

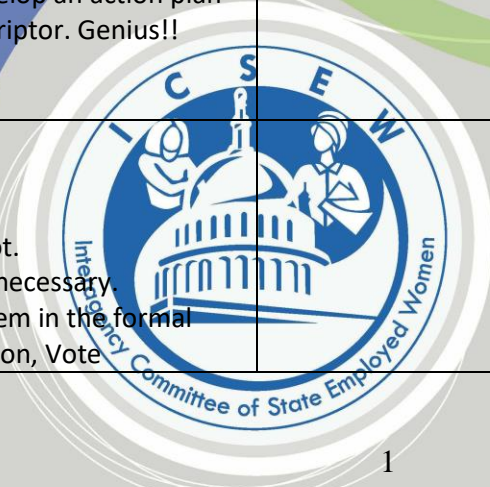
# Executive Board Minutes

Department of Corrections – 7345 Linderson Way SW, Tumwater


**April 16, 2019 | 8:00 am – 4:00 pm**

<b>Main Outcomes</b>	<ul style="list-style-type: none"> <li>✓ Subcommittee Budgets</li> <li>✓ Conference update and votes</li> <li>✓ May meeting and Health and Wellness Fair</li> </ul>
----------------------	---

<b>8:00am</b>	<p><b><u>Welcome &amp; Agenda Review</u></b></p> <ul style="list-style-type: none"> <li>☒ Amal Joury, Chair</li> <li>☒ Jane Chapman, Vice-Chair</li> <li>☒ Lu Anne Eyles, Executive Secretary</li> <li>☒ Cindy Varley, Information Secretary</li> <li>☒ Andrea Duane, Treasurer</li> </ul> <p><b><u>Subcommittees</u></b></p> <ul style="list-style-type: none"> <li>☒ Rachel Friederich, Communications Chair</li> <li>☒ Debbie Baker Co-chair Conference, Professional Development</li> <li>☐ Sarah Chaplin, Co-chair Conference</li> <li>☒ Taja Blackhorn, Conference, Professional Development</li> <li>☒ Dana Bowen, Health and Wellness Chair</li> <li>☒ Cheryl Flynn, Legislation and Policy Chair</li> <li>☒ Marianne Mcintosh, Membership Chair</li> <li>☒ Josefina Magana, Mentorship Chair</li> <li>☒ Michelle Jorgensen, Public Outreach Chair</li> </ul> <p><b>Others in Attendance:</b></p> <ul style="list-style-type: none"> <li>☒ Melissa Cheesman</li> <li>☒ Jasmine Pippin-Timco</li> <li>☒ Shanelle Pierce</li> <li>☒ Debra Lefins</li> <li>☒ Cindy Cotter</li> </ul>	<b>Amal Joury</b>
8:00 – 11:00	Meyers Briggs	Cindy Cotter, DES
11:00 – 11:15	<p>Reflection on reports, discussion about differences etc. By June 4, 2019, the descriptions for the team type ENFJ will be sent out to develop an action plan at our next meeting June 18, 2019. Teacher is overall descriptor. Genius!!</p> <p>Break to grab lunch and return to meeting room</p>	
11:35 – 1:15	<p><b>WORKING LUNCH DISCUSSION</b></p> <p><b>IDEAS:</b></p> <ol style="list-style-type: none"> <li>1. Should Vote be anonymous, votes in person are not.</li> <li>2. Can we discuss at a meeting and then vote later if necessary.</li> <li>3. Roberts Rules (?) Simplified model of RR. Know them in the formal sense but use them as necessary. Motion, Discussion, Vote</li> </ol>	



