



ICSEW

GOVERNOR'S INTERAGENCY COMMITTEE
OF STATE EMPLOYED WOMEN

"To better the lives of state employed women"

EXECUTIVE BOARD MEETING

Department of Information Services, Forum Building
615 E. 11th Ave, First Floor Conference Room
January 6, 2009, 9:00am – 12:00pm

Attendees: Sharon Edwards, Tammy Risner, Kristi Aravena, Andrea Harker, Genevieve O'Sullivan, Amilee Wilson, Roberta Carpenter, Meagan Macvie, Audrey Pitchford

Absent: Karen DeWitt, Teresa Glidden, Michelle Lucero, Kris Reichl, Kim Sauer

9:05 – 9:15am

Amilee – Call to Order and Announcements:

- Wendy Cloutier is the new Education Committee co-chair.
- Our February Executive Board meeting will be back across the street at Department of Natural Resources, Room 461.
- Working to get May's General Membership meeting location established. It may be at Department of Transportation.
- More than 100 people will be present at the January General Membership meeting. Please bring cash if you've signed up for lunch.
- Welcome back to Andrea!
- Amilee recently attended a great Legislative training at her agency, and will share information with Andrea.
- Cell phone update:
 - Sherry Hickam, Cell Phone Coordinator, is drafting a protocol for agencies to use.
 - After this document is final, we may use it as a template for other charitable events.
 - Since the draft is not yet received, we'll table this for our February meeting.
- LISTSERV messages:
 - DIS has established a protocol for LISTSERV accounts. Amilee observed no abuse with the use of the ICSEW LISTSERV so the protocol will be filed until needed.
- Criteria for sponsoring other events:
 - This idea has been discussed during past meetings.
 - One idea has been to sponsor two or three events a year, and rotate what we sponsor.
 - Amilee is still looking for a volunteer who can draft a protocol around sponsoring these kinds of events.
- LISTSERV management update:

- Please be patient, we are still working through some issues.
- The monitoring feature is supposed to send all posted messages to Amilee and Karen first, but it's not currently working.
- You may experience delays when you're trying to use the LISTSERV.
- There are also some problems with members not having access and not getting all e-mail notifications.
- Amilee working with DIS to resolve these.
- PowerPoint presentation for January 13 General Membership meeting:
 - Thank you for all who've provided feedback already.
 - Amilee will revise this presentation before next Tuesday.
- Amilee's cell phone number is on the back of every agenda in the directions to the meeting location, in case you ever have difficulty finding the location or are running late.

9:15 – 10:05am Committee Reports

Conference Committee

Chair: Genevieve O'Sullivan, State Auditor's Office

- No change since last month.
- Genevieve will wait for her agenda item for further discussion.

Ad Hoc Legislative Committee

Chair: Andrea Harker, Department of Labor and Industries

- Anna Jones sent the Executive Board an e-mail with pre-filed bills we may want to pay attention to. None of these caught Andrea's eye, but it's still early.
- Andrea is getting back up to speed after being out several weeks.

Health and Wellness Committee

Co-Chair: Kristi Aravena, Community, Trade, and Economic Development (for Chair Kris Reichl, Department of Health)

- Committee met last month and will also meet this afternoon to work on the Health and Wellness fair.
- Though we talked in last month's Executive Board meeting about scaling back, their committee believes the fair should proceed. It is typically a very low cost event and it is very beneficial to employees.
- The fair will continue to focus on screenings, and the committee is also talking about having break-out sessions on topics such as resume building, the Employee Advisory Program, skill-building, financial planning, and so on. Participation will still be free.
- Hoping to partner with a couple other committees on ideas that will help employees during the current economic times and during periods of transition. Please let Kristi know if you have ideas about this.

Professional Development Committee**Chair: Meagan Macvie, Department of Personnel**

- Hoping to send the final agenda for the January 13, 2009 General Membership meeting out by the end of the day. We can discuss it more at 11:00.
- The panel at this meeting will have five members, so it may lengthen the agenda time for this item. Amilee will contact Peter Bogdanoff from the Governor's Office this afternoon, to find out whether he will be using his agenda time slot.
- The PDC is also working to pull together the basic information for the 2009 Clothing Drive.
- Audrey has gotten permission from her program for a one-time use of Survey Monkey to survey meeting attendees.

