



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

December 9, 2008, 9:00am – 12:25pm

Attendees: Amilee Wilson, Gen O'Sullivan, Kris Reichl, Dena Nelson, Roberta Carpenter, Sharon Edwards, Audrey Pitchford, Teresa Glidden, Tammy Risner, Kristi Aravena, Meagan Macvie, Anna Jones (covering for Andrea Harker), Kim Sauer, and Michelle Lucero.

Absent: Karen DeWitt, Andrea Harker

9:10 – 9:45am Amilee – Call to Order and Announcements

- Andrea will be out until Jan. 5 due to surgery. Amilee is sending a card around.
- Gen mentioned a helpful DreamWeaver class in Seattle which may be useful for Tammy or other folks on the Communications Committee. This would require agency approval as it's not through DOP. Gen will provide information to Tammy.
- Amilee is passing around the ICSEW stamp that board members may use on the back of their pre-printed business cards from their agencies.
- Amilee thanked board members for their hard work and Kris for reserving today's meeting space. Next month's meeting is at DIS.
- Amilee's and Dena's e-mail addresses are now working. Amilee's new address is Amilee.wilson@dfw.wa.gov, and the old one still works as well for now.
- Sherry Hickam (the Cell Phone Donation Coordinator) is bringing a protocol about cell phone donations to the January Executive Board meeting. We can use the protocol as a template for all ICSEW charity drives. ICSEW representatives need permission from agency directors to conduct any charity event, because promotion involves using agency resources and we need to ensure it falls under *de minimus* use. The Ethics Board supports our events and we need to be sure we're following the rules.
- Regarding the budget deficit: The Governor has asked specific agencies to look for ways to cut back in budgets. Peter

Bogdanoff's recommendation was to look at ways we could create a more efficient committee process, or reduce some activities planned for upcoming years (such as delaying the biennial conference). Our budget does not come from the Governor (we're funded by a grant) but our members and activities are obviously affected by state agency budgets (in terms of training registrations, meetings, etc.). Peter had not heard of specific recommendations for committees by the Governor, but recommended looking for ways within business plans to reduce spending. The Governor's office is looking at some committees, dissolving and combining some that are inactive, but ours is not among those. Amilee is waiting to submit our business plan until we get a chance to address this issue.

- We need a volunteer to draft guidelines or criteria for speakers invited to our General Membership meetings. Anyone interested in doing this can share the draft with the Executive Board and General Membership.
- Amilee has asked Karen to develop criteria for LISTSERV messages and Web postings.
- Amilee would like to have more conversation in our January Executive Board meeting about sponsoring events.
- Our LISTSERV currently has 209 subscribers, and Sharon, Dena and Tammy are now the owners. (Sharon and Dena are responsible for adding new members, and Tammy is their back-up.) Some quirks are still being ironed out. Tammy and Dena are new to LISTSERV usage. DIS no longer offers training, but has extensive self-help features and online manuals. Of our 209 subscribers, 64 receive only notices about training, and 145 receive everything.
- The Executive Commission Training through the Governor's Office took place yesterday, and many representatives from ICSEW attended. Topics included ethics and service, legal compliance, rules and restrictions. Amilee also learned we are the largest committee (with over 60 appointments) and we have the shortest terms (many others have terms lasting three to four years). This can create challenges with vacancies, turnover, flux, transitioning, etc. This may also be why past efforts to establish a mentorship program have been disrupted. The Executive Board discussed some strategies for mitigating this impact, including:
 - Establish ways to help new members coming in and old ones leaving (for example, like the communication activity we did at this year's Transition Meeting)
 - Create our own membership training that occurs after the Transition Meeting, and have existing members attend to answer questions for new members.
 - Assign new members to an existing member for the first two meetings. Have representatives mentor their replacements within the final year of membership.

Create an environment where mentorship happens more naturally – rather than a third party matching up two people.