## Executive Board Minutes

	<ol style="list-style-type: none"> <li>4. Can we provide Information prior to meeting; at the meeting have discussion and vote later?</li> <li>5. Meyers Briggs - Hallmarks of each 16 variations, Amal will send out the information that explains each of these personality types.</li> <li>6. Unstructured, planned time should be build it into the agenda to discuss personality types.</li> <li>7. Idea of “Hi/Low” Pause in the beginning of EB meetings to determine energy level etc.</li> <li>8. GM and EB meeting opening introduction by volunteer, “what are you expecting to learn today, what did you apply from training provided from the last meeting.”</li> <li>9. “Four lenses Training” was an idea for training for both the EB and may be good for a larger group. Everyone can wear his or her color.</li> <li>10. EB training by Billy (sp?) Wright – Diversity, Equity, and Inclusion training would that work for the larger group. It is a very high emotion class with many feelings brought to the surface may not be the best for a large group.</li> <li>11. When is the next full day EB meeting</li> <li>12. Meetings after membership meetings provide a debrief time to address subcommittee issues, questions and responses as necessary.</li> </ol> <p><b>Jane - Motion that we have EB meeting from 4 – 5pm based on availability. If you cannot stay you can have subcommittee member, be a proxy. Meeting can move to lunchroom if necessary. Approved.</b></p>	
1:15 to 4:00	<b>ICSEW Executive Board Business</b>	Amal and Jane
	<p><b>HEALTH AND WELLNESS FAIR finalization:</b></p> <p><i>Promotional items are still arriving and sponsored by Dana Bowens agency. Bags: total need 550 and currently have 450 in stock. Ordered 100 bags Vendor registration deadline passed as of 4/12, subcommittee is now following up with phone calls Costco is donating water and raffle items. Everything is on schedule.</i></p> <p><i>Volunteers needed, Dana will send out sign in sheet in email blast, however the subcommittee covers most of volunteerism.</i></p>	

# Executive Board Minutes

**TRANSITION DISCUSSION**

**Awards, Certificates and other:**

Jay Inslee will not schedule more than 6 weeks in advance, so we are waiting on a time and confirmation. Brainstorm on some back-up speakers, Renee Smith, Suzie Lavigne where some suggestions.

Tentative timeline discussed decisions on Where and how is the celebration to happen for those Leaving and Joining. Speaker Renee is booked in the AM – 8:30 to 11:30, 11:30 to 12:00 potentially hold transition orientation with folders and provide photo ops at lunch breaks.

The EB and Membership have a wish to honor those who are leaving service. Certificates will be provided and signed in advance. An idea presented to send certificates out after the meeting for a cohesive flow of the meeting and a wish to honoring those who are leaving.

How will a determination be make about those leaving and who is extending membership; an email will be sent out to those members who have completed a 2-year term to determine who will be continuing and who will be leaving.

Membership subcommittee actively working on this process to appreciate those who join on dates other than during the July transition meeting, and how those will be handled

It was discussed how to use SharePoint to keep a template of certificates and packets for those who are transitioning. We could potentially reach out to the member and Subcommittee directly for individual accomplishments etc. for those leaving. An idea was established to create a template letter and mail merge and generate all letters at once.

**Awards Discussion**

The following were previous awards given during transition, The Lori Jo Brown Award of Excellence; set some criteria for nominations for those who have demonstrated excellence and years of service. Other awards previously presented Everlasting, Visionary, Extra Mile and Leadership Awards.

Jane and Amal will construct a proposal for awards to present at the transition Meeting, this will be reviewed at next EB meeting.

**BUDGET:**

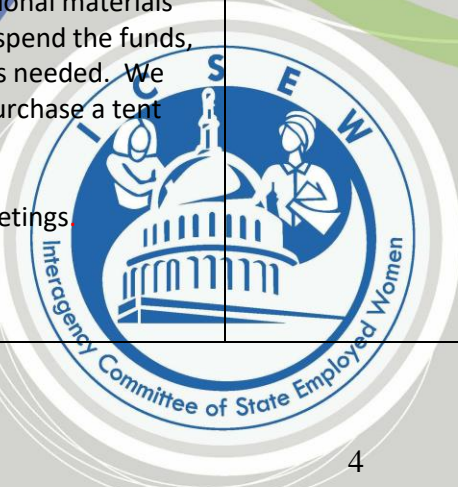
**GENERAL DISCUSSION:**

Sponsorship opportunities should be identified and built into the budget as income.



