



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
April 14, 2009, 8:00am – 12:30pm

Attendees: Teresa Glidden (by phone), Genevieve O'Sullivan, Audrey Pitchford, Amilee Wilson, Dena Nelson, Kim Sauer (by phone), Kristi Aravena (by phone), Michelle Lucero (by phone), Tammy Risner, Kris Reichl, Roberta Carpenter, Meagan Macvie

Absent: Sharon Edwards, Andrea Harker, Karen DeWitt

8:00 – 8:08am Amilee – Call to Order and ICSEW Announcements

Status of board members and upcoming transitions

- Dena has gotten a new job and will be leaving Department of Fish and Wildlife for Employment Security. Congratulations to Dena! She will try to remain with ICSEW as an alternate for her new agency.
- Board members transitioning out of ICSEW this summer include Karen (Vice Chair), Kim S. (Executive Treasurer), Audrey (Executive Secretary), Meagan (Professional Development), Kim H. (Professional Development), Kris (Health and Wellness), Michelle L. (Education)
- Board members staying with ICSEW who may transition to other roles or leave the board:
 - Kristi may be interested in becoming the Health and Wellness Chair.
 - Sharon will transition out of being Membership Chair.
 - Andrea may transition off the board to focus on her new job – Amilee will confirm with Andrea.
- Amilee's appointment ends in June. Amilee has spoken with her agency director and will sign up for one more year (through 2010). She will choose a Vice Chair whom she can train to take over as Chair in 2010.
- Amilee has until June 30 to make decisions to fill board positions before current board members leave, and she will likely make some choices before then. Some positions may be harder to fill than others and may still be open by the time of the Transition Meeting. If you're rotating off the board, look at your committee and general membership and contact members who may be good on the board, and encourage them to apply. Amilee will accept letters of interest (e-mail is fine) for board

positions until May 15. She expects vacancies will likely include:

- Vice Chair
- Executive Treasurer
- Executive Secretary
- Education Chair
- Legislative Chair
- Membership Chair
- Professional Development Chair

LISTSERV

- The ICSEW LISTSERV still has problems and when new members join, there are issues with ensuring everyone has all announcements.
- Amilee is still researching SharePoint. It is in pilot stage at her agency and won't be released to all employees until the end of the year. Genevieve shared that she has SharePoint but doesn't like it.

8:08 – 8:10am All – Committee Reports – Questions and Additions
To streamline our meetings, the following written update was shared with the board before the meeting. Board members had time in the meeting to ask questions and provide updates.

Conference Committee

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

- Due to strained agency budgets, the ICSEW Executive Board passed a motion to postpone the biennial leadership conference until Spring 2011.
- **UPDATE:** The Conference Committee is also working on a step-by-step planning guide / handbook to pass along institutional knowledge on how to plan a conference. They're providing an electronic and paper copy. Dena shared that the Executive Assistants' group also has conference planning information on their Web site, and provided the information to Genevieve. A suggestion was made that with all the upcoming board transitions, it might be helpful for everyone to do something similar for their positions. Amilee suggested we discuss this as we get closer to the Transition Meeting; she is ordering thumb drives for board members to save and pass along their electronic files, and welcomes any ideas to help make the transition easier.

Communications Committee

Chair: Tammy Risner, State Treasurer's Office

- Edited, formatted, and published the Winter 2008 Issue of the *InterAct Newsletter*.
- Recognized ICSEW representatives and external contributors who wrote articles for the Winter 2008 *InterAct Newsletter*.
- Created cover for new Legislative Special Edition Newsletter.
- Secured Teresa Reno as co-chair.
- Trained backup webmaster.
- Completed and posted "How to Invite a Guest Speaker" guidelines.

Education Committee

Board Approved: 06/09/2009

Chair: Michelle Lucero, Department of Agriculture

- The Education Committee has continued their efforts to identify free and alternate training opportunities for state employees.
- New trainings are being offered starting in April that are 'Learn-N-Lunch'. This training will be offered in Seattle and Olympia areas for a reduced price that includes materials for the attendees.
- Wendy Cloutier and Sandra White have both left the ICSEW and the Education Committee misses them terribly! Please contact Michelle Lucero if you are interested in joining the Education Committee - we need new members!

