form – it's burden to manage. They will instead get permission informally by e-mail. This was approved, especially if the person in the photo is e-mailing it to the Communications Committee. If it's a copyrighted photo or a professional photo, we still need the form. Karen mentioned an electronic signature process that the State Patrol uses. We may also want to add a general release to the enrollment form for our events, such as the conference. There may also be a law about your rights to decline having your image used when on public property.
  - They can also help with a flyer for the January meeting, and will partner with Professional Development Committee on this if needed.
- Tammy cannot arrange Twisters for lunch for November's meeting, but is working on Meconi's. Some discussion occurred regarding other vendors who provide healthy food options.

10:25 – 10:40am    Adjourn for break.

10:40 – 11:20am    Committee Reports (continued)

### **Membership Committee**

**Chair: Sharon Edwards, Department of Retirement Systems**

- They're working to clean up the current roster, comparing it to the Governor's list.
- Stacey Tichenor of the Governor's Office is taking care of new members; some need to go through the process to be reappointed.
- The other issue is alternates, which don't automatically come to Sharon unless they e-mail her or attend a meeting.
- Dena is working on Public Service Recognition Week (PSRW), and has ideas on how to get more membership through that. Candy bars with

ICSEW stickers is one idea. Should be no issues getting agencies on board. Time to plan, plus funding in Teresa's budget for women's suffrage exhibit.

#### **Ad Hoc Legislative Committee**

**Chair: Andrea Harker, Department of Labor and Industries**

- Has not met with her team due to waiting to touch base with Amilee after meeting with Peter. They are meeting Friday. Amilee will send notes to her.
- In the meantime, doing background work. Got e-mails with links to other groups with information about legislation out there.
- One idea from group is to survey employees and find out women's issues and priorities, to further clarify what employees concerned about. There is also a lot of surveying being done by other groups and non-profits. She searched through CFD for ideas. She has a list of 12-15 sites with groups researching different ideas. Also got *A Closer Look* study.
- Amilee: A survey is not out of the question, but the tricky part is it has to include all state employees, not just women, and it could be unwieldy in terms of how to promote, support, etc. Roberta is able to use a staff person for this for Take Our Daughters and Sons to Work® Day. Andrea also talked with her about using this resource and it's an option if we're not able to get this information in other ways. Amilee will see if she can get the last survey done (2004-2005). Per Michelle, Education did a survey in the past, and she will check her records and pass this on to Andrea as well. We may also add questions about this to the conference survey, or in a link in *InterAct*, the Governor's newsletter, *Payday FYI*, *FTE Magazine*, etc. Andrea will work with Communications Committee on how to interact with these groups, especially *FTE*.

#### **Executive Treasurer**

**Chair: Kim Sauer, Liquor Control Board**

- Office of Financial Management (OFM) deadline is the 14<sup>th</sup> of every month. She has information from the end of October.
- Expenses were:
  - \$277.44 for Transition Meeting
  - \$200 for DIS
  - \$477.44 total spent in October
  - \$66,629.87 at the end of October
- She has not yet seen some of the costs for September, including clipboards.
- For all items, once business plans are approved by Executive Board, committee chairs don't need to go through Amilee for subsequent approval. Use the state contracts and call OFM to have them order, and then you don't need an A19 (the bill goes directly to Kim or Amilee). If you buy something not through Central Stores, complete an A19, send it to Amilee, she will sign it and send to Kim so all expenses will be received. Sharon will provide contact information for Rudy at OFM to everyone. There's also a purchasing policy on their Internet site. Please do **not** use your order payment from your individual agencies.
- Kim and Amilee will put together the final business plan with assets and supplies for the Governor's Office.

**Education Committee****Michelle Lucero, Department of Agriculture**

- Wendy Cloutier now has access to registration, so now more than one of them can do it. They continue to look into different systems and processes to allow easier access by committee members, to accommodate absences, etc.
- They had one agency-sponsored training recently and another request for something similar. Because of state budget cuts, agencies are not allowed to contract directly with trainers, so they've asked ICSEW to sponsor the training but it's open only to that agency's staff. Some discussion about other options agencies have (such as requesting training through DOP) and whether this is subverting the Governor's intent. The Executive Board consensus is that all registrations for ICSEW-sponsored training must be open to all state workers, not just employees of a given agency.
- They are also getting requests to sponsor new trainers. Some new trainers and new classes being piloted in January. Kris may want to be involved due to some of the topics.
- The *Clutterbusters* class was canceled in November due to low participation.