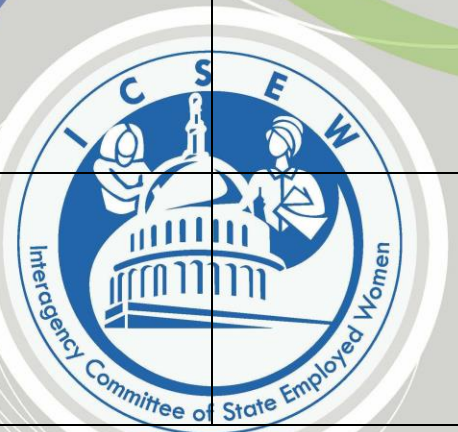
# Executive Board Minutes

	<p>Recommended that ICSEW create a strategic plan and build budget to support plan.</p> <p>An annual report is due to the governor's office each year and should include more than cash flow from OFM.</p> <p>Request for spending outside of annual budget as follows:</p> <ul style="list-style-type: none"> <li>➤ Less than \$499.99 can be approved by Executive Board vote.</li> <li>➤ Over \$ 500.00 requires a Membership vote</li> </ul> <p>For budget vote *** Should the budget be presented ahead of time in an email, and then voted on at the meeting or do we present at the meeting and then vote 14 days later.*** Amal would like to take time in 5/21 meeting to have subcommittees present to Membership.</p> <p>SharePoint from left navigation bar <i>Documents/Executive Board/ Treasurer</i>, there are several reports to review as well as instructional documents.</p> <p>Purchases are made through OFM, who hold all the funds and pay the vendor directly. Purchases can also be made with a purchasing card with training and authorization.</p> <p>Placeholders for meetings are missing information or recipients and should be set for 6 months as a recurrence and set up a new group of placeholders to maintain information integrity. Cheryl offered assistance in this area if necessary. Membership meetings, should these include all Reps and Alts on the calendar item</p>	
	<p><b>SUBCOMMITTEE BUDGET DISCUSSION:</b></p> <p>MENTORSHIP: Will meet with subcommittee and return request by 05/01/2019</p> <p>COMMUNICATIONS: A budget was provided a few updates are necessary. Others can use this as an example</p> <p>PUBLIC OUTREACH: Originally purchased \$6000.00 of promotional materials requested an additional \$3000.00 but subcommittee did not spend the funds, \$ 6000.00 request should be sufficient for two years. A tent is needed. We can rent a tent from DES, borrow a tent from an agency, or purchase a tent and determine where to store it.</p> <p>PROFESSIONAL DEV – will need a budget for Membership Meetings</p> <p>HEALTH AND WELLNESS – none</p>	



# Executive Board Minutes

	<p>WOMENS COMMISSION – budget is in development as the members review the strategic goals of the committee and expand its reach beyond the women’s commission</p> <p>LEG AND POLICY - none</p> <p>MEMBERSHIP – Does need a budget and it was determined we need to vote by membership by May 21 meeting or 14 days after the meeting, to avoid a special vote. The Transition meeting would be the immediate concern for catering, etc. which would be in the July 1, 2019 – June 30, 2020 budget. Room rental for the Transition Meeting, is paid in advance and already included in current budget. A projector transitioned from Information Secretary, Cindy to Marianne, Membership Chair.</p> <p><b>TOPICS FOR FURTHER DISCUSSION PERTAINING TO BUDGET:</b></p> <ul style="list-style-type: none"> <li>• Are we planning more events?</li> <li>• Will we provide brochures, cards, etc. to direct people to ICSEW at the Health and Wellness Fair</li> <li>• DOC can print things for us low cost, high quality</li> <li>• DOT has abilities for very professional print work. Business cards etc.</li> </ul> <p><i>**Brochures : in SharePoint Documents/Subcommittee Work/ Communications/ Communications Archive Artwork – Cheryl to help with Edits**</i></p> <p><i>WORDPRESS update the website. This will be tabled until next year we need to have the same decision package criteria and Justification as any other budget item; will require research etc. to present to OFM. This will be a large purchase and should be voted on by the full membership.</i></p> <p><i>Where are we putting OPERATING COSTS? Should we have an ADMIN BUDGET</i></p> <p>General Note ** Potential opportunities if Long Term Care program passes, they program will need to start hiring, potentially through Employment Security. **</p> <p>Congratulations Cindy for your promotion! We will miss you!</p>	
<p>3:45 – 4pm</p>	<p><i>Review of last minutes- action items</i></p>	