Executive Treasurer

Kim Sauer, Liquor Control Board

- Balance on February 28, 2009: \$61,105.66
- Revenues for March 2009: \$ 0
- Expenditures for March 2009:
 - DIS/Computer, Telecom Svcs. \$200
 - Membership/City Picnics \$86.72
 - Membership/Sharon Edwards \$2.99
 - Total Expenditures: \$289.71
- Balance on March 31, 2009: \$60,815.95

Health and Wellness Committee

Chair: Kris Reichl, Department of Health

Co-Chair: Kristi Aravena, Community, Trade and Economic Development

- The Health and Wellness Subcommittee is continuing to plan for the Women's Health Fair scheduled to take place on May 13, 2009. The event will be at the Department of Labor and Industries (L& I) in Tumwater from 10am - 2pm and the theme this year is Passport to Wellness. Vendors will cover a wide range of wellness issues such as heart health, financial health, sleep wellness, resume building, and self-care.
- The Governor recently signed a proclamation declaring May 13, 2009 as Women's Health Day and May 10 - 16 as Women's Health Week in Washington.

History Committee

Chair: Teresa Glidden, Office of the Secretary of State

- The History Committee met and welcomed two new committee members, Amilee Wilson and Genevieve O'Sullivan.
- Genevieve is putting her considerable graphic artist talents to work on creating a display to commemorate the Women's Suffrage anniversary coming up, as well as a traveling display to promote ICSEW.

Legislative Committee

Chair: Andrea Harker, Department of Labor and Industries

- The General Membership approved a vote at the March meeting to change the Legislative Ad Hoc Committee to a standing committee.
- The Legislative Committee also gave a presentation on bills being tracked through this legislative session, which is scheduled to end on April 26th.

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

- Continuing to update membership roster.
- Looking at exact number of open positions with Stacey Tichenor of the Governor's office and Amilee Wilson, ICSEW Chair.
- Updating the ICSEW Listserv to ensure its accuracy.
- Public Service Recognition Week (PSRW) sub-committee is in the planning stages. We met once and will meet one more time before the event on May 6.
- Planning the no-host lunch for the May 12 General Membership meeting.
- Membership subcommittee is beginning the process of setting up the Transition meeting to be held on July 14 in the Columbia room of the Legislative building.

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

- In March, the PDC coordinated the 2009 ICSEW Clothing Drive. The clothing drive is a statewide event that benefits The Wardrobe, the Thurston County YWCA, and Seattle Dress for Success.

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

- On Monday, April 5, 2009 Roberta received the signed proclamation from the Governor's Office for TODSTW®D to have the event on Thursday, June 25, 2009.
- Due to budget costs the TODSTW®D event will not take place in the Legislative Bldg. this year.
- The subcommittee is looking for ways to assist the state agencies that plan to hold this event within their own agency.
- On Tuesday, March 31, 2009 the committee had a coordination meeting with agency coordinators, and got a lot of ideas and suggestions. They will be putting a link on the Web page with information for this event. Roberta is not sure when this will happen; she is currently still gathering information to use.
- Roberta would like to remind everyone that they need to get permission from their agency to have this event.

8:10 – 8:25am Amilee – New Business: Transition Meeting Letters

- Amilee asked all board members to attend the July Transition meeting, even if your term ends in June, to help with and receive recognition. Recognition items will be lower-key this year than in the past, due to budget.
- She asked all chairs to nominate one committee member to receive special recognition at that meeting, and provide Amilee a short paragraph about why you think that person needs to be recognized. Please provide this by May 15 – Amilee will be putting these in letters for the Governor's signature, and it takes

approximately a month to coordinate getting that. Chairs may provide the paragraph by e-mail, explaining why this person has been an outstanding committee member.