- Have better clarity about why we're mentoring – with a better sense of what we envision the outcome being (for example, to work with next member or next board person).
- Amilee encourages mentorship for everyone within ICSEW.
- Create generic templates representatives can use to provide updates and share ICSEW information within their agencies.
- Request permission to extend appointment terms to three years. (This would have to be approved by the Governor's Office, but might help with impacts on Boards and Commissions staff.) There is currently no limit on the number of terms an ICSEW representative may hold – and it's also important to balance continuity of ICSEW with allowing opportunities for others at our agencies.
- Create an ICSEW Frequently Asked Questions (FAQ) document for new members (perhaps as something we can put into the transition packets).
- Travel costs for ICSEW members – some members are asking questions about this, because of budget issues. There is support for allowing teleconferencing at General Membership meetings. Right now three representatives live in Eastern Washington, and there are also representatives from Seattle, Tacoma, and Vancouver. The board knows of various facilities with teleconferencing (DOH, DOT, ESDs, DIS in Lacey, and the community college board). There was some discussion about how cost-effective these services would be. This will be on the board's agenda for January's meeting, with a goal of trying to get something in place for May's General Membership meeting. The challenge is that we often secure meeting rooms a year in advance, due to the size we need and how quickly space fills up. Other options include Webinars and I-link (a dial-in service free to all state employees). Amilee asked Sharon and Dena to look into these options and review the roster, to find out where members work.
- Reminder: Our contact in the Governor's office is Stacey Tichenor. It's okay to contact her with questions. Our policy contact at the Governor's office is Peter Bogdanoff (and he's usually on the agenda for General Membership meetings). We don't have an AG. Our contact for the Ethics Board is Melanie DeLeon, the Executive Director.

Professional Development Committee**Chair: Meagan Macvie, Department of Personnel; Co-Chair: Kim Hardeman, Department of Labor and Industries**

- Handed out January's draft agenda and gave out extra invitations.
- To date, we have received only eight RSVPs, and the RSVP date is 12/19/08. Meagan will send a reminder late this week after meeting with PDC Thursday. She thinks we may be able to open attendance up to members who want to invite more guests. She doesn't think there will be a space issue. If she e-mails the invitation around, members may print their own copies. Members may put the agency representative on the invitation, or work with Meagan to find a solution to ensure representatives know if their invited guests are attending. She will post the invitation on the Web and send the link to LISTSERV. She will also remind members via the LISTSERV to RSVP to Sharon. When they do this, Sharon sends an acknowledgement and the information about lunch orders.
- If members want to invite more guests, she will likely give the approval after the 19th.
- The PDC added time in the afternoon of January's meeting for table top discussions (peer mentoring). Focus will be on the economy and issues people are facing. The committee decided they needed more activities because of the numbers of presentations. It's kind of a tight agenda with a lot going on, but there's a lot of unstructured time at lunch for the one-on-one sessions, informal networking, etc.
- Peter Bogdanoff has time on the agenda from 10-10:15. If he is unable to attend, they will extend the panel discussion.
- For the Health and Wellness activity, Karen will talk about defensive driving.
- Sharon showed a possible give-away – candy and ICSEW stickers. Angela Knight is also working on post-its. We may also use all these items for the Transition meeting. Discussion occurred about being mindful of the budget and keeping items small, as well as whether to have candy as a give-away and how it looks to have our logo on an item that will be crumpled up and thrown away (the candy wrapper). Due to time restrictions, give-away decisions will be finalized by e-mail.
- Amilee will check the cost of the boxed lunches at the Commission training – maybe this is something we can use in the future.
- The PDC is also getting ready for the clothing drive. We still have March's General Membership meeting to prep for that.

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

- Will wait to report out until her agenda item under Old Business.

Health & Wellness Committee**Chair: Kris Reichl, Department of Health; Co-Chair: Kristi Aravena, Community, Trade and Economic Development**

- Nothing new to report since last time.
- The committee will meet in the next two weeks.

- She's getting ready to hand everything over to Kristi Aravena (co-chair), and Kris will be unavailable until April due to the Legislative Session beginning January 12.