Take our Daughters and Sons to Work® (TODSTW®) Day Committee**Chair: Roberta Carpenter, Washington State Gambling Commission**

- Survey results from last year's event are in. Roberta distributed these to the board.
- Responses are varied, but the majority (68.3%) wanted to have events in their own buildings.
- While a majority (57.5%) wanted to have the event on the national date, this was not as great a concern for most responders as location.
- A majority did not attend last year's event at the Capital Campus (some couldn't get away from their offices, others work outside Thurston County, etc.).
- There was also some feedback from folks who stamped passports last year wanting a "blurb" to tell kids about what agencies do.
- Roberta still believes it is more feasible and cost-effective to have agencies host events at their own locations. She needs to contact Stacey Tichenor at the Governor's Office to ensure this is okay. Amilee will provide Stacey's contact information to Roberta.
- Another concern Roberta has is that she currently has only one member. She stopped scheduling meetings because everyone else was not attending. She will address this issue further after getting answers from Stacey about what the event will look like this year.
- Amilee will announce at the January General Membership meeting that this committee is seeking more members.
- If the focus this year is on events at individual agencies, she still wants to provide templates of ideas to agencies, plus the kids' ID badges and other materials.
- Individual agencies may also already have TODASTW® Day coordinators.
- Discussion on the pros and cons about having event on the Capital Campus or not, included:
 - The Governor has wanted kids to know what happens at the Capital, hence the passport.
 - There was a recommendation to see what percentage of survey responders said not to do the event at all, due to cost
- Amilee and Roberta will follow up and submit a proposal to the Governor's office, and try to get a response by the end of this month.

- Further discussion tabled for February's Executive Board meeting.

Communications Committee

Chair: Tammy Risner, State Treasurer's Office

- Committee is working on the Winter *InterAct*. They sent out a LISTSERV message yesterday reminding members to submit articles.
 - Genevieve can still do one on the changes to the Whistleblower law if needed. Tammy will check to see if there is space.
- Focusing on helping write articles about speakers at the Jan. 13 General Membership meeting. These articles will be in the Spring *InterAct*.
 - Tammy will send a list of topics still needing writers to Amilee, who will send it to the LISTSERV.
 - Also, a couple people may do an overview of the meeting, if they don't get a writer for an article on every single speaker.
 - Writers may use Audrey's notes from the meeting to help with drafting articles.
- The Communications Committee is also open to article ideas from any members, including humorous articles. They are hearing a lot of positive feedback on the newsletter.
 - Genevieve looked at some old newsletters – there are interesting articles on stuff that's relevant today (like saving gas). Can we reprint some of these articles?
 - We also got positive feedback from Maxine Krull, who chaired ICSW (before it became ICSEW) in the early 1980s. Maxine helped provide photos for an article by former Historian Robyn Bradshaw for the Summer 2008 edition. She left a voice mail for Audrey (who shared it with Tammy and Amilee) complimenting the newsletter and the organization (unfortunately, she is not available to attend our meetings as a guest or speaker, due to poor health).
- Subcommittee updates – if you haven't yet given yours to Tammy, please provide it to her. Reminder: All subcommittees need to write up a report for each *InterAct* edition. For help remembering what all you and your committee have worked on lately, refer to past Executive Board minutes.
- An update on the Ledbetter case in the Spring Edition may also occur (depending on what happens with the courts and the new presidential administration).

Membership Committee

Chair: Sharon Edwards, Department of Retirement Systems

- ICSEW has three new members, who will all be at the January General Membership meeting:
 - Juanessa Scott, Services for the Blind.
 - Abby Kelso, The Evergreen State College.
 - Pam Crowley, Board of Industrial Insurance Appeals.
- Sharon is tracking attendance of members and contacting members with unexcused absences.
- Most reps will be at January's meeting. If they have already sent her an e-mail, she uses that as their "excuse." However, they still need to complete a proxy form if they want to give someone else their voting privileges.