- We will also provide certificates to all committee members, and to address time constraints at the Transition Meeting, will have the entire committee come up to be recognized at the same time. Genevieve offered to help with the certificates. Please provide a list of your active committee members to Genevieve, with a cc to Amilee (e-mail is fine) by May 15.

8:25 – 10:35am Old Business

All – Adoption of Minutes: Board members received copies before the meeting.

- February 10, 2009 Executive Board minutes: A motion was made and seconded to approve these with a correction to a typo on p. 3. Time for discussion was allowed but not needed. Motion passed.
- March 10, 2009 General Membership minutes: A motion was made and seconded to approve these with a correction to a typo on p. 8. Time for discussion was allowed but not needed. Motion passed.

Kris and Kristi – Health Fair Update – status and needs

- Will be sending vendor confirmations tomorrow.
- Almost all speakers are scheduled.
- They have a conference call this afternoon.
- It feels pretty smooth because have done it so many times.
- They need help (volunteers) to introduce speakers. The fair is from 10:00am – 2:00pm, and they're looking for helpers who can give a minimum of 30 minutes and possibly up to 1 hour, to introduce a speaker, help if there are any issues, and at the end give the speaker a gift. They need about six or seven volunteers. Amilee, Genevieve, and Audrey offered to help, and Tammy signed up as tentative.
- The flyer for the ICSEW Web page is ready. Kris will send it to Teresa G. to post by end of the week. They have also had an item in *FTE Magazine* and are sending something to Payday FYI.
- Discussion occurred regarding having an ICSEW booth. There will be a table available. In the past, ICSEW information has been at the entry area, along with a survey. This year a full table could be available, if someone wanted to staff the ICSEW table (separate from volunteers staffing the conference table). The ICSEW display will be ready by then. This will be a great venue for General Membership to be able to participate. A suggestion was made to ask for volunteers for this through the LISTSERV, as the next General membership meeting is the day before the health fair and that likely won't give people enough advance notice.

- They are putting together passports for everyone, and will finalize most things at today's meeting.
- They had no problems getting sponsorship this year as they are not asking for money. They are not having snacks either. They had lanyards donated by Department of Health.
- Amilee checked the storage unit – it does not have any boxes of name-tag holders/lanyards like what we used at the conference in 2008. There are two boxes of 30 padfolios in each, which we may be able to use for speaker gifts. Kris has already started ordering glass apples, but may be able to stop the order. Glass apples are in the budget and the Conference Committee has not spent much this year. Amilee believes costs for those are reasonable, as speakers are donating their time. She will think about whether we can give them padfolios as well. The apples do not say ICSEW. Maybe we can do a drawing for ICSEW padfolios at the ICSEW table. This may also help with surveys.
- Another Health and Wellness event: Relay for Life (an American Cancer Society fundraiser) is on June 13 at Black Lake High School – can ICSEW have a team? Teresa G. is willing to be the lead. She will create a Web site announcement, register the team, send a LISTSERV announcement and find out T-shirt costs for team members. Kristi is also getting bids on the cost of T-shirts through vendors. The Relay for Life team can have from 8-15 members. If you want to participate and can help defray the team registration cost of \$125, please make out a check to Teresa G. Any amounts she receives beyond the initial \$125 registration cost will go toward the team donation. **UPDATE:** After the meeting, Teresa G. clarified that the date for Relay for Life is June 26. She sent a link for the ICSEW team to the board.

Amilee and Roberta – TODASTW®D Agency Coordination Meeting Update

- They met on March 31, and had 25 participants from various agencies. They got good feedback from participants.
- The committee is small but they did a good job putting a presentation together for agency coordinators who will help with events at their agencies. They shared ideas and brainstormed activities.
- They are encouraging agencies to recognize the Governor's day for this event (June 25) but two agencies have conflicts (All Staff Days, conferences, etc.) and will celebrate on the national day. One agency chose a date in May that's not the national date or our June date.
- ICSEW will be providing as a give-away for the kids a sticker that says, "Ask me about my work day."
- Since not all agencies have coordinators, they will use the Web to share information.
- Roberta shared examples of agencies that took charge of kids and others that left parents in charge. They are encouraging half-day events and encouraging agencies to have kids spend

at least half of the day with their parents, to keep the focus on exposing your child to your work day.