Take Our Daughters and Sons to Work® Day Committee

Chair: Roberta Carpenter, Washington State Gambling Commission

- She believes her committee can scale back its budget, and she'll wait for the agenda item on the budget to say more.
- She sent out a survey and asks board members to take it if they have not yet done so. She has received over 675 responses so far. The survey deadline is December 17. There are many issues being raised about the budget and about having events for work sites in areas of the state outside of Thurston County, especially Eastern Washington. Also, she has received some issues about folks in jobs where kids are not allowed on site. She has some ideas that she'll share when we talk about the budget. This year's event may be quite different from in past years.
- In feedback about the date of the event, the majority of responses are in favor of having our event on the national date. Some responders asked for a different date because of the WASL.
- Amilee also has access to all survey answers. We'll do some analysis after the deadline.

History Committee

Chair: Teresa Glidden, Office of the Secretary of State

- Committee work has been on the back-burner due to recent elections (there was record turnout, with over 84% of registered voters casting ballots, and a record number of registered voters, over 3.5 million).
- Teresa met with Shanna Stevenson of the Women's Historical Committee. That group is opening a women's museum exhibit at the History Museum in Tacoma. Teresa asked Shanna to write an article for the *InterAct* newsletter and Web. This exhibit will have a lot of items related to women's suffrage.
- Teresa is hoping to collaborate with the Women's Historical Committee for the ICSEW traveling display. That group has already hired professional graphic artists and they have proofs ready to show. Our display will be smaller and portable, and will give credit to both ICSEW and the Women's Historical Society. The hard board printing will be done through Kinko's for the cost of about \$100, and will look professional. This will also be significant savings over what was initially budgeted for the committee. The goal with the suffrage display is education. 2009 is the centennial state suffrage and the 90th anniversary of the nationwide event.
- Teresa also wants to research the options former Historian Robyn Bradshaw looked into.
- Teresa needs to get a group together to go through Jolene Unsoeld's items in the archive space. We're swapping room – once these items can be moved, ours can come in. These items are currently at the John L. O'Brien Building at the Washington State Capitol. Teresa will work with the TESC archivist on this project.

Executive Treasurer

Kim Sauer, Liquor Control Board

- Nothing new since last report.
- The cut-off for upcoming payment cycle is Dec. 15.
- She is getting some issues fixed with OFM regarding Transition Meeting purchases.

Communications Committee

Chair: Tammy Risner, State Treasurer's Office

- They are starting the Winter *InterAct* issue, and have gotten a lot of articles already. Deadlines are posted on Web and she believes the next one is Jan. 5.
- She was not at the last Executive Board meeting, where discussion of the *FTE Magazine* took place. However, since that time, she spoke with Art Mead (the editor), and there's a section in his publication where we can put the start of an article, with a link for readers to go to our Web site to see the rest. There is no charge for this.
- In her office, she has a newly elected boss, and they're in transition. She's also in charge of the Governor's ball.
- Meagan expressed a concern about drafting articles after the Jan. 13 meeting, due to the volume of presenters scheduled that day, and asked for help from other committees' members. If anyone has someone on committees who is open to writing an article, that would be appreciated. Tammy also asked Meagan to let her know which assignments are already covered, and Tammy will look for help for the remaining assignments.

Legislative Committee

Anna Jones, Department of Natural Resources, for Chair Andrea Harker, Labor and Industries

- The committee met recently; due to teleconferencing issues, it ended up being only Andrea and Anna.
- Andrea is working to divide the committee into two groups, to focus on:
 - Bill tracking
 - Research
- Andrea is out until Jan. 5 for medical leave; Anna is leading until then. While Andrea is out, cc Anna on your e-mails to the Executive Board (Anna.Jones@dnr.wa.gov). Andrea will assign tasks when she returns.
- The next meeting is Jan. 29.
- Andrea is still looking for co-chair, but so far has no volunteers. Anna is unable to fill this role as she is a division bill coordinator for her agency.

Membership Committee

Chair: Sharon Edwards, Department of Retirement Systems; Co-Chair: Dena Nelson, Department of Fish and Wildlife

- She went to the Governor's Commission training yesterday. It was great to meet Stacey Tichenor in person, as she has been very helpful in getting vacancies filled (contacting agency directors and answering questions). There are still some agencies with no representatives, but they're working on this. There are still also four or five discrepancies between Sharon's list and Stacey's list.

