



# 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  
June 9, 2009, 8:00am – 11:15am**

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

Absent: Michelle Lucero

8:00 – 8:25am Amilee – Call to Order and Announcements

The Paper Recycling and Conservation Act

- Was signed into law by the Governor on June 6.
- Amilee can provide more specifics to members who are interested.
- This act directs agencies to:
  - Reduce paper usage by 30 percent by July 1, 2010.
  - Buy 100 percent recycled paper by the end of this year.
  - Recycle 100 percent of all paper if the agency has more than 25 employees
  - Use machines that work with recycled paper.
  - Give priority to buying from "green" companies.

Governor's Boards and Commissions training:

- Audrey and four other ICSEW members attended last week.
- The Governor's Office is now requesting we send only Governor-appointed members (agency representatives, not alternates) to this training.
- This past year, Amilee has encouraged all members to attend this past year, as our bylaws do not restrict alternates from full committee membership, including serving on the board. She believes it is important for all members to get the information shared at this training.
- When the new board is in place, it will look at ways to meet everyone's needs (perhaps the Governor's Office will compromise with us, allow us to pay more for alternates to attend, or perhaps we will have to train alternates within the committee).

#### Transition meeting invitations:

- Went out to agency heads last week.
- Hopefully they have been received by now.
- If you want to invite others, such as your supervisor or manager, you are welcome to do that. This may be in place of or in addition to your agency head.
- If you want a formal invitation or e-mail, let Amilee know.
- Audrey can also send a meeting appointment for an electronic calendar, if needed.
- It is vital for all members to attend the Transition Meeting. At this meeting we will recognize member participation. This is also the last meeting for all rotating off the committee. Some board members offered to share the recruitment notices they're using within their agencies.
- Sharon is in charge of RSVPs. Please send them to her by June 29 so she can prepare for the catered lunch.
- Members need to RSVP as well, Amilee will send a LISTSERV reminder, but members will not get formal paper invitation.

#### Newly-approved policies for Health and Wellness Committee and Professional Development Committee

- Are these posted on the Web? If not, Amilee wants these posted by the end of this week.
- Teresa G. will confirm.

#### Health and Wellness Fair

- Thank you to Kris, Kristi, and the rest of the sub-committee for a successful fair; they did a great job and got a lot of good feedback.
- There were about 400-500 attendees.
- Good comments on displays and many people took give-aways. There is a picture of the Health & Wellness Committee in latest *FTE Magazine*.
- One speaker had a cool display on portion sizes. Genevieve did a graphic of this and will provide it to the Communications Sub-Committee for the *InterAct* Newsletter.

#### Special Legislative Issue of the *InterAct* Newsletter

- Was published June 2.
- Thank you to the Legislative and Communication Committees.
- The issue looks fantastic and is groundbreaking.
- It is the first ever Legislative edition, and it helps bring us back to our core committee priorities.

#### New 2009-2010 Board members announced June 5:

- Genevieve O'Sullivan – Vice Chair
- Kristi Aravena – Health & Wellness Committee

- Sharon Edwards – Treasurer
- Margaret Brennan – Membership Chair
- Darla Bauknecht – Conference Chair
- Anna Jones – Legislative Chair

Executive Board vacancies:

- There have been some letters of interest on these roles, but not many.
- One candidate for Secretary stepped down due to the time commitment.
- Amilee will send a new recruitment out, and will recruit through the Transition Meeting if needed for the following roles:
  - Secretary
  - Cell Phone Coordinator
  - Education Chair
  - Professional Development Committee (PDC) Chair

Professional Development and Education Committees to be combined:

- Amilee spoke with Genevieve about this, as well as Meagan (who is supportive). Amilee has not yet had a chance to talk with Michelle L.
- Trainings have been reduced due to the economy. We are down to two a month and attendance is low. Amilee expects our formal trainings will take more of a back seat to Department of Personnel classes and free brown-bags.
- There are still ongoing problems with the registration system. They are working with DIS to resolve these, but that system is becoming outdated and members have trouble accessing it. May revamp. Hopefully we can streamline the process in the future.
- The committee will be the PDC, and Education will be part of it. There will be one chair, and Amilee will highly encourage having a co-chair.
- Currently the PDC has had high attendance, though most members are rotating off this July. Hopefully in the future they will be able to cover mentoring, sponsoring the January General meeting, charitable events, and training.
- During the Transition Meeting round robin, we will do our best to recruit for that committee. Streamlining education registration system.
- This will be for one year on a trial basis; it doesn't mean we can't split these committees back apart in the future if needed.
- Opportunity was given for feedback and questions. Comments were made on the following topics:
  - This will help keep board size manageable.
  - Don't let PDC roles and activities be eclipsed by the time needed to schedule trainings.