- They will write a short article for the Office of the Superintendent of Public Instruction school district newsletter, to go out to all schools and communicate the date.
- Roberta received the Governor's proclamation and will send it out through the LISTSERV.
- The national theme is "Building partnerships to educate and empower."
- There was a recommendation to put something about the event in the *FTE Magazine*. Tammy will send contact information for this magazine to Roberta. Tammy can also put something in the *InterAct* newsletter.
- Roberta will be gathering resources for agencies and posting on them on the Web. The Society of Women Engineers is also available to help by conducting experiments, or providing instructions on how agency staff can do this. Amilee will get the information from that society. Roberta also has T-shirt information from Department of Corrections and items from the police academy. If you have any ideas, suggestions, resources for kids, or things that have worked well in the past, please e-mail those to Roberta.
- Teresa G. will help mark last year's information on the Web as "past events," to reduce confusion.
- After the meeting, Roberta got some e-mails from people asking who their agencies' representatives were and whether they are participating. Some agencies did not respond to Roberta's request for agency coordinators, and it is not clear in these cases if those agencies expected the ICSEW representative to also be the TODASTW@D representative.
- Agencies may also partner with each other – they don't each have to plan their own events.
- If you're representing your agency, go to Web site and look at book of ideas on there. Some are sorted out by age.

Amilee – Legislative Session Update

- Postponed as Andrea is not available today.
- We will review a draft policy for this committee later in today's meeting.

Genevieve and Teresa G. – History and Public Service Recognition Week (PSRW) Update

- Genevieve has the first draft of the ICSEW panel for display boards. They got a good value on the boards. Will meet tomorrow to review all three panels in draft form.
- It only takes seven days once text is final to produce the boards, so the tabletop display should be available in time for upcoming events (Health and Wellness Fair, Diversity Fair at L&I Building on Aug. 4, Relay for Life, suffrage events, Safety Fair on Sept. 11, Transition Meeting, etc.).

- The tabletop display will have three panels: In the center will be one on ICSEW and what we're about. One side panel will have ICSEW history; the other will have the history of women in Washington.
- They are looking for past ICSEW logos. Amilee believes the best source for these is the former History Chair, Robyn Bradshaw. Amilee will help Teresa G. get in touch with Robyn. Logos could be recreated digitally, but this is a lot of work. Michelle L and Kris have previous logos and will send these to Genevieve. If any committee chair has any past logos, please send them to Genevieve.
- Genevieve will send PDFs with panel text out for feedback so they're seen by many eyes. Final panels will be about 2.5 feet wide by 5 feet tall. They are also removable, so you can use just the ones you think apply to specific events.
- Photo releases: Do we need to ask participants to our events to sign waivers? At January's General Membership meeting, we just made an announcement that pictures would be taken, and to let Amilee know if there were any problems with this. Genevieve offered to ask her agency's legal contact, as our public events might be subject to different rules. ICSEW does not own a digital camera as the technology has been evolving so rapidly. In the past, members have taken pictures with their own cameras and shared photos. **UPDATE:** After the meeting, Genevieve shared with Amilee that, based on her research, we do not need to distribute photo releases for any events held on public property, including the Health Fair. Events held in common areas on public domain have no expectation of privacy. If the event was held in a highly secured area, with limited state employee access, then a release form may be appropriate. Genevieve also offered to take photos at the May 13 Health and Wellness Fair.
- For the PSRW event, Genevieve is also working on ICSEW magnets to have for give-aways.