- Sharon got an e-mail from a staff person at TESC asking how to become an ICSEW representative. Sharon sent this staff person the process, and asked Meagan to invite her to the January General Membership meeting.

Education Committee

Chair: Michelle Lucero, Department of Agriculture; Co-Chair: Wendy Cloutier, Department of Information Systems

- She doesn't have much to update. Their committee will try to meet this month, but it may not happen with holidays.
- Half of her committee isn't really on committee. (They signed up but she hasn't heard from them.)
- The new representative from TESC, Abby, is also the contact for Evening and Weekend Studies, and Michelle thinks this will be a good resource for state workers.
- Registration has been low lately for ICSEW's training classes. Michelle would like to table further discussion on this until we talk about the budget.
- Please add Education Co-Chair Wendy Cloutier (WendyC@dis.wa.gov) to your Executive Board e-mail distribution lists.

10:25 – 10:40am Break

10:40 – 11:35am Old Business

Audrey – approval of past meeting minutes:

- Proposal was made to approve the July 8, 2008 Transition Meeting minutes with edits from Sharon. Motioned and seconded. Discussion allowed. Motion approved.
- Proposal was made to approve November 4, 2008 Executive Board meeting minutes with edits from Sharon and removal of the word "draft." Motioned and seconded. Discussion allowed. Motion approved.

Amilee – business card templates:

- Discussion and decision tabled pending budget discussion.

Amilee – posting Executive Board minutes on the Web:

- Audrey previously sent out a summary explaining why she thought we should be posting these minutes on the Web for broader distribution.
- Amilee researched why we haven't done this in the past. She shared with the group that two Chair terms ago (approximately four years ago) the minutes included some personnel issues, as well as Executive Board member discussion that did not support the Governor's decisions. At that time, the Chair and Vice-Chair decided not to post these minutes, per restrictions according to the Public Disclosure Act.
- The board discussed whether to post minutes now, including:

- A reminder that board members get seven business days to review draft minutes, and provide comment if they think something is inappropriate.
- What our goals are in posting the minutes (transparency).
- Formatting and versions.
- We don't seem to have the issues in today's board that were present in the past.
- Focus on sharing issues and discussion.
- Proposal was made to post all Executive Board minutes from today forward after they are approved by the board. Motioned and seconded. Discussion allowed. Motion approved.
- Audrey let the group know she may bring a proposal to future meetings to post Executive Board minutes from July 2008 – November 2008.

Amilee – Committee reporting at General Membership meetings:

- Is this the best way to distribute information? Or should we move these reports from these meetings in the interest of time?
- Group discussion, including the following topics:
 - Committee work is the core of what we do.
 - Cost-savings associated with allowing committee meetings during General Membership meetings.
 - Whether time is available after General Membership meetings.
 - It makes sense to let committees meet first and then report out to the larger group.
 - At January's meeting, can we have committee meetings at lunch, and let our guests make use of one-on-one services first? Information about subcommittees is in Amilee's PowerPoint presentation. (She will distribute this by e-mail, and post the final on the Web later.)
 - The value of including networking time at meetings, and how having a lunch option helps with this. Also, table topics help with this.
- General consensus is to keep the following activities in General Membership meetings: icebreakers, table topics (peer-to-peer mentoring), sub-committee meetings and report-outs.

Gen –2010 ICSEW Conference location:

- Obviously, there are economic issues surrounding the conference. We'll have a more in-depth discussion on budgets later.
- Gen's contact at the Hilton moved to the Hyatt. She got an estimate there. That location is similar to the Hilton and more centrally located.
- She's asking both locations to include clauses in the contract letting us reserve the dates and start everything in motion, but also allowing us to change the date or get out of the contract by

Oct. 30, 2009, if needed due to economics and lack of agency support.