- Will work if there is a big enough committee and enough delegation.
- Hope to have registration hosted on a free site in future. (The current electronic registration site is not free of cost.)
- Will reduced training classes hurt our budget? No, but we've had no revenue for the past six months due to few classes being offered, and low participation. Genevieve and Amilee will meet with trainers in July to talk about strategies. DOP is also seeing a drop in training revenue.

Creating online oral history for committees:

- This will be a place to document activities throughout the year.
- Chair, Vice Chair, and Webmaster will maintain, hopefully starting with committee activities from July 2008.
- We have made some wonderful strides.
- Amilee would like to see more online about actual board decisions.

Board Transition Barbeque (Genevieve):

- This will most likely be Thursday, July 9, as that date works best for almost everyone.
- She will send formal invitations in the next week or so, with directions and what to bring.
- The incoming board is invited as well, so we can relax and get to know each other, and help with the transition.

Work on the Summer *InterAct* is gearing up; articles are due July 31.

8:25 – 8:35am      Committee Updates – Questions and Additions

Note: 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.

<p><b>Communications Committee</b></p>
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<p><b>Chair: Tammy Risner, State Treasurer's Office</b></p>
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- Two new subcommittee members.
  - Anna Gill – Utilities and Transportation Commission
  - Anne Williams – Dept. of Corrections
- The Communications Subcommittee has just completed the Special Legislative Edition. The Legislative Subcommittee did a fabulous job creating the very informative content for this issue. It is now available on the web site.
- At this time we are getting started on the *InterAct* 2009 Summer Edition with a July 31 deadline for article submission.
- Tammy is hoping in the future to reach out to new members and existing members to write at least one article for the *InterAct*. And she will be calling

on subcommittee chairs to encourage their members to submit articles as well.

**Conference Committee**

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

We have begun to look into cost effective locations beyond traditional hotels and convention centers. The committee is also continuing its work on putting together the planning guide/notebook.

**Education Committee**

**Chair: Michelle Lucero, Department of Agriculture**

No report

**Health and Wellness Committee**

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

**Co-Chair: Kristi Aravena, Department of Commerce**

- The health fair was a great success! Estimated attendance was 400-500.
- The committee met on May 28th to debrief the fair and will make adjustments for next year based on what went well and what could be improved.
- Kristi Aravena will be stepping up as the new chair. We are in the process of asking for volunteers for co-chair. We have one person interested so far.

**History Committee**

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

- The history displays were a big hit at the PSRW event and Health and Wellness fair.
- Teresa is also coordinating an ICSEW team for Relay for Life. There is a meeting for that group tonight at Budd Bay Café.
- Teresa is trying to recruit her friend who works for DOT to join ICSEW. The friend has gone to an ICSEW conference in the past. Teresa has invited her friend to the Transition Meeting.
- If any subcommittee chairs have new members or changes to the subcommittees, please let Teresa Glidden and Teresa Reno know so they can keep the web page current.

**Legislative Committee**

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

- Incorporated comments from EB on Legislative Policy and provided for final review and approval
- Worked with Communications folks to put together Legislative Special Edition of *InterAct* on 6/2/09
- Plan on having dinner together following Relay for Life to celebrate our accomplishments

**Membership Committee**

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

- Continuing to work with the Governor's office to update the representative roster.

- Recruiting representatives for agencies and higher education institutes with terms ending June 30, 2009.
- Planning the July 14 Transition Meeting location, lunch reservations, decorations, table and linen accommodations and transition packet assembly.
- Scheduling room accommodations for the September 2009 through May 2010 General Membership meetings.

**Professional Development Committee**

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

**Co-Chair: Kim Hardeman, Department of Labor and Industries**

- Jewel is leaving ICSEW as she is moving to South Carolina. The PDC did an event to acknowledge Jewel and will send her recognition letter to her forwarding address.
- Most of the PDC is transitioning off ICSEW next month, so strong recruiting is needed.

