

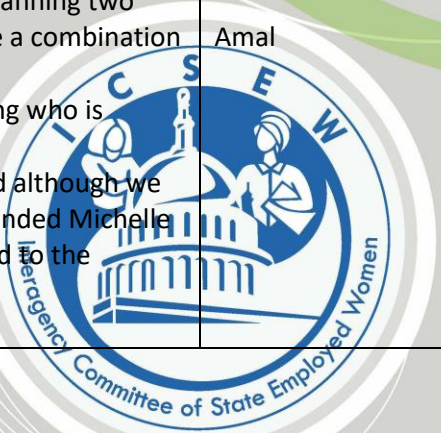
# Executive Board Agenda

Dept. of Revenue 6400 Lindersen Way, Tumwater WA 98501 Rm 114C

**June 18, 2019 | 1:00 pm – 4:00 pm**

<b>Main Outcomes</b>	✓ Transition
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<p>1:00pm</p>	<p><b><u>Welcome &amp; Agenda Review</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Amal Joury, Chair</li> <li><input checked="" type="checkbox"/> Jane Chapman, Vice-Chair</li> <li><input checked="" type="checkbox"/> Lu Anne Eyles, Executive Secretary</li> <li><input checked="" type="checkbox"/> Andrea Duane, Treasurer</li> </ul> <p><b><u>Subcommittees</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Rachel Friederich, Communications</li> <li><input type="checkbox"/> Sarah Chaplin, Co-chair Conference</li> <li><input checked="" type="checkbox"/> Debbie Baker, Professional Development Co-chair Conference</li> <li><input type="checkbox"/> Dana Bowen, Health and Wellness</li> <li><input checked="" type="checkbox"/> Cheryl Flynn, Legislation and Policy</li> <li><input checked="" type="checkbox"/> Marianne Mcintosh, Membership</li> <li><input type="checkbox"/> Josefina Magana, Mentorship</li> <li><input checked="" type="checkbox"/> Michelle Jorgensen, Public Outreach</li> <li><input checked="" type="checkbox"/> Allison Spector, Partnerships Co-Chair (BRGs)</li> </ul> <p>Others in Attendance:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Melissa Cheesman, Policy</li> <li><input type="checkbox"/> Shanelle Pierce</li> <li><input type="checkbox"/> Taja Blackhorn, Conference &amp; Professional Development</li> <li><input type="checkbox"/> Jasmine Pippin-Timco, Communications Social Media</li> </ul>	<p>Amal Joury</p>
<p>1:00 – 1:10</p>	<p><b>Transition Meeting Discussion:</b></p> <p>Amal discussed that the focus of this meeting would be to finalize discussion on a smooth plan for the transition meeting. Some topics for discussion will be:</p> <ul style="list-style-type: none"> <li>• What does the introduction of new members look like?</li> <li>• Does the Membership Subcommittee have support for all aspects of the meeting?</li> <li>• Agenda ideas and outline for the event established.</li> <li>• Awards are currently under changes by Jane and Amal who are planning two awards and will provide a description. These two awards will be a combination of the elements from previous year's six awards.</li> <li>• How will we recognize those parting and how are we determining who is leaving and who is extending membership?</li> <li>• Speakers for the event will be Renée Smith from Results WA and although we did request Governor Inslee, his office declined and recommended Michelle Gonzalez who will be on vacation. A request has been submitted to the members of the Washington State Women's Commission.</li> <li>• Photos and Tour will also be discussed</li> </ul>	<p>Amal</p>



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**Potential Transition Agenda** *\*\*is only for informational purposes based on discussion and is not intended to replace the current working agenda, Flexibility will need to be provided for Women’s Commission guest speakers.\*\**

8:00 - Registration

8:30 – Meeting Begins with welcome speech by Amal

9:00 – Renée Smith

10:00 - Break

10:15 – 12:00 – Welcome, Thank you and Awards

1. Members transitioning out – During a presentation Amal/Jane can talk about the years served, accomplishments, etc. ICSEW will provide a thank you card, swag and/or a flower where suggestions.
  - Capture information during check-in and only address those in attendance.
  - Those not in attendance might just be listed at the end of the presentation
  - For a subcommittee chair or EB member transitioning out a nice idea was to give a plant and a “thanks for helping us grow.”
2. New Members – Must be oriented to avoid chaos to commitments, and subcommittee choices, etc. Those who come on other than July 1 will first finish someone else’s term then serve their own two years.
3. Awards – Amal and Jane to determine.

1:10 – 2:20

12:00 PM – There was discussion about if there should be a speaker during lunch

12:45 PM - Group photo then start tour

1:00 PM - Tour is 30 minutes they requested (80 max in two groups)

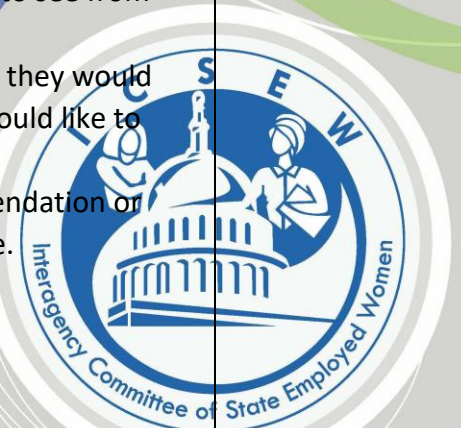
1:30 PM – Subcommittee work

- ICSEW 101 to all members
- Break out to Subcommittees and New Members sequestered to learn what subcommittee work is all about.
  - Subcommittees please send in one-liners with what gaps may exist in your committees and what would you like to see from members in the future.
  - Address with the new members if they have a skill they would like to apply to work in subcommittee or if they would like to develop a skill.
  - Talk about potential task force for policy recommendation or follow up with infants at work place as an example.

2:00 PM - Speaker

3:30 Last speaker

All



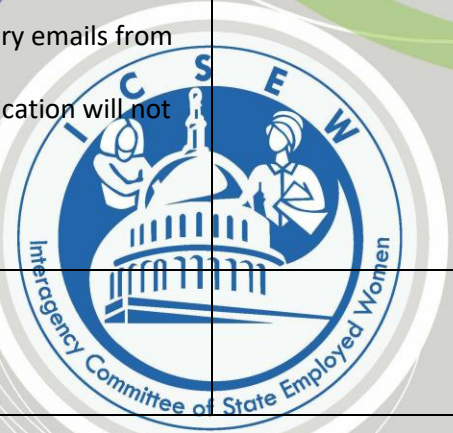
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2:20 – 2:25	<p><b>Membership needs assistance</b> on database and requesting any help with organization and set up in Microsoft Access – Allison volunteered</p>	Marianne and Allison
2:15 – 2:25	<p><b>Annual Report discussion</b>          We are departing from the previous years PPT and will be moving toward a one-page report that will need to be dynamic &amp; informative instead. Amal and Jane will be working on the report and will be requesting updates from each subcommittee chair for information to compile the report for the July meeting. Need to be attentive to the following:</p> <ul style="list-style-type: none"> <li>• Content, which should be captured clearly and concisely while identifying what the ICSEW does with data points and highlights.</li> <li>• Amal is asking for two bullets points per subcommittee             <ul style="list-style-type: none"> <li>○ Report all amazing work accomplished</li> <li>○ Summarize totals, stats, details etc.</li> <li>○ Marianne suggested that all items sent to Jane and Amal who can summarize and choose the highlights.</li> </ul> </li> <li>• How will the Transition Meeting present this to attendees in a dynamic way? Options offered were, Prezi, etc.</li> </ul>	Amal and Jane
2:25 – 2:40	<p><b>Video conferencing for future meetings discussion.</b>          Three possible options are:</p> <ol style="list-style-type: none"> <li>1. Skype – suggested there might be limitations.</li> <li>2. Zoom – there is a fee and would need to be added to the Administrative budget</li> <li>3. Go to Meeting             <ul style="list-style-type: none"> <li>○ Need to assess the Audio for participants</li> <li>○ Interactivity, such as chat messages, screen sharing, etc.</li> <li>○ What will the interaction between presenter and viewer be like</li> <li>○ How will a viewer connect</li> <li>○ Need volunteer to research – Allison volunteered</li> </ul> </li> </ol>	Allison
2:40 – 2:45	<p><b>Mentorship Survey update</b></p> <ul style="list-style-type: none"> <li>• 131 responses, but could only see 100 with the free service</li> <li>• Recap of what was found             <ul style="list-style-type: none"> <li>○ Not many have had mentorship opportunities</li> <li>○ Most want to be a mentee</li> <li>○ Mentorship was very important to them</li> </ul> </li> <li>• Planning for the pilot program to launch late summer or early fall.</li> <li>• SurveyMonkey Subscription is now included in the Administrative Budget Request.</li> </ul>	Amal
2:45 – 2:55	<p><b>Budget Review:</b></p> <ul style="list-style-type: none"> <li>• Subcommittee requests will be onetime purchases and will seek approval through the Executive Board.</li> <li>• The Administrative Budget is for annual ongoing purchases</li> <li>• Conference has its own separate budget</li> <li>• Communications (supplemental) – Rachel made a motion to purchase memory cards and card reader (did not note cost of items) for pictures and to upload old photos off the camera. Andrea second the motion, all in favor</li> </ul>	<p><b>Decisions:</b>          Communications memory cards and card reader          Public Outreach wheel for outreach events</p>