# Executive Board Minutes

Action Items/Decisions					
#	Action Item	Assigned To:	Date Assigned:	Date Due:	Status
1	Budget by Subcommittee	Subcommittee Chair	4/16	5/1	Due for review to Andrea
2	During the May 21, 2019 General Membership meeting a full packet for ICSEW annual budget will be presented for review and a vote	Professional Development	4/16	5/21	NEED TO GIVE TIME IN AGENDA FOR BUDGET PROPOSAL and discussion give my subcommittee
3	Reach out to Employment Security about 5/21/19 Meeting				
4	Room set up for 5/21/19 Meeting	Jane and Membership	4/16	5/21	Working to arrange to break down rooms, booths etc. This needs to communicate to Greg at L&I through a facilities request.
5	Survey for Mentorship	Mentorship			
6	ENFJ team type information sent out to EB team two week prior to next meeting.	Amal	4/16	6/1	Team should develop action plan. Teacher is overall descriptor. Genius!
7	Placeholders for Meetings – missing information and recipients.	Lu	4/16	5/1	Keep organized for transparency and best use.
8	Inventory for projector	Lu	4/16		Marianne is now the holder of the projector, where to keep inventory.
9	Who is Leaving and who is extending membership	Membership			Emailing members ending term in transition if they will stay or extend.
10	Awards presentation for Transition Meeting	Jane and Amal	4/16		Proposed and presented at next EB meeting
11	Diversity, Equity, and Inclusion training	Cheryl	4/16		Training availability and sign up through LMS waiving fee



## Executive Board Minutes

12	Four lenses Training	Andrea	4/16		
13	Next full day EB meeting	Jane	4/16		June 18 and Aug 20 both currently scheduled from 1-4pm
14	Calendar of Meetings and Events should be updated: 5/21 reflects 8 to 3PM and update when decision is made for next full day EB meeting.				
15	Budget	Amal/Jane/Andrea			Where to assign operation cost and should there be an Administrative Budget
16	Brochure updates	Cheryl	4/16		Working with Rachel to update the existing brochure.

### Issues – Impeding progress or tabled items, needs an answer/decision/ further discussion to proceed.

#	Question or decision that needs to be made.	Assigned to	Importance (H, M, L)	Due Date	Next Steps
1	Agenda Updates – Calling out Training for everyone, lunch and meeting for guests and members.	Debbie Baker	L	11/22/19	Finalize prior to next membership meeting with training provided through LMS
2	SharePoint; What can we improve it?	Tabled currently	L		A plan is necessary to clean up, improve SharePoint, and determine how to streamline it for ease of use. Training – can the administrator provide this? How to use it? Some Ideas were create a wish list, EB calendar, vacation time, Housekeeping. Cheryl can help
3	WordPress update and website redesign – Full membership vote	Tabled currently	M		<i>This will be tabled until next year we need to have the same decision package criteria and Justification as any other budget item; will require research etc. to present to CFM.</i>

### Closed Issues and Decisions – Important decisions to document and share.

#	Issue or decision title	Assignee	Date Decided	Decision maker/committee	Decision
1	Vote for Conference Budget			Membership	Approved
2	Question: Is it possible to pass on Eventbrite cost to participant's agency	Andrea Duane	4/16	Treasurer	Answer: We cannot charge agencies for the 3 <sup>rd</sup> party processing as it

## Executive Board Minutes

					allowable if the charges come in as two separate fees? – needs follow up.  No, it is not feasible to make this change.
3	Book Purchase	Debbie Baker	4/16	Conference	Will be purchasing 500 books
4	Volunteer Request for Health and Wellness Fair	Health and Wellness		Health and Wellness	Subcommittee is large enough to handle most of the volunteer spaces necessary, will send out email and finalize list at Membership meeting on 5/21/2019
5	YWCA Drive	Public Outreach			YWCA Official Drive for 2019 is May 20 thru June 7
6	LMS for training				LANGUAGE AND INFORMATION IN THE listing provide the details that this training is part of the ICSEW membership meeting
7	Photographer for Career Fair	Jane Chapman	4/16		Available from 1-4pm
8	Proclamation letter for women's health	Jasmine	4/16		Handed over from exiting Information secretary
9	Have EB meeting on 5/21 from 4 to 5pm	Jane	4/16	All EB members	Approved