Tammy – *InterAct* Update

- They are waiting on one last article, and then will send the Spring Edition to the Executive Board for review.
- This upcoming edition is 21 pages long! The Communications Committee was very excited to get a lot of articles from folks outside their committee (and even folks outside ICSEW). They may take measures to solicit this kind of input on a quarterly basis.
- Meagan confirmed for the piece on the Clothing Drive that the estimate of donated items is approximately \$45,900.
- Tammy will put an item in this edition about the upcoming Health and Wellness fair. Amilee also will also mention the fair in her *Update from the Chair*.
- They are also starting work to ensure the Legislative Edition will be published in a timely manner. They anticipate getting an article from Andrea on the (federal) Lilly Ledbetter case, as well

as items from the Legislative Committee with the end result of bills ICSEW was tracking. Legislative articles are due to Andrea on May 4. Perhaps Office of Financial Management (OFM) also has some kind of an overview we can use, such as an overview of the budget. Tammy will look into this.

All – Adoption of Policies

- Copies of drafts provided to board before the meeting.
- Discussion included:
 - Do individual policies need to spell out relationships with other committees (such as the section on Article Submittal in the draft of the Professional Development Committee Policy 5.03), or is this a general expectation that is understood?
 - Some lack of consistency about what goes in policy and procedure. Policies currently include purpose, intent, and procedures.
 - Policy 1.01 specifies the format policies must have. Audrey is willing to format the new policies after text is approved.
 - What dates should the various fields hold?
 - Date of Original Issue: Date originally issued. If policy is new, date of approval by full committee.
 - Date Modified: Date of approval by full committee.
 - What process are we following for policy approval? Amilee asked for board input. Policy 1.01 spells out an electronic process, with full committee vote only in the event of major concerns. How can we keep process transparent to members but also not burden them with administrative issues? Can we use the policy process to help with member engagement? Is it a better use of time to send policies around by e-mail and give members a chance to provide input, and then finalizing policies at the General Membership meeting? Is it the best use of General Membership time to hash out policy details? If members want input, are they on the sub-committee for that policy? Do policies affect all members of ICSEW? Are we having General Members vote on significant issues?
 - ICSEW Bylaws and many other policies also need updates. This will be a goal Amilee and the new Vice Chair will work on in the upcoming year.
 - For TODASTW®D – Amilee has an old policy and will work with Roberta to put together a revision.
- Decision: The board will review the three draft policies today and consider approval. If approved, policies will be added to the May 12 General Membership agenda, with the intent that there will be time for discussion and feedback during that meeting, and that the policies will be approved after the meeting but that there won't be an official vote. Policies will be sent to General Members before the meeting along with the agenda, and members will be invited to send in comments or prepare them for the May 12 meeting.
- Time allowed for discussion on specific policies:

- Professional Development Committee, Policy 5.03: Meagan will remove the section titled “Article Submittal.” Though this policy and committee has a new name, we’ll keep the Date of Original Issue as August 26, 2004, and rely on past meeting minutes to document the history of the name change. No further discussion was needed.
- Health and Wellness Committee, Policy 5.02: The board liked the discussion and history piece. This committee began as an ad hoc committee; the board liked the statement that this committee will remain in effect as long as health and wellness issues remain a major concern to state employed women. During revisions, the committee added some bullets to capture current activities (such as collaborating with agencies, participating in the Health Bowl, etc.). These aren’t new activities, but now the policy reflects the committee’s current work. No further discussion was needed.
- Legislative Committee, Policy 5.05: This policy is new. It was drafted with a lot of input from Legislative Committee members. Some questions and concerns were expressed about the current wording. Amilee made these suggestions:
 - Change last part of Purpose paragraph after final comma to read, “and engagement of ICSEW Members.”
 - Under Procedure, add a 4th bullet reading, “Partnering with other agencies and outside organizations to support legislation and policies.”
 - Under Committee Chair, add a bullet reading, “Providing resources for training and compliance with ethics.” There may also be two issues – spelling out the training needed for the chair and committee, and also the training the committee will provide the General Membership.
 - Amilee will ask Andrea to wordsmith the policy with these changes (or with the spirit of these changes) and revise in time for the June 9, 2009 Executive Board meeting.