**History Committee****Chair: Teresa Glidden, Office of the Secretary of State**

- No report

**Take Our Daughters and Sons to Work® Day Committee****Chair: Roberta Carpenter, Washington State Gambling Commission**

- No report

10:20 – 12:00pm Amilee – Old Business:

Minutes from previous Executive Board and General Membership Meetings:

- Amilee will provide draft minutes from July 8, 2008 General Membership minutes to Audrey to edit before posting.
- Revised copies provided to Executive Board of minutes from:
  - August 11, 2008 Executive Board Meeting
  - September 9, 2008 Executive Board Meeting
  - September 16, 2008 General Membership Meeting
  - October 9, 2008 Executive Board Retreat
- Feedback on these notes was provided to Audrey.
- Audrey proposed a motion to approve these four sets of minutes with corrections discussed. Amilee seconded. Opportunity for discussion was given, but no further discussion was needed. Board approved motion.
- Reminder to the board: the last page of the Executive Board minutes has assignments.
- Posting: Currently, final General Membership minutes get posted on our Web site, and final Executive Board minutes get sent to all Executive Board members.

- Audrey proposed a discussion of a wider distribution of Executive Board minutes. Before the December Executive Board meeting, she will send the board information by e-mail about why she is recommending this.
- Amilee agreed to add this to the December meeting agenda. Amilee will also research and share with the board why things have been done the way they have in the past.

Letterhead: Final approved at Executive Board Retreat.

Approval of business plans:

- Discussion of costs proposed by sub-committees:
  - Communications costs are for the back-up Web master (to support Teresa). This includes software licensing and training, plus Web-hosting costs through DIS. Costs could increase as our need for space increases. Gen offered to talk to Teresa, Tammy and Communications about how to format our documents in a way that they take up less space.
  - Professional Development Committee costs may increase over what was in proposed business plan, depending on location selected for January's meeting, and whether location requires using their food service. Recommendation is to add \$600.
  - Conference Committee: Costs for travel and marketing, mostly done now. Costs lower this year than they will be year of the conference.
  - Education Committee: Costs are for registration system, trainers, and translators (such as sign interpreters when needed).
  - Health and Wellness Committee: Would like to increase total requested (\$2,100) by \$100, to include money for T-shirts for coordinated events. Kris provided Amilee an updated plan. Other costs are for advertising, speakers, screenings, etc.
  - History Committee: The storage unit is the major rental fee. They are moving some items to The Evergreen State College (TESC), and Teresa is working with Membership to get a sorting party going. Now they need to sort TESC archives for Jolene Unsoeld, to free up space for our larger items. It's not yet clear what the expectations are, or whether former TESC representative to ICSEW, Robyn Bradshaw, still works there and may provide us guidance. Amilee will follow-up with Robyn.
  - Ad Hoc Legislative Committee: Costs are for training for rule-writing class for committee chair.
  - Membership Committee: Costs are for General Membership meeting refreshments, Transitional Meeting

lunch, networking incentives, and storage unit shelving. We need shelving in our storage unit to better utilize space available (it's under a stairwell, so it's an odd shape). They want to have space for each committee to store items. This will help bridge knowledge and continuity when there is membership turnover.

- TODSTW@D Committee: Fees are for supplies, banner, and identification (ID) kits. Roberta was able to save the committee money because her agency is doing fundraisers to support the ID kits (security kits where kids get fingerprinted and get an ID card).
- Some items in the budget may end up being donated, such as items for the Health and Wellness fair. It's always appropriate to seek out cost savings and efficiencies.
- Some discussion over increase of costs over last biennium due to storage unit, shelving, software. Amilee is not concerned about the increase due to our funds from the 2008 Leadership Conference, but thinks it would be helpful to go back through past budgets and see what our spending cycle has been. It seems committees have always worked well together, and helped each other out when needed.
- Some discussion about where certain items fall, such as Public Service Recognition Week, history display, business cards, etc.
- Amilee proposed a motion to accept the 2008-2009 business plans and general administrative budget, with the changes of increasing the Health and Wellness budget to \$2,200, and increasing Professional Development Committee budget to \$1,200, for an increased yearly total of \$17,930. Gen seconded the motion. Opportunity for further discussion was provided but no additional discussion done. Board approved the motion.

#### Process for approval of costs:

- Items in the approved budget don't need further approval.
- When you spend money, fill out an A19 form, send it through the committee chair to Amilee. Amilee will send original receipts to Sasha at Office of Financial Management (OFM) and provide copies to Kim S. For facilities or trainers, pair the A19 with an invoice from that location or person, and send to Amilee for signature. Sasha will also need copies of membership rosters for events where we provide meals and refreshments.
- If you need changes to your budget, please let Amilee know.
- If committees reach budgeted amount, they must contact Amilee for further approval of costs:
  - Amilee may approve items under \$50.
  - Board may approve items from \$51-\$499.
  - General Membership may approve items over \$500.
- Sharon: Sasha will need copies of membership rosters every time to account for food provided to members. Must submit with payment for refreshments. Will have to coordinate if facility

requires a caterer. May also affect our regular coffee vendor. Ensure they can work within our per diem.