- Audrey will include the lunch information in the announcement about January's meeting, along with the date, time, location, final agenda, etc. Rather than e-mailing all guests directly, we will ask ICSEW members to forward the invitation to their guests who have RSVP'ed and plan to attend. Today is the last day for lunch orders –final head-count needed tomorrow.

Education Committee

Amilee Wilson, Department of Fish and Wildlife (for Chair, Michelle Lucero, Department of Agriculture)

- Both Michelle and her co-chair, Wendy, were unable to attend today.
- Amilee will share more in our Old Business item on Sub-Committee Budget Reductions

Executive Treasurer

Amilee Wilson, Department of Fish and Wildlife (for Executive Treasurer, Kim Sauer, Liquor Control Board)

- No report today as Kim was unable to attend.
- After the meeting, Kim advised that the Cash Report from November is still the most current. She will have the December Cash Report draft ready by the January 13, 2009 General Membership meeting.

10:05 – 10:15am Break

10:15 – 11:25am Old Business

Approval of minutes (Audrey):

- Motion was made to approve Nov. 12, 2008 General Membership minutes, and Dec. 9, 2008 Executive Board minutes, with the grammatical changes Amilee provided Audrey today.
- Motion was seconded. After discussion, motion passed.

Tele-Communications Options for ICSEW meetings (Amilee)

- Sharon provided a cost estimate for representatives who have to travel, and the cost for providing telecommunications access through DIS (using DIS phone line, WebX software, and a laptop the ICSEW would buy). She shared she also researched the system the community college and schools used, but it's unclear whether this system is open to all agencies.
- Discussion occurred, including the following points:
 - AG's office has extensive video conferencing system – is this something we might use?
 - Can we ask agencies to pay the cost of teleconferencing, rather than assuming ICSEW will pay? (Teleconferencing would cost agencies less than the cost of letting their representatives travel.)
 - Do we need to buy a laptop? Many staff have laptops with built-in cameras, and some have access to lower-cost or free software.

- Some electronic services (such as Acrobat) don't require a software download – they host the service on their site. Perhaps something like this would be better.
- There may be issues with any software we would need to address, such as how to respond to the electronic “question asking” feature, sidebar “chats,” etc. May need someone to monitor what's happening for the telecommunication folks to ensure their needs are being addressed. We may want to practice first using whatever solution we choose at an Executive Board meeting, before trying it with the General Membership.
- Amilee recommended tabling for February's meeting. She asked Genevieve to look into her agency's access, and Sharon to contact the AG. Please send other ideas to Sharon.

Motion for 2010 Conference (Genevieve):

- The motion stands from last month's meeting – to delay the conference until 2011, and go back out for proposals again, reopening the location to statewide. Motion seconded.
- Discussion followed, including:
 - This was a suggestion from Peter Bogdanoff at the Governor's Office. We don't receive budget from the Governor, but part of our mission is to ensure our activities don't negatively impact agency budgets.
 - Some concern was expressed about whether this will be a trend and whether the conference will get postponed indefinitely.
 - It has happened in the past (in the 1980s or so) that the conference was postponed a year – this is why we currently have conferences during election years. They used to be on off-years.
 - Postponing won't have a negative financial impact on ICSEW – we haven't signed anything yet for the proposals received. The current proposals will expire by a certain date if we do nothing.
- Motion approved

Sub-Committee Reporting (Amilee):

- We decided last month to continue having sub-committee reporting in the InterAct. We also decided to have sub-committee meeting time during General Membership meetings, and to allow committee report-outs in those meetings.
- We do the bulk of our work in sub-committees – it's important we keep them a priority in our meetings.
- Please follow this general protocol to help Audrey with minutes: Send her a quick blurb before the Executive Board

meeting, with what you will report on for your committee. This will allow her to put that information into the meeting minutes in advance and help her ensure the minutes are accurate.

- Also, please send Tammy your committee report prior to *InterAct* deadlines. Tammy will send everyone a reminder of the deadlines.