Tabled.
- Motion was made and seconded to adopt the Professional Development Committee Policy 5.03, with the removal of the section titled Article Submittal. Time for discussion was allowed, but there were no further comments. Motion approved.
- Motion was made and seconded to adopt the Health and Wellness Committee Policy 5.02 as drafted. Time for discussion was allowed, but there were no further comments. Motion approved.

10:35 – 11:00am Break and networking

11:00am – 12:25pm New Business
All – May 12 General Membership Meeting Agenda

- Discussion occurred around these issues:

- What to put in open time slots. We traditionally have time in this month's agenda for TODASTW@D and Health and Wellness Fair items. Both planned for this year.
- How to balance presentations and activities.
- Using agenda to create interest among General Members, and encourage everyone to stay for entire meeting.
- Planned agenda revised with these changes:
 - Breakfast items will no longer be provided, but there will still be coffee, tea, and water.
 - Amilee will share announcement about upcoming board vacancies and invite interested General Members to send her a letter (or e-mail) of interest by May 15. She will also let members know we are looking into more conference call and video conferencing options to help accommodate travel restrictions. If your agency has teleconferencing facilities open to staff outside your agency, please let Amilee know as she's working to secure meeting space now through 2010 Transition Meeting. Amilee will also follow up with Sharon to find out which agencies have representatives who live and work in Eastern Washington.
 - There will be an announcement about the new TODASTW@D date and Web page.
 - There will be a reminder about meeting rules and limiting side conversations. There is networking time at lunch.
 - Amilee has requested a different room set-up for this time (circle or square, not classroom style), plus a podium.
 - Peter Bogdanoff has not yet confirmed his attendance, but Amilee expects he will be able to attend as the Legislative Session will be over.
 - Amilee will work with Marina Parr from the WorkForce Education and Training Coordinating Board to come up with a catchy title to her presentation, to help draw the audience in.
 - There was a lot of positive feedback about the lunch from the last meeting. Sharon can do the same thing and Genevieve also provided information about other options. Unfortunately, folks at the end of the line last time did not have as much choice, and Gen had to do a lot of prep work. Amilee will discuss with Sharon to find out what she wants to do.
 - Kristi will follow up with Kris to find out if increasing the Health and Wellness activity to one hour is a fit.
 - The Veterans Affairs guest speaker will be invited to provide a spotlight on their agency.
 - Roberta will follow up with Amilee on ideas for the name of the TODASTW@D activity.
 - Society of Women Engineers presentation title will be changed to "Bouncing Raisins and More."

Amilee – Transition Meeting

- Recognition letters will go to all board members, and also to one person on each sub-committee. Please send Amilee the name of the person you select from your committee, and a small blurb about that person's service and why you're nominating that person by May 15. We'll cc agency heads and personnel files with letters, like we did last year. The Governor's Office wants to print them on their own letterhead, so Audrey will work with Michelle F. go get all the information and provide a Word document by June 1 (which allows time for the Governor's signatures).
- Send names of your active, participating committee members (not the ones who signed up who never participate) for certificates to Genevieve and cc Amilee, by May 15.
- Amilee is looking for ideas for guest speakers for this meeting. She wants to show agency directors a taste of ICSEW in morning session, and save the afternoon for interactive activities. She also wants to help make it as smooth a transition, as possible, ensure new chairs are on board and know what's going on, and help new members get a taste of what's going on and how to join a committee. Please think about it and we can finalize more in June. Various potential speakers were proposed; Genevieve will invite Sharon Tamiko-Santos. Amilee will follow up with the Governor and another presenter who can speak to history (perhaps Shanna Stevenson).
- Amilee will draft an agenda and it send out before the June Executive Board meeting for input. The time slots in the morning, when agency heads are invited to attend, will be more fixed. If there's an interactive activity you can think of for afternoon, let her know. Maybe something where we could pair up new members with returning members, and help identify members who may be a good fit for any vacant board positions. We'll also keep the "sub-committee speed dating" activity we used last year.
- ICSEW provides lunch during the Transition Meeting. Directors are welcome to stay for this if they wish. We used Pellegrino's last year and may use them again – let Amilee know if you have another preference.
- Transition packets: Please put together your subcommittee accomplishments for the transition packets. This can be a bulleted list of benchmarks from the past year. Amilee will send out a template sometime this week. Amilee needs these by May 15 so Sharon can start putting together the transition packets (which will also include a welcome letter and other materials for new members).
- Amilee will send a formal written invitation to agency heads (not an e-mail). She will work with Genevieve to put these together. If you have someone else besides your agency head whom you want to invite (such as your supervisor or manager), please let Amilee know and she will send them a formal invitation as well.