**Take Our Daughters and Sons to Work® Day Committee**

**Chair: Roberta Carpenter, Gambling Commission**

- We are still planning and helping other agencies plan their events.
- Roberta is sending a list to Amilee for the agencies who want to use the Society of Women Engineers (SWE) projects at their agencies.
- Only a couple of agencies responded to get stickers, so we may need to put out an email for that.
- For agencies sharing resources, kids, etc., Parks & Recreation has a program to give kids free life vests. They need kids' height and weight and parents need to pick up the vests. Roberta has contact information and will ask if she can post it on the Web. Parks & Recreation actually offers these all year long.
- SWE doesn't have enough members to do all the science experiments themselves; but they will train individual contacts at agencies.
- Roberta is also getting a lot of e-mails currently from participating agencies. If you need an answer from her on something right away, please flag the e-mail with high importance.

8:35 – 9:10am Old Business:

Adoption of April 14, 2009 Executive Board minutes (Amilee)

- Motion was made and seconded.
- Time for discussion was allowed, but not needed.
- Motion approved.

Transition Meeting Planning Update (Sharon)

- The first planning meeting for members working on this is Friday. The team will also meet twice more, on June 18 and July 8.
- We have reserved the Columbia Room in the Capital Building and it is confirmed. We have it that day from 7:00am – 5:00pm.
- We can set up after 3:00pm on July 13, and Sharon has volunteers to help with this.

- Some volunteers are also getting donations (i.e., flowers, decorations, coffee, water, etc.) to reduce costs. The Transition Meeting is our largest expense.
- Lunch may be through Budd Bay. They have many options within the per diem rate. There will not be a cake this year, as we always get some kind of dessert provided with the meal.
- They are assembling 75 Transition Packets for this meeting and to be available as new members join throughout the year. These packets include:
  - A welcome from the Chair.
  - The meeting schedule.
  - Roles and responsibilities.
  - Mission and values.
- The Governor is attending the Transition Meeting, so there will be some security measures needed. The Governor's Office will contact us a week before the event to walk through those. She has about 10 minutes for us, so we're not sure if there will be time for photos.

#### Adoption of Legislative Policy 5.05 (Amilee)

- What has changed since last time?
  - Page 2 regarding resources for training the Legislative Chair and committee members.
  - Clarified language on partnering with outside organizations.
- It looks great. Thank you to the Legislative Committee for their hard work.
- Motion was made and seconded to adopt Policy 5.05.
- Time was allowed for discussion, but there were no further questions.
- Motion approved.
- Amilee will decide by the Transition Meeting how to present this policy to the General Membership for approval. If we follow the same process we did for the PDC and Health and Wellness policies, she will likely table it until the September General Membership meeting.

#### 2009-10 Executive Board Positions (Amilee)

- Announced at the start of this meeting and sent around to the General Membership by LISTSERV.

#### Transition of Board members (Amilee)

- Amilee is requesting everyone to attend and stay all day at the Transition Meeting, including alternates and members whose terms officially end June 2009. We are working on ways to improve how we transition.
- Chairs will present committees to the General Membership, so please be prepared. For the Round Robin, you may set up a display, or do whatever will entice new committee members.

- Roberta requested TODASTW® Day photos from any participants, and any agencies having events. She will post this message on the LISTSERV as well.
- Amilee has USB sticks for everyone, and she'll have ICSEW lanyards, at the barbecue. Please transfer all electronic files onto the USB stick, to hand over to the new board member. These are one gig. If you have more files, we may need to order a larger one. Amilee will also send these by campus mail to others not here today or on the phone.
- Hard copy notebooks in the past were not as successful in transitioning board roles. Some of you still have these, and if so please feel free to pass those on as well. Now that we have electronic means, less re-creation should be needed.
- Transfer all files by the Transition Meeting barbeque, Thursday, July 9. If you can't attend the barbeque, please bring items to the Transition Meeting.

#### Revisit Executive Board Meeting Schedule (Amilee)

- Previously we met monthly, from 9:00am – 12:00pm.
- Due to budget and travel restrictions, in February we changed to bimonthly in the months opposite General Membership meetings, from 8:00am – 12:00pm.
- Discussion on how this was working included these topics:
  - Generally positive.
  - Less annoying to my boss.
  - Less time away from the office.
  - Fewer meetings in the month of General Membership meetings.
  - Easier work-wise.
  - Still important to keep the Executive Board meeting in July before the Transition meeting?
- How does everyone feel about the scheduled July 7 Executive Board meeting? Feedback included these topics:
  - Invite new board members to meet everyone and connect (scheduled for same room as today, so will need larger room).
  - A way to help ease transition to new board members
  - Opportunity to connect and talk about expectations.
  - This meeting likely will be shorter than other EB meetings, as we will focus on planning for the Transition Meeting (so it likely won't be from 8-12). Amilee will work with Audrey to adjust the schedule. This is also another opportunity for board members to share electronic files with the incoming board.

