



# ICSEW

GOVERNOR'S INTERAGENCY COMMITTEE  
OF STATE EMPLOYED WOMEN

*"To better the lives of state employed women"*

## **EXECUTIVE BOARD MEETING**

**Natural Resources Building, Room 461  
1111 Washington Street  
Olympia, WA**

**February 10, 2009: 9:00 am – 1:00 pm**

Attendees: Amilee Wilson, Genevieve O'Sullivan, Dena Nelson, Sharon Edwards, Kim Sauer (by phone), Roberta Carpenter, Tammy Risner, Andrea Harker, Audrey Pitchford, Kim Hardeman, Kristi Aravena, Meagan Macvie, Teresa Glidden (by phone)

Absent: Michelle Lucero, Karen DeWitt

9:00 – 9:20am Amilee – Call to Order and Announcements

- Thank you for being here. With budget cuts and workloads increasing, she appreciates time dedicated to ICSEW and work behind the scenes. Even agencies without layoffs are not always filling vacancies and therefore having increased workload. She recognizes and appreciates everyone's hard work.
- ICSEW LISTSERV is still having issues, and not working properly. Some problems are isolated within the monitoring system, but they're still unsure why some addresses are not posting correctly. Some of members have to be told to leave the list up and re-sign on to fix this. Also, the LISTSERV has received a lot of spam lately. Amilee is working with Sharon and DIS to resolve issues. The good news is that there is a system available through Department of Information Systems (DIS) called Share Point, which is a combination of a LISTSERV and Web site with functionality for forums, assignments, to-do lists, a document library, and so on. DIS has licenses for this system for all staff. We may shift to this application in the future as it offers more flexibility. Everyone can log on, and there is no cost associated with buying licenses. Amilee is working with DIS representative and Patricia Thronson (past DIS representative) to gain more information.
- It's never too late to recognize committee members who may be good in leadership and board positions. Executive Board members rotating out of ICSEW in June include Kim Hardeman, Audrey Pitchford, Meagan Macvie, Kim Sauer, and Tammy Risner. Roberta Carpenter will become her agency's main representative, not the alternate. Sharon Edwards will step

down as Membership Chair. Kim Sauer brought up the idea of mentoring someone, especially because the Executive Treasurer position requires some expertise, to reduce lapses in transition. If you are staying with ICSEW after the July 2009 Transition Meeting and want to remain working as the chair for your subcommittee, please let Amilee know. Amilee cannot appoint new board members at this time, and must open all vacancies to all General Members in June. However, we can ask at the March General Membership meeting for interested members to get in touch with the board, to get an idea of what positions entail. Interested members may send a letter of interest to Amilee when she advertises the positions. Some chairs have already started talking to other members on their committees about transitioning. All General Members may attend Executive Board meetings if they're interested – they're open meetings. Other discussion:

- The June 1 Commission Training may be another opportunity to mention this to General Members.
- How do agencies pick alternates? This varies by agency, and there is no formal process. In some agencies it is informal, and in others it is very formal. Alternates don't have to go through the process of being appointed by the Governor. After alternates are appointed by their agency heads and Sharon is notified, they're part of the committee. In some agencies, the alternate becomes the representative, but not always.
- Per Sharon, the number of representatives an agency may have depends on the agency's size. Large agencies (like L&I) may be allowed to have more than one representative. Current alternates who are becoming the representatives have to go through the formal process of being approved by the Governor, per the ICSEW Bylaws. Sharon will also contact Stacey Tichenor at the Governor's Office to clarify.
- If you have questions regarding your position, appointment, or role with ICSEW, please contact Sharon, who can look it up for you and get in touch with Stacey.
- If Amilee asked you to do a policy update last fall (this applies to Health and Wellness, Take Our Daughters and Sons to Work® Day, and Professional Development Committee), please give your updated policy to Amilee by March so she can bring to the Executive Board for adoption.