Sub-Committee Budget Reductions (Amilee):

- Business plan for the Governor halted due to the Governor's Office's recommendations to reduce costs.
- ICSEW has already implemented cost-saving changes. For example, we reduced our monthly offerings of educational classes. We're only offering two this month, and will likely reduce to two next month. We're trying to offer only topics appropriate for this time, and avoid any overlap with DOP's classes. This reduces pressure on agencies to send employees to paid training. We also want to take advantage of what our membership already knows, and the free services available, by brainstorming ideas for free brown bags to offer within agencies. During the Education Committee meeting, a lot of the ideas for free brown bags were the same ideas the Health and Wellness Committee and the Professional Development Committee had, including:
 - Stress management
 - Resume writing
 - Finding a job
 - What health care coverage is available
 - Clothing swap
 - Vent session
 - Employee Advisory Program topics, including dealing with change and stress
 - Discussion session, where we pose a question participants spend time answering.
 - Making your own budget
- Some discussion occurred about the latest Education Committee notice of classes, and other ways to acknowledge the current economic climate. Amilee shared that this is why all three upcoming classes were included in one e-mail (rather than individual e-mails as we've done in the past). Discussion included the following:
 - DOP is not doing any marketing by their training LISTSERV as they found it was putting agencies in a difficult position. They give core schedule but don't forward training announcements out. They don't want to be perceived as sending out frivolous training.
 - We may want even softer wording in our e-mails, such as referring to these times, and letting individual agencies know it's okay to tailor the message within

their own agencies, or promote it in ways that are consistent with their agency climate. Put emphasis on what we're doing to respond to today's economic challenges.

- Ensure trainings have the option of black-and-white flyers, focusing more on training content and less on trainer personality or profile.
- Do we need to participate in DOP's monthly Training Manager meetings?
- In our communications about training, mention the brown bags and free resources first, then the for-cost trainings.
- Would any of our current trainers be willing to host a free brown bag session? (Not the length of a usual training class, but an hour or so.)
- Amilee will encourage Michelle L. to have conversation with the coordinator of the Training Manager meetings at DOP.
- Please send any ideas on brown bag topics, or information about available space in your agency, to Michelle L. Amilee will also announce this at January's General Membership meeting.
- Education committee will check with current trainers to see if they would be willing to host a free brown bag.
- History Committee (Amilee on behalf of Teresa):
 - Teresa has been working with Shanna Stevenson of the Washington State Women's Consortium. They can get us a display saving us \$500 from what we originally projected.
 - The display will show both the consortium's logo and ours.
- Membership Committee (Sharon):
 - Shelving for the storage unit was removed from the budget. Until the items are moved out of the space and we can see the space, we don't really know what kind of shelving we will need.
 - Estimate of General Meeting costs was reduced by \$50 per meeting. The two that we've done this fiscal year were budgeted at \$250 each, but we didn't spend that much (though January's meeting will likely cost more because of increased participation).
 - Reduced costs by using give-aways we already had for January's packets.
 - A total of \$450 was cut from the budget.
- Communications Committee (Tammy)
 - There may be limits on what she can cut, because we have to use DIS for our Web site and we have to have a trained person and a trained back-up. (Teresa Reno is the new Web back-up person – she's having

DreamWeaver put on her machine today and will attend training in two weeks.)

- Tammy may be able to reduce costs by removing the pins that say “Leadership.” A note card is better for folks who’ve written an article, especially if they are outside state government.
- Take Our Daughters and Sons to Work® Day (Roberta):
 - Budget may change significantly, depending on what the Governor’s Office recommends for the 2009 event.
 - Until Roberta can get more information, this is on hold.
- Professional Development Committee (Meagan):
 - For January’s meeting, we’ll have to pay for the facility and guest speaker, about \$600.
 - If we’re not going to sponsor another paid speaker, we can zero out the rest of the budget.
 - The only other big activity we have is the Clothing Drive, which is cost neutral.
- Health and Wellness Committee (Kristi):
 - Kristi hesitates to cut items without talking with Kris.
 - Total budget is \$2100. \$2000 is for the Health and Wellness fair. If they eliminate speaker gifts and snacks, they can cut at least \$1000.
 - Amilee thinks it’s a great idea to keep the Health and Wellness fair. She recommended looking for ways to represent resources and agencies who will donate their time. Also, speakers have always been free in the past. We have options for other gifts with give-aways and thank you notes.
- Ad Hoc Legislative Committee (Andrea):
 - This committee already has a very low budget. The only item is Andrea’s upcoming legislative training, and she feels like that is very important.
 - Amilee agrees.
- Conference Committee (Genevieve):
 - Okay to zero the Conference Committee budget out. All costs are covered by Genevieve’s agency.
 - Next year there may be a tiny budget for conference proposal traveling.