Amilee wants to get these out this month and she may need to do a listserv notice. Agency heads are historically invited for the morning, and they may stay for lunch as well. We also understand if they are not available. Members will introduce their guests, and members may have more than one guest. We will set up spreadsheet and RSVP list

- Some discussion about having an end-of-year celebration for existing and new Executive Board members, after hours. Date, time, and location to be determined.

12:25pm

Adjourn to lunch

Executive Board Assignments

Tuesday, April 14, 2009

All

- By May 15:
 - Encourage subcommittee members and general members to apply for upcoming board vacancies. Interested members must send a letter or e-mail of interest to Amilee by this date.
 - Nominate one member from your committee to receive special recognition at the Transition Meeting. Send Amilee a short paragraph (by e-mail is fine) explaining why that person should be recognized.
 - Send a list of your active committee members to Genevieve, and cc Amilee, for certificates of recognition for the Transition Meeting.
 - Put together a bulleted list of your subcommittee accomplishments for the transition packets, and provide these to Amilee.
- Share with Amilee any ideas you have to make easier the transition of historical knowledge from outgoing to incoming board members.
- Plan to attend the July Transition meeting, even if your term ends in June.
- If you are interested, sign up for the ICSEW Relay for Life team.
- If you have ideas, suggestions, or resources for kids for TODASTW®D, send those to Roberta.
- If your agency has teleconference facilities open to staff outside your agency, let Amilee know.
- If you have another lunch preference besides Pellegrino's for the July Transition Meeting, please let Amilee know.
- If you want to invite another person in addition to your agency head to the Transition Meeting, let Amilee know.

Amilee Wilson, Chair

- Let Health and Wellness committee know if they may use ICSEW padfolios at the Health Fair.
- Get information regarding science experiments for TODASTW®D from Society of Women Engineers.
- Ask Andrea to revise Legislative Committee Policy 5.05 with items discussed today.
- Follow up with Sharon to find out which agencies have representatives who live and work in Eastern Washington.
- Work with Marina Parr to come up with a catchy title to her presentation for the May 12 General Membership meeting.
- Discuss the lunch options for the May 12 General Membership meeting with Sharon.

Audrey Pitchford, Executive Secretary

- After policies are approved, format them to be consistent with Policy 1.01.
- Work with Michelle F. to get agency head names and personnel file contact information, and produce Word versions of Transition Letters to provide the Governor's Office by June 1.

Tammy Risner, Communications

- Send *FTE Magazine* contact information to Roberta, for TODASTW®D advertising.
- Put something about TODASTW®D and the upcoming Health and Wellness Fair in the upcoming *InterAct* newsletter.
- Research whether OFM has an overview of the state budget we can use for the Legislative Edition of the *InterAct* newsletter.

Genevieve O’Sullivan, Conference

- Ask State Auditor’s Office legal contact about whether we need to do photo releases.

Kristi Aravena, Health and Wellness

- Follow up with Kris to find out if it is a fit to increase to one hour this committee’s activity at the May 12 General Membership meeting.

Teresa Glidden, History

- Mark last year’s TODASTW®D events on the Web as “past events,” to reduce confusion.
- Send link for Relay for Life to Executive Board.

Roberta Carpenter, TODASTW®D

- Follow up with Amilee on ideas for the name of this committee’s activity for the May 12 General Membership meeting.