9:20 – 10:15am      Committee Reports

**Health and Wellness Committee**

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

- They are planning for the Health Fair on May 13. They have:
  - Built a vendor list

- Met with the Facilities person at the Department of Labor and Industries (L&I) and received more space. There will be a separate room for massage therapists, the huge auditorium, plus connecting rooms. They will be able to open some walls and leave others closed, so they can have speakers in some rooms, plus probably two resume-building workshops. Meagan advised the names of some contacts who may be able to help with these workshops are on the Jan. 13 General Membership meeting agenda.
- Been working on getting sponsor. They have gotten sponsorship from Department of Health, Health Care Authority, Department of Social and Health Services, and L&I (not with money but with advertising). Sponsors' names will go on the Governor's Proclamation. Kristi is working with Kris to get the name of the contact at the Governor's Office. The Proclamation will name May 13 as Women's Health Day in Washington, and May 11-15 as National Women's Health Week.
- There have been some difficulties as some committee members are not as available as in past years to help do the planning. Amilee will add that they need help in the March meeting announcements.

<p><b>Professional Development Committee (PDC)</b></p>
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<p><b>Chair: Meagan Macvie, Department of Personnel</b></p>
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- Meagan shared a debrief on the Jan. 13 General Membership meeting, including copies of survey results and lessons learned:
  - Overall, PDC members felt like the meeting met goals and expectations.
  - It was a good technique for recruiting new members – a lot of interest was expressed by many guests in joining ICSEW. Executive Board members may want to encourage their guests to apply.
  - PDC members like the idea of a committee sponsoring a General Membership meeting – it's a good way to increase ICSEW exposure. It may also help to clarify roles better in the future – i.e., what did PDC need to do, and what did Membership need to do. Also this was great because committee members got to do a lot of different things. It was a good opportunity to focus on the mission of the sub-committee.
  - Amilee was very encouraged by survey results. She thought PDC did a great job and it was fun. She heard many positive comments.
  - There was some discussion doing this instead of the conference – may be an idea to think about for future. Especially since the 2010 conference was moved, that might be a good year to do something similar again, with a big open meeting. Not that it would replace the conference, but it may be a good option in the interim.
  - There were recommendations for fewer speakers next time, and more interactive pieces (where members do activities rather than just sit and listen). Unfortunately the one activity we had

- (table topic) was broken up. Also no speakers cancelled, so we really had more speakers than we'd planned for. For activities, we may need to be mindful of size to keep groups manageable.
- How can we feed survey results back to the General Membership? Tammy said she could put some quotes into the Spring InterAct, along with Jewel's article. Amilee has some more comments in e-mails she received, and Tiffany Hammond suggested a LISTSERV message.
  - Update on Clothing Drive scheduled for March 11-25
    - Flyer and directions sent to LISTSERV and Web Master for posting
    - Six agencies have so far decided to participate. Please let Kim H. know if your agency is participating. Another reminder is planned.
    - Participating agencies may want to send out a "prep" e-mail to their staff before the start date.
    - Meagan sent an e-mail in to her contacts at General Administration to see how soon we can start dropping clothes at the space. It is Room G27B, the same as last year.
    - Roberta offered to do the drop-off for Dress for Success items at the end of day, like last year. Jewel Cervantes is putting together the volunteer schedule for the sorting day, Thurs. Mar. 26. Please send Meagan any times you're available to help, and if you have access to a van you can use.
    - They're looking at expanding the donation message to include encouraging people to support causes that they care about through the Combined Fund Drive. They're also encouraging employees not in the Seattle/Olympia area to find local YWCA's or other clothing banks to donate to. The PDC is going to find out what hours the YWCA Clothing Bank is available and possibly the YWCA in Tacoma. If staff can send in copies of receipts, they can be counted for the total. Representatives would need to get permission to send receipts through interoffice mail.
    - Meagan's checking on what Dress for Success needs this year. Last year we focused on providing them plus-size clothing, scarves and accessories.
  - Their updated business plan saves \$500. They may look at doing one more toiletries drive before the end of the fiscal year. Roberta's agency is doing one in May, hoping to partner with ICSEW.