12:00 – 12:20pm Amilee – New Business

November 12 General Membership Meeting agenda:

- Changes made to accommodate speakers.
- Membership requested an announcement about the attendance policy and proxy forms.
- Plug requested for committees short on members.
- Discussion about how to best provide committee reports and have committee meeting time.
- Reminder to bring toiletries items.

January 13 General Membership Meeting agenda:

- Peter Bogdanoff from the Governor's Office was not included. Further discussion may be needed. Christine from that office invited.

March 10 General Membership Meeting agenda:

- Have a speaker from the HRN. Amilee or Sherry will contact them. This is a good time to start kicking off the event for October. Important to loop charitable activities back to our mission, goals, etc.
- Andrea also has found a speaker, and Meagan is checking with the Able to Work (? Is this correct?) organization.

12:20 – 12:30pm Amilee – Old Business

Business Cards:

- Gen provided two options based on Board Retreat discussion:
  - Personalized card: Includes basic information plus ICSEW title. Can print every two years for members who need them.
  - General card: For general distribution. Members may write personalized information on the back, or hand out along with regular business card. This is one way to help promote our events plus refer people to our Web site. The amount we will need depends on the number of events we have, etc.
- Discussion of listing events vs. committee names – from a marketing perspective, listing events is how we're seen. Committees do the work, and people will see those when directed to the Web site.
- Board likes the format, likes the way to market more of what we do.
- These may be good only for a couple years, due to turnover and changes in direction. But they are inexpensive enough that we could reprint if needed.

- Amilee proposed tabling for our December meeting for further discussion. Thanks to Gen for finding this.

12: 30pm

Adjourn to lunch

# Executive Board Assignments

Tuesday, November 4, 2008

## All

- Get permission from your agency head (or designee) to use state resources to promote ICSEW charity drives.
- Provide feedback to Amilee on any items she may have missed on ICSEW vision, mission, values, and priorities.
- Sign up for Executive Commission training if you have not yet taken it. If you've taken it but we have a change in Governor, sign up to take it again under the new Governor.
- Notify Amilee with location ideas for the May 2009 General Membership meeting.
- E-mail Meagan with location ideas for the January 2009 General Membership meeting.
- Notify Meagan if you have other ideas for potential "one-on-one" activity ideas for January's General Membership networking lunch.
- Let Gen know if you have ideas for other potential conference "tracks."
- Let Communications Committee know if you have invited guest speakers to a General Membership meeting. Draft (or assign someone on your committee to draft) an article for *InterAct* based on that guest speaker's talk.
- Let Amilee know if you need changes to your committee's budget.
- Work with Sherry to invite Human Response Network to the March 2009 General Membership meeting.
- Provide feedback to Karen on listserv messages and announcements.

## Amilee Wilson, Chair

- Provide final ICSEW vision, mission, values, and priorities to Teresa to post.
- Get administrative rights to listserv for Sharon, Dena, and Tammy, and remove Wendy.
- Work with Kim to pay all December enrollees in Executive Commission training at the same time.
- Send notes from meeting with Peter Bogdanoff to Andrea.
- See if she has a copy of the latest survey (from 2004-2005 or so) about what issues state-employed women want addressed. If she has it, provide it to Andrea.
- With Kim S., put together the final business plan and budget.
- Provide July 8, 2008 Transition Meeting minutes to Audrey to edit.
- Before December Executive Board meeting, research and provide board background information on why Executive Board meeting minutes have not been distributed more widely in the past.

## Karen DeWitt, Vice-Chair

- Develop ICSEW criteria for listserv messages and correspondence.

**Kim Sauer, Executive Treasurer**

- Work with Amilee to pay all December enrollees in Executive Commission training at the same time.
- With Amilee, put together the final business plan and budget.

**Audrey Pitchford, Executive Secretary**

- Share General Membership meeting notes with anyone drafting articles based on guest speakers.
- Edit July 8, 2008 Transition Meeting minutes.
- Before December Executive Board meeting, provide board background information on why she would like to discuss a more broad distribution of Executive Board meeting minutes.

**Michelle Lucero, Education Committee**

- Provide most recent education survey to Andrea.

**Andrea Harker, Ad Hoc Legislative Committee**

- Work with Communications Committee to find best way to work with other group's publications, including *FTE Magazine*.

**Meagan Macvie, Professional Development Committee**

- Follow up with CFD about partnering our charitable events with them.