11:25am – 12:00pm

New Business:

January 13 General Membership Meeting agenda (Meagan):

- Distributed and reviewed agenda with the board.
- Coordinating room set-up with Sharon.
- When Amilee introduces the Executive Board, board members will stand and briefly share the highlights of their committee or role.
- Sharon will provide Amilee the names of the three new members, so Amilee can introduce them.

- Amilee will bring her laptop and projector.
- Sharon will check to see if a microphone is available, if needed and if so, at what cost. She will also let the facility know we will use built-in screens.
- Audrey will send out the invitation tomorrow, including a reminder to bring resumes and encouraging people to carpool. We will ask ICSEW members to forward the invitation to their RSVP'd guests.
- Meagan will send event details to Amilee (including leads, who's introducing whom, etc.).

ICSEW criteria for sponsorship of groups / activities

- No one has yet volunteered to develop criteria.
- Amilee may work on this on her own.
- This item may also be brought to the next board meeting in February.

12:00pm

Adjourn to lunch

Executive Board Assignments

Tuesday, January 6, 2009

All:

- Add Wendy Cloutier (WendyC@dis.wa.gov) to your Executive Board e-mail distribution lists. *Note: Since the date of this meeting, Wendy has accepted a promotion and will be leaving ICSEW.*
- If you signed up for lunch for the General Membership Meeting on January 13, 2009, please bring cash and exact change (\$11.00).
- Let Amilee know if you (or someone you know) can draft a protocol around ICSEW sponsorship of events.
- Let Kristi know if you have ideas about areas where Health and Wellness can partner with other committees, during the current economic times and periods of transition.
- Send Communications Committee any article ideas.
- If you have not yet done so, give Tammy your subcommittee report for the next edition of the *InterAct* newsletter.
- Contact Sharon with any other teleconferencing ideas.
- Send a summary of your sub-committee report to Audrey before the next Executive Board meeting (February 10, 2009).
- Share any information about possible brown bag topics or spaces with Michelle L.
- Be prepared to stand and introduce your committee at the start of the January 13 General Membership meeting.

Amilee Wilson, Chair

- Discuss with Karen whether a protocol for the LISTSERV is needed, and follow up with board on their decision.
- Provide Stacey Tichenor's contact information to Roberta.
- Announce at the January General Membership meeting that the Take Our Daughters and Sons to Work® Day Committee is looking for more members.
- Using the LISTSERV, send members the list of the January 13 General Membership meeting topics still needing writers for *InterAct* articles, and ask for volunteers.
- Ask Michelle L. to contact the coordinator for DOP's Training Manager meetings.
- Bring laptop and projector to the January 13 General Membership meeting.

Audrey Pitchford, Executive Secretary

- Send announcement about January's meeting, including lunch information, date, time, location, directions, final agenda, carpooling, etc. Ask members to forward to their RSVP'd guests.

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

- Contact Stacey Tichenor at the Governor's Office to ask if it's okay to shift this year's event away from the Capital Campus and to individual agencies instead.

Tammy Risner, Communications

- Let Genevieve know if there is space in the next *InterAct* edition for an article on changes to the Whistleblower Program.
- Send Amilee the list of the January 13 General Membership meeting topics that still need writers.
- Send everyone the list of InterAct deadlines.

Sharon Edwards, Membership

- Contact the AG to find out what telecommunications service they may have.
- Check whether a microphone is available for the January 13 General Membership meeting, and the cost.
- Let the facility for the January 13 General Membership meeting know we will use their built-in screens.

Genevieve O'Sullivan, Conference

- Find out what telecommunications access her agency has.

Michelle Lucero, Education

- Check with current trainers to find out if they are willing to offer a free one-hour brown bag session.

Meagan Macvie, Professional Development

- Send event details for January 13 to Amilee.