- Proposal was made to renew competitive bidding, consider moving the conference location to another part of the state, and reschedule to 2011. Gen does not expect we will have success trying to do a conference in 2010. This would give us more time for planning, and open things up to more competitively-priced bids and different dates. Motioned and seconded. Discussion allowed. Discussion included these issues:
 - What ICSEW has done with the conference in the past when there have been budget issues.
 - The conference does not necessarily have to happen in the month of May. (In May we have to work around Mother's Day, Memorial Day Weekend, etc.) There seems to be a lot of support for having it right before or after a weekend (such as Monday through Wednesday or Wednesday through Friday). April is a slower month for conferences and costs are much lower (though then we may have to schedule around Easter, Spring Break, and TODSTW® Day). It may help to review evaluations from the last conference and TODSTW® Day. There may also be Legislative Session issues in April.
 - It may make more sense to have this conversation after we talk about the budget.
- Motion was tabled until after the budget discussion.

11:35am – 12:25pm New Business

Agency budgets: Board brainstormed ways to address budget issues, including:

- Don't have a large TODSTW® Day event at the Capital Campus. Discussion included:
 - Would need support from the Governor. In the past, she has wanted to use this event to show kids why government is important.
 - Going to the Capital Campus is a time constraint for state employees who don't work there. Some staff have to take leave to go.
 - Have a statewide day but ask agencies to conduct events locally – maybe we can provide agencies items to give to all kids, even if the agency can't allow kids on site. We would need information about the number of kids from each agency. This would cut a lot of travel costs.
 - If we make this change, we may need to market it a bit to agencies, such as by reminding staff how to get a field trip for kids to visit the Capital Campus.
 - Roberta will get an opinion from Stacey Tichenor at the Governor's Office, and develop alternate proposals for the Executive Board.

- Educational trainings.
 - We have not been told by the Governor to reduce specific activities, but Peter has recommended review to see whether we can reduce them or not.
 - We don't like having to cancel trainings, but had to cancel three out of six in last three months due to lack of enrollment. The recent trainings scheduled and held have not been full.
 - Issues with attendance are likely due to agency budgets. We expect these trends to continue.
 - Michelle has other ideas on ways to offer education – via Web, brown bags, etc. She's been thinking about these ideas for awhile, but hasn't had time to research them due to time needed for training registrations. This kind of education could include how to access health care if you're laid off, where to find food banks, consumer credit counseling, etc. Also, stress relief, doing more with less, etc. Is it okay to charge \$5-10 for participants for brown bags, or would they be free?
 - DOP is seeing the same trends, and was asked to limit their advertising. They are also limiting their leadership series to the Olympia area. One positive is a renewed focus on what topics they're covering.
 - We have no contracts with the trainers, so limiting formal training we offer won't breach any contract. We may need to balance not having an obligation to keeping these trainers employed with not burning bridges with them if we want to continue a relationship in the future.
 - What is our budget from these trainings? It varies widely. In the past we have averaged 25-40 participants per class, and trainers pay 10% of all enrollment fees to ICSEW. Michelle thinks we will be okay with earning less income from training than in the past, though we may need Kim to take a look to ensure we're staying within our budget.
 - Decision from Amilee: Discuss with the Education Committee, and bring to January's Executive Board meeting a proposal with alternative ways to reduce the budget. Kim will look at past income from training and see what kind of hit our budget will take.
- Health and Wellness Women's Health Fair: In the past, this event has relied heavily on agencies' support. If agencies are no longer able to support it in the same way, this event may need to partner with the Education Committee or find another way to carry out its mission.

Amilee – Executive Board Meeting Schedule:

- The Washington State Patrol has asked Karen to reduce her ICSEW travel. She and Amilee are open to having her attend meetings via conference call.

- Karen also asked if the board would consider moving the Executive Board meeting days to the day before General Membership meetings, so she can consolidate her travel. Discussion:
 - It's challenging for many board members to give 1.5 days in a row to ICSEW.
 - Having Executive Board and General Membership meetings in different weeks helps board members balance ICSEW commitments with regular workload.
 - If the Executive Board meets the day before the General Membership meeting, it may be challenging to deal with last-minute General Membership meeting issues.
 - The board is open to moving the Executive Board meeting around to help Karen out – and recommends still holding it within two weeks before the General Membership meetings. Karen also has other meetings in western Washington – Amilee will check to see if we can coordinate around another regularly-scheduled event on Karen's calendar.
- Decision tabled for January's Executive Board meeting. We will have a conference call option available for Karen at that time.