9:10 – 9:25am      Break

9:25 – 11:15am      New Business

#### July 14 General Membership Transition Meeting Agenda

- Review of time frames.

- During welcome and introductions, committee members will introduce their agency heads and other guests.
- Amilee is hoping to secure Representative Phyllis Kenney as the guest speaker. She may switch times with this speaker and Linda Bremer, depending on availability. Linda's topic (Transitions) may be a better keynote topic. But having agency heads present makes a difference in who we have speak. It may be more meaningful for them to hear from a representative than a cabinet member.
- Sub-committee accomplishments – rather than reading a document, we will have chairs call up committee members and share accomplishments that way. Same with Secretary and Treasurer. Amilee confirmed everyone is okay with this. This is not when we will do the recognition awards, however (those are later in the agenda). If this item runs long, we will need to ensure we stop when the Governor arrives, as her schedule is tight. If for some reason the Governor is unable to attend, we will ask her Chief of Staff Cindy Zender to attend.
- The board proposed running a projector with photos from throughout the year. Communications and the PDC have a lot of photos, and we'll have more then from the Health Fair, TODASTW® Day, Relay for Life, etc. This will run during the introduction and at lunch, and doesn't have to align with whomever is introducing a committee. It may be helpful to add captions to photos. Meagan, Tammy, and Roberta offered to work on this.
- Are sub-committee chairs giving certificates to people who signed up but never did any work for the committee? It's up to the chairs, though many board members said no.
- The formal invitations are for the first half of meeting (8:30-1, including lunch). Amilee can provide any member the name of the person the agency invitation went to, as an FYI, so members can follow up as needed.
- The second half of the Transition Meeting agenda is interactive activities. There has been a lot of feedback that members enjoy these. For the discussion, there will be mixed groups with ongoing, outgoing, and incoming members.
- Outgoing Vice Chair Karen will kick off the morning recognition, and Genevieve will facilitate in the afternoon.
- If you're rotating off and a new member is coming on, let Amilee know – she wants to recognize them and give pins in the afternoon. She also wants to also ensure they get on the LISTSERV for meeting announcements. She will also send a LISTSERV announcement on how representatives need to apply through the Governor's Office. There have been some issues with the Governor's Web site, so hopefully that will get resolved. Later this week, Amilee will talk with Stacey Tichenor about this, as well as problems with registering through their site for the Boards and Commissions training. Alternates do not need to go through the formal application process to the

Governor's Office, they may simply contact Sharon or the next Membership Chair directly.

- Sub-committee round robin will be the same as in past years. Committee members get the chance to spend 5-10 minute rounds visiting committees and sharing information. This is part of why it's important for members rotating off to stay the whole day. It's okay to bring whatever you think will entice new committee members to join your group. You may also want to provide potential members with a time estimate of the commitment for that committee. Or communicate the message that you get out of it what you put in it, or ideas of non-meeting ways to participate, including phone meetings and projects off-line. Not all members will volunteer in the same way, or same style, same number of hours, etc. May need to align style with availability. While it is not currently tracked, there is an expectation every member will belong to at least one sub-committee. Have a sign-up sheet at the table – Amilee will bring the clipboards. Will have seven minutes for each station. Will need stations for each of the following:
  - Communications
  - PDC/Education
  - Legislative
  - Health & Wellness
  - Conference
  - Membership
  - History
  - TODASTW® Day
  - Secretary / Cell Phone Coordinator (can be at the same table)
- Sub committee meetings will allow members to get more time after the round robin to think and let everything sink in. These will also allow time for members to connect with new chairs, brainstorm goals for next year and talk about business plans (due at end of September). Amilee wants us to try to get ours in on time this year – last year was an aberration due to the budget, but this year we're starting early. Amilee will also provide approved (high-level) budgets for each sub-committee for this year (committee chairs can provide line-item budgets in meetings). Nothing has to be final on this date, but Amilee wants chairs to introduce these topics and brainstorm.