<p><b>Legislative Ad Hoc Committee</b></p>
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<p><b>Chair: Andrea Harker, Department of Labor and Industries</b></p>
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- They had a committee meeting on Jan. 29.
- The group has decided to focus in a few small areas that are in alignment with the Governor's priorities. The topics of focus are:
  - Healthy Families (focusing on healthcare and paying close attention to the OIC's Guaranteed Health Benefit plan, and lactation issues)

- Education (focusing on financial education and young women's exposure to math and science)
- Transportation (focusing on cell phone safety and telecommuting)
- In addition, Anna Jones has agreed to forward any bills of interest to our group for review since she looks at almost every bill as part of her job.
- The group has agreed to put out a special legislative session of the *InterAct*, with the help of the Communications Committee, following this legislative session. Tammy passed around a sample template showing what this issue will look like.
  - Proposal: Focus only on state-workforce bills; i.e, there's one related to eliminating Washington Management System (WMS) positions. There are others that would significantly affect how state government works. Meagan will send references about these to Andrea.
  - The Governor's proposal to eliminate board and commissions does not affect us. We are established by Executive Order, not Revised Code of Washington (RCW).
- The group would like to vote to move the Legislative Ad Hoc Committee to be a standing committee. Ad Hoc committees must be voted into existence every year.
- Amilee and Andrea have asked the group to do a short presentation as an update on the legislative session for our March meeting.
- Andrea has sent out a couple of LISTSERV updates on relevant legislative issues so far and will continue to do so.
- The committee meetings are scheduled for the last Wednesday of each month through June.

<p><b>Communications Committee</b></p>
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<p><b>Chair: Tammy Risner, Office of the Treasurer</b></p>
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- They are working on a Special Edition, as well as the Spring 2009 Issue
- They sent a request by LISTSERV for moneysaving ideas, and are putting together in the next *InterAct*.
- We are in the February *FTE Magazine*. There is an extra section linking to the article about the Health Risk Assessment (p. 18 of February's *FTE*). State employees and their family members with Kaiser and Uniform Medical Plan get gift cards from their plans for completing that assessment.
- They will have a blurb in the Spring Edition to let readers know you don't have to be ICSEW members to submit articles.
- The Winter issue is published and out.

<p><b>Take our Daughters and Sons to Work® Day Committee</b></p>
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<p><b>Chair: Roberta Carpenter, Washington State Gambling Commission</b></p>
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- The Governor has decided not to have a large event at the Capital Campus this year due to the budget. Amilee put together great proposal to the Governor based on our survey results.

- We'll need to pick a date for individual agencies to have their events. It can't be during WASL, and we also want to try to avoid Public Service Recognition Day (May 7) and Week (the week of May 5).
- The Governor was very supportive of our survey results, and wants to avoid the perception of waste due to the economy and layoffs. The Governor also didn't feel it was her place to choose the event date. She does not want us to use the national date if it falls during WASL week or forces school districts to change their WASL schedule. For this reason, it likely can't be in April. It's on our agenda for later today to pick a date.
- Roberta has also talked to some superintendents, so once we figure out what we're doing she can send out a note to all the schools.

### **Membership Committee**

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

- The May 12 General Membership meeting was scheduled at the Department of Transportation Building in Tumwater.
- The July 14 Transition Meeting was scheduled at the Columbia Room in the Legislative Building on the Capital Campus.
- Two representatives stepped down recently due to getting new jobs. One has been replaced so far. The other is trying to get her new agency (Military Department) to appoint her to ICSEW. Her previous agency is in the process of selecting a new representative.
- Sharon believes agencies with more than 250 women may be able to have more than one representative. She will research this and let everyone know.

### **Conference Committee**

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

- She doesn't have much to report due to the motion from last month's meeting.
- She's listening to everyone else's events and dates, and taking input for the 2011 conference dates. April is a cheaper month in terms of getting space. Does April work for ICSEW? Discussion:
  - Will WASL (in late April) preclude some staff from attending? Not necessarily.
  - What about Spring Break (early April)? This may cause more problems due to family vacations, etc.
  - Midweek (Tues-Thurs) is cheaper – is this an option? ICSEW members have historically gone the Sunday which is the day before the conference, in order to set up. A switch to midweek would have to result in substantial savings to make it worthwhile, as ICSEW members would still likely have to go early to set up
  - Also, can we switch for Wed-Fri for flexibility? Again, ICSEW members would likely have to go earlier to help set up.
- Remember, this is all in the proposal stage, and no contracts have been signed at this point.

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

- She doesn't have much to say at this point. She's fine with the revised budget.
- Amilee spoke with Shanna Stevenson of the Washington State Historical Society. The display boards that the Washington Women's History Consortium did look fantastic. They are willing to let ICSEW add information about the centennial for women's suffrage in Washington State. The kick-off for the celebration of this is on February 28 at the Tacoma History Museum. One possible bottleneck is that there may be issues with copyrighting. Shanna needs to get approval from her agency's director to share their templates with us. Templates are in In Design, and Genevieve has experience using this. If they let us have templates Genevieve can use them to help ICSEW develop our own display.
- Audrey's agency recently purchased display boards at a good value, and she will share this information with Teresa.

**Executive Treasurer****Kim Sauer, Liquor Control Board**

- Will have an updated budget on Feb. 17.
- We currently have only one outstanding bill (Thrive from last year's conference registration), plus the ongoing expenses for services through DIS (the Web site and LISTSERV).
- She got the bill for the Jan. 13 General Membership meeting room and that's been processed.
- She expects the next expenses she'll see will be for the March General Membership meeting coffee service. There will not be a room expense for that meeting.
- As of December 31 our budget was \$63,649.61. We have no more revenue coming in right now, so we'll have to hold that balance and be careful about our spending. We'll also have to remember that Thrive bill for up-front costs for conference (we won't have a set-up fee for the next conference).

**Education Committee****Chair: Michelle Lucero**

- No report (Michelle is in training and the former Education Committee co-chair has left ICSEW)

10:15 – 10:25am Break

10:25 – 11:30am Old Business

Take Our Daughters and Sons to Work® (TODASTW®) Day Event – Governor's response (Roberta)

- The biggest part to figure out is the date.
- Discussion:
  - Consider summer dates? When the event started with separate dates for boys and girls, the boys' date was in summer.

- June 25 is a Thursday and pay day. People would have money to buy their kids lunch.
- Another benefit to postponing to summer – we have more time to plan.
- The only down side is that school district workers may not be working that day.
- Roberta wants to send e-mails to agencies to find out who will participate, if they need ideas, etc. Some agencies may partner if in same building with each other or nearby. It may be an option to think about to allow kids to see other jobs (other than their parents’).
- She doesn’t think she’ll need much of a budget. With every agency doing their own event we can’t do a package for each kid. The current budget is \$200. We can provide a bookmark with the ICSEW logo or sticker or something else inexpensive we can mass produce and use with agencies to create their give-aways for their events.
- A motion was proposed and seconded to choose June 25 as the TODASTW® Day event. Discussion occurred, including these points:
  - Some folks may be on vacation
  - Date should be relatively soon after the end of the school year, and it’s still two weeks before 4<sup>th</sup> of July, so it may not run into vacations.
- Motion passed.
- Roberta will notify the Governor’s Office and Amilee will provide contact information.
- Individual agencies will need Directors’ permission to have events. Roberta will coordinate with Executive Assistants for each agency, and get estimates on the number of participating kids.
- She will also find out if we can get some more items donated (such as from the GET program).

#### Meals for meetings (Amilee)

- Coordinating lunches for General Membership meetings has been challenging. Are there more flexible options (i.e., boxed lunches)?
- Also, are there ways to streamline the process? At the January meeting, there was a list for members to pay when checking in, but there were still issues. It was overwhelming and chaotic.
- Discussion:
  - We have a cash box in the storage unit we may be able to use.
  - It is beneficial to have lunches brought in – this creates a networking opportunity and keeps attendance higher in the afternoon.
  - Members want healthier options (such as for people with dietary needs or on weight-loss programs). Maybe we can look at places we’re ordering from and make sure there are a variety of options.

- There has also been some feedback that people want healthier options in the morning. Members don't want the bagels, muffins, etc.
- We want to be sensitive from a budget perspective and also try to accommodate members' needs.
- Where does the Commission training get their boxed lunches from?
- Can we bulk-buy granola bars and yoghurt from a big box store? Or string cheese, pre-cut apple slices?
- Carbohydrates in general are problematic for folks with diabetes and weight loss issues. Can we have a protein option (yoghurt, granola bars, etc.). Ensure there's an option (it doesn't have to be the only option).
- Our current vendor, City Picnics, offers just coffee and also coffee service (includes light pastries). Last time Sharon had more bagels brought in – she could also order more coffee and less of the coffee service, and an extra fruit tray. Or no pastries. She will do a cost analysis before the March meeting.
- Some folks have celiac disease and can't eat any wheat or gluten. Can we do "build your own sandwich"? Some boxed lunches have salad options.
- Boxed lunches help with portion control – ensure food doesn't run out in buffet lines.

#### Debrief January General Membership Meeting (Meagan)

- Many positives as well as lessons learned.
- It was hard to absorb the full value due to the tightness of the schedule. Many of our agendas lately have been jam-packed, and this may not be a positive. We may need to be more mindful of this, for all General Membership meetings.
- There wasn't enough networking time.
- Members on Membership Committee didn't get to hear or participate much due to coordination requirements.
- Too much in a small space – too loud.
- Per Amilee, we'll review the March General Membership draft agenda later today and see if there are the same issues. Especially for sub-committee meetings – these were voted as a priority in the last Executive Board meeting. The Health and Wellness team met during January's meeting, but most subcommittees did not.
  - Are sub-committee chairs on too many committees? Or is it that General Members are not involved enough?
  - We have no master list of subcommittee members. We may need to compare lists on Web page to membership lists.

#### Motion to approve January Executive Board and General Membership meeting minutes (Audrey)

- A motion was proposed and seconded to approve minutes from the January 6, 2009 Executive Board Meeting and from the January 13, 2009 General Membership Meeting (with one spelling correction of

a name). Time for discussion was given but not needed. Motion passed.

#### Motion to approve revised Business Plans (Amilee)

- We adopted the Business Plans in December 2008, but have held off on submitting them to the Governor's Office in order to see if we could reduce costs.
- Every committee was able to cut costs.
- Board reviewed new amounts and justification of current costs. Overall, costs were lowered by \$3,085.
- If budget revisions need to take place in the future, please bring proposed changes to the board for a vote.
- Amilee thanked everyone who looked at plans and found savings.
- A motion was proposed and seconded to adopt the revised Business Plans as of February 2009. Seconded. Time for discussion was given but not needed. Motion passed.
- Amilee will work on developing the formal plan for the Governor's office.
- New and revised dates specified in the new Business Plans will be corrected on the Web page.

#### Telecommuting options for ICSEW meetings (Amilee)

- Karen expressed concern over budget and travel cuts occurring in several agencies including her own. Her agency asked her to cut out one of her ICSEW meetings per month. Amilee is working to provide teleconferencing options (such as the conference call option today) at Executive Board and General Membership meetings.
- In light of the economic situation and easing burdens on agency budgets, there has also been a proposal to cut back on the number of Executive Board meetings. Due to postponing conference to 2011, not having a TODASTW® Day event at capital, and cutting back on other events (such as training), do we need Executive Board meetings monthly?
- Discussion:
  - Reducing the number of Executive Board meetings would help due to increased workload at agencies, if we can use e-mail more and reduce meetings to every other month.
  - We also need to have open public meetings – deciding issues by e-mail is not open to public. The public can do a public disclosure request, but that's different than making decisions in a meeting space. E-mail is not always transparent.
  - Remember also that e-mail discussion that occurs between Executive Board members becomes a quorum, and decisions need to be incorporated into minutes for that month.
  - We can save big decisions requiring voting for the face-to-face meeting.
  - We may need to consider special meetings.

- Concern – our agendas are always full. If we move to bimonthly, will we be able to accomplish what we need to? Or will our agendas take all day?
- We used to start at 8:00 a.m. and changed to 9:00 a.m. to accommodate some schedules. Can we change back?
- Do we need more efficient meetings? Committee reports often have agenda items in them and take longer. We're trying to establish having committees send reports to Audrey sooner. If everyone does this, we can eliminate formal reporting and place agenda items on agenda. Currently there are some redundancies.
- If everyone e-mails reports to Audrey in advance, Audrey can produce a summary for the board, and the board can use the meeting time to address questions.
- Audrey can send reminders to board members.
- If we have fewer meetings, which ones should we keep and which ones eliminate? Proposal: Meet in months when we don't have a General Membership meeting, but if possible meet closer to the end of the month.
- Would board members' supervisors and agencies be supportive of full-day meetings? Probably not, but we could do 8:00 a.m. - 12:00 p.m.
- Committee report changes could reduce an hour of time.
- We may also need to be more conscientious about what we need to accomplish in our time frame, and maybe limit discussion times. Perhaps have discussions offline and save motions for the actual meeting.
- Proposal was made to have a timekeeper, not the Chair or Executive Secretary, who just says, "Time," when the group has reached the end of the allotted time. If Time is called, and the group is not finished, the group must decide whether to allow more time or move on. Roberta offered to be the timekeeper.
- A motion was proposed and seconded to:
  - Conduct Executive Board meetings every other month, in months opposite of General Membership meeting months
  - Eliminate committee reporting from the meetings, and instead have chairs send summaries to the Executive Secretary before the meeting, and
  - Revise start time to 8-12.
- Discussion:
  - Do we want to change the meeting day from the first Tuesday to the last Tuesday? Amilee asked for more time before deciding this. Meeting rooms are booked until December, 2009. She will have to see if this is feasible for everyone's schedules. Many board members have meeting space in their agencies, in case we need to look at rescheduling.
  - Should we do this on a probationary basis, to ensure it's meeting our needs? Reevaluate after the Transition Meeting in July?
- The motion was amended and seconded to:
  - Include a probationary period March to June, 2009, and

- Reevaluate frequency after the July, 2009 Transition Meeting.
- Discussion:
  - If we do this, we're cancelling the March meeting, and meeting next in April? Yes.
  - Will this give us enough probationary time? We may need more to see if it works. It will give us two Executive Board meetings to see how it goes.
- Motion passed.
- Amilee will revise meeting schedules. Audrey will send board members cancellation notices of the meetings in March and May. We will keep the July Executive Board meeting as scheduled, as it is right before the Transition Meeting.

#### Protocol for ICSEW Charitable Events (Amilee)

- Sherry Hickam was not able to attend today, but she changed cell phone protocol.
- This is to ensure our charitable events are not in violation of the policy of *de minimus* use of state resources.
- It was not feasible to create a protocol for all charitable events – Instead, it works better to create a flyer for individual events with a list of steps at the end.
- This is the route we are going to go for all charitable events – you can model new protocols on what Sherry provided.
- All that's missing is a memo template, for requesting permission from agency heads. Amilee is putting one together for her agency director. She's willing to share her template or memo through the LISTSERV.
- We may also want to create something similar for TODASTW® Day.

11:30am – 12:20pm            New Business

#### March General membership Meeting Agenda (Amilee)

- The board reviewed and discussed the draft.
- Time was added for Meagan to talk about the Clothing Drive.
- Meeting guidelines were added to Amilee's presentation on Vision, Mission, Values, and Priorities.
- Sub-committee meetings were moved to a morning time slot, and most interesting presentations and activities were moved to the end. Some presentation titles were changed for clarity and to create more interest.
- There will be an option to order in lunch (no host).
- Proposal was made to suggest each person doing a presentation include some interactive elements (could be very simple, such as "raise your hand if you know someone without health insurance").
- Amilee will revise the draft agenda and send it out in a week for comments.
- Amilee will work with Sharon on the lunch options.

#### Motion on Legislative Committee (Andrea and Amilee)

- Amilee read from ICSEW Bylaws about the purpose of ad hoc committees and standing committees.
- Amilee and Andrea both believe the Legislative Committee should be standing, not ad hoc, for these reasons:
  - While it's not clear why this committee became less of a priority in the past, it has great potential for the future. This year we are doing more structuring of ourselves to find out what we want to accomplish, including tracking legislation and informing membership.
  - As we get more into the legislative process and developing relationships with the Attorney General's Office, the more value we can bring to state agencies and employees, specifically women, under the priority of "increasing use as policy advising body." This includes advising agencies on internal policies. There is so much more that can be done as a standard operational foundation for ICSEW. But it can only be developed if this is a standing committee.
  - Examples of past ad hoc committees include a Charitable Committee and TODASTW® Day.
  - Legislation is one of the main reasons ICSEW was created. It's part of our inception and our four priorities. Amilee is in full support of moving this to a standing committee, and believes it meets the criteria in bylaws.
- Discussion?
  - Does Andrea plan to remain the chair after July 2009? She's considering it.
- A motion was proposed and seconded to change the Legislative Committee from ad hoc to standing, in alignment with our mission, goals, and objectives. Time for discussion was given but not needed. Motion passed.
- Bylaws also require this to be taken to a vote of the General Membership , which will be done at the March meeting.
- Discussion occurred on ways to best facilitate the vote for easy counting and for being sensitive to who's a representative and who's an alternate. Decision: Members receive paper ballots when checking in. Paper color will be based on whether members are representatives or alternates. Need to also remind members who are unable to attend to sign the proxy form so alternates may vote for them. Amilee will work with Sharon to set up ballots.

#### PSRW Event (Amilee)

- We have typically hosted a booth every year at the event on the East Capital lawn.
- Dena originally coordinated that event, but she had to step down due to workload issues.
- Sharon has accepted responsibility for coordinating it for this year.
- If we can get our history display and templates from the Washington Historical Society, Genevieve can help develop display boards for the event.

- The plan is for us to use pens, pencils, and other supplies we already have in the storage unit. None of the current items we've ordered to date have our Web address; so we may want to think about ways to incorporate it into our presentation materials (i.e., may be another postcard). **UPDATE:** After this meeting took place, we discovered that the pencils do have the ICSEW Web address. The committee is also working on an ICSEW magnet with the Web address.
- Genevieve offered to help print postcards. She can use paper from Office of Financial Management and get them cut at Kinko's (four postcards printed per 8.5 x 11 inch page). Include stress management and money saving tips on those postcards. Can do bookmarks the same way (for health fair, TODASTW® Day, etc.).
- This event will need help (volunteers) to take shifts throughout the day. It's scheduled from 10:00 a.m. to 2:00 p.m. They will also need volunteers for setting up and tearing down. Sharon will put together a sign-up list, and Tammy offered to help.
- The location provides tables and tents. We need to provide our banner, tablecloth, give-aways, and display.

12:20pm

Adjourn to lunch

# Executive Board Assignments

Tuesday, February 10, 2009

## All

- If you have committee members who may be good leaders and may want to transition to more responsibility, talk with them to express your support and encourage them to apply for an open board position, after Amilee announces recruitment of open positions this summer.
- If you are staying with ICSEW after the July 2009 Transition Meeting and want to remain the chair of your committee, let Amilee know.
- If you have questions about whether you are the representative or alternate, and how many representative positions your agency has, contact Sharon Edwards.
- If your agency is participating in the Clothing Drive, notify Kim Hardeman.
- If you can help sort Clothing Drive clothes on March 26, contact Meagan Macvie (DOP) and Jewel Cervantes (GOV).
- If you need revisions to your budget in the future, bring proposed changes to the board for a vote.
- If you can help out with the PSRW event, let Sharon Edwards know.

## Amilee Wilson, Chair

- Announce in the March General Membership Meeting that the Health and Wellness Committee needs help with the Wellness Fair.
- Revise meeting schedule for the remainder of the biennium, based on today's decisions.
- Revise the draft agenda for the March General Membership meeting and send it for review.
- Work with Sharon Edwards on the lunch options for the March General Membership meeting.
- Work with Sharon Edwards to set up ballots for the vote in the March General Membership meeting.

## Audrey Pitchford, Executive Secretary

- Provide information to Teresa Glidden about display boards recently purchased by OIC at a good value.
- Send reminders to board to provide written committee summaries in advance of board meetings.
- Send the board cancellation notices for March and May Executive Board meetings.

## Sharon Edwards, Membership

- Find out from Stacey Tichenor at the Governor's Office how many representatives agencies may have, based on agency size.
- Work with Amilee Wilson on the lunch options for the March General Membership meeting.
- Work with Amilee Wilson to set up ballots for the vote in the March General Membership meeting.
- Put together a sign-up list for PSRW.

**Kris Reichl and Kristi Aravena, Health and Wellness**

- Give your updated policy to Amilee Wilson by March so she can bring it to the Executive Board for adoption.

**Roberta Carpenter, TODASTW® Day**

- Give your updated policy to Amilee Wilson by March so she can bring it to the Executive Board for adoption.
- Notify Governor's Office of new date for TODASTW® Day events.
- Coordinate with Executive Assistants to get estimates on numbers of participating kids.
- Continue to research whether we can get items donated (such as from the GET Program).

**Meagan Macvie, Professional Development**

- Give your updated policy to Amilee Wilson by March so she can bring it to the Executive Board for adoption.
- Send references about bills that will specifically affect state employees only (such as the proposal to eliminate WMS and Exempt positions) to Andrea Harker.

**Tammy Risner, Communications**

- Add quotes from Jan. 13 meeting feedback to Spring *InterAct Newsletter*.

**Genevieve O'Sullivan, Conference**

- Print post cards for PSRW event.