Gen – Motion on the conference:

- Proposal was made to table a decision on the conference location and date until our January Executive Board meeting. Motioned and seconded. Discussion:
 - Gen would like to get input from the General Members and committee chairs. (She may need to do this by e-mail, due to time limits.)
 - Meagan offered to help draft wording and share research on change management.
- Motion passed.

12:25pm

Adjourn to lunch

Executive Board Assignments

Tuesday, December 9, 2008

All Executive Board Members:

- Consider volunteering to draft guidelines for speakers presenting at our General Membership meetings, or recruiting a volunteer to do this. (Note: Draft would need to be shared with Executive Board and General Membership.)
- Sign up for the Governor's Commission Training, if you have not yet attended.
- If you have questions needing an opinion from the Governor's Office, contact Stacey Tichenor at that office.
- Get draft articles for *InterAct* in to Communications Committee by January 5.
- Consider writing an article about one of the speakers at the January 13 meeting, or recruiting a volunteer to do this. Contact Tammy if you are interested.
- Until Andrea returns, cc all Executive Board e-mail to Anna Jones at Anna.Jones@dnr.wa.gov
- Refer any volunteers interested in serving as the Legislative Co-Chair to Andrea Harker.
- Add Wendy Cloutier, new Education Committee Co-Chair, to your e-mail distribution lists. Her e-mail address is WendyC@dis.wa.gov.

Amilee Wilson, Chair

- Revise ICSEW Business Plan in light of new budget information, before submitting to the Governor's Office.
- Include time on January's Executive Board agenda to discuss sponsorship of other groups and activities.
- Find out the cost of boxed lunches at the Governor's Commission Training, and share this information with Sharon as an option for our future General Membership meetings.
- Send board a copy of Power Point presentation for January's General Membership meeting. Post the final on the Web.
- Find out if Karen has other travel dates to Western Washington that we can coordinate around for Executive Board meetings.
- Provide a conference call option for the next Executive Board meeting.

Karen DeWitt, Vice Chair

- Develop criteria for ICSEW LISTSERV messages and Web postings.

Audrey Pitchford, Executive Secretary

- Draft today's meeting minutes and send to board for seven-day review by close of business, December 30, 2008.

Kim Sauer, Executive Treasurer

- Review past income from ICSEW trainings, and determine how much of a hit our budget will take if we reduce these.

Gen O'Sullivan, Conference

- Provide information about Dreamweaver class to Tammy.
- Gather input from General Membership about changing conference location and dates.

Sherry Hickman, Cell Phone Coordinator

- Develop protocol for cell phone donations and bring draft to January Executive Board Meeting.

Sharon Edwards, Membership

- With Dena's help, research technology options for virtual meeting attendance. Review the membership list to find out how many members work outside Thurston County, and may have issues getting approval for travel costs to attend ICSEW meetings.

Roberta Carpenter, TODSTW® Day

- When available, share survey results and analysis with Executive Board.
- Get an opinion from Stacey Tichenor at the Governor's Office about not having a big event at the Capitol Campus this year.
- Provide alternate proposals about this year's event to Executive Board.

Meagan Macvie, Professional Development

- Post January 13 meeting invitation on the Web, and send to members via the LISTSERV. Remind members to RSVP to Sharon. Work with members to ensure they know whether their invited guests have RSVP'd.
- If allowing members to invite more than two guests each, notify members of this via the LISTSERV.
- Provide Tammy a list of speakers for January's General Membership meeting, indicating which ones already have volunteers committed to writing an article, and which ones still need volunteers.
- Invite new representative from TESC to January's General Membership meeting.
- Help draft e-mail to General Membership around changing conference location and dates.
- Share information on change management with the Executive Board.

Teresa Glidden, History

- Research options developed by former Historian Robyn Bradshaw.
- Put together a group to clean out Jolene Unsoeld's storage space.

Tammy Risner, Communications

- Work with Meagan to find volunteers to write articles about January 13 General Membership speakers.

Michelle Lucero, Education

- Discuss with committee alternate ways of providing educational opportunities to state workers, and reducing costs. Bring proposal to Executive Board.