#### September General Membership Meeting:

- Proposal – change to the 3<sup>rd</sup> Tuesday of the month, so it's not directly after Labor Day weekend (from September 8 to 15.) We did this last year as well, due to closeness to the holiday. A room is booked at DOT for September 8; Andrea will see if it can be changed.
- We are hoping to get Sam Reed as a speaker – he has a great presentation on “Define your one thing.” Teresa G. will check to see if he is available.

- For future speakers – keep also in mind the panelists from the January 2009 General Membership meeting.

Potential future training topics ICSEW may offer:

- Job hunting
- Executive job hunting
- Using technology for job hunt (i.e., Facebook, Twitter, etc.)
- Want to enhance (not compete with) what's available through DOP.

EB retreat for 2009-2010 board:

- Date will likely be moved up to August.
- Present members support this if it is a weekday, with no overnight. Some scheduling conflicts discussed.

Video-recording of stories:

- How can we share ways ICSEW can transform lives – for example, Wendy Sue Wheeler and her promotion? Teresa G. is now the web master at her agency. Connect with the message that what you put in is what you get out. Great for a history project.
- Amilee asked Teresa G. to take this on; they can talk about it more at the sub-committee meeting.
- This will help for passing on legacy as well.
- Genevieve also has editing software.

11:15am

Adjourn

# Executive Board Assignments

Tuesday, June 9, 2009

## All

- RSVP for the Transition Meeting to Sharon by June 30, so she can plan for the catered lunch.
- Provide articles for the Summer *InterAct* Newsletter to the Communications Committee by July 31.
- If possible, plan to attend the Board Transition barbecue on Thursday, July 9.
- Provide names of new subcommittee members to Teresa G. and Teresa R., so they can keep the Web current.
- Plan to attend the full Transition Meeting on July 14, even if you are rotating off the committee.
- Provide Roberta any photos you have from your agency's TODASTW® Day events. If e-mailing Roberta, flag your message with high importance.
- If you're leaving your board role, by July 9 transfer all your electronic files to the USB sticks, to hand over to new board members. Let Amilee know if you need a stick with more memory. Provide all files to the new board members at the barbecue or the Transition Meeting.
- If you're rotating off ICSEW, give Amilee the name of your replacement.
- If you chair a subcommittee, plan for your Round Robin at the Transition Meeting, and have a sign-up sheet for new members.

## Amilee Wilson, Chair

- Provide to interested members information on the Paper Recycling and Conservation Act.
- Work with 2009-2010 board and Governor's Office to help ensure all ICSEW members get information shared in Governor's Boards and Commissions Training.
- If requested by members, send formal invitations for Transition Meeting to members' additional guests.
- Send a LISTSERV reminder for all members to RSVP to Sharon by June 30, so she can plan for the catered lunch.
- Send a new recruitment notice out and continue recruiting through the Transition Meeting, if needed, for board vacancies.
- With Genevieve, meet with trainers in July to talk about strategies to address drop in training participation.
- Decide by the Transition Meeting how to present Policy 5.05, Legislative Committee, to the General Membership.
- Send USB sticks by campus mail to board members not present today.
- Work with Audrey to adjust the schedule for the July 7 EB meeting.
- Ensure new ICSEW members get pins, LISTSERV access, and information about Boards and Commissions Training.

## Audrey Pitchford, Executive Secretary

- If requested by members, send an electronic meeting notice for Transition Meeting to members' agency heads or other guests.
- Work with Amilee to adjust the schedule for the July 7 EB meeting.

**Tammy Risner, Communications**

- Reach out to new and current members to write at least one *InterAct* article.
- Contact subcommittee chairs to ask them to encourage their members to write at least one *InterAct* article.
- Work with Meagan and Roberta to develop slideshow of photos for Transition Meeting.

**Genevieve O’Sullivan, Conference**

- Provide graphic of portion sizes to the Communications Committee for the *InterAct* Newsletter.
- With Amilee, meet with trainers in July to talk about strategies to address drop in training participation.

**Teresa Glidden, Historian and Webmaster**

- Confirm newly-approved policies on the Health and Wellness Committee and Professional Development Committee are posted on the Web by the end of the week.
- Take on project of video-recording stories of how ICSEW can transform lives.

**Meagan Macvie, Professional Development**

- Work with Tammy and Roberta to develop slideshow of photos for Transition Meeting.

**Roberta Carpenter, TODSTW® Day**

- Work with Tammy and Meagan to develop slideshow of photos for Transition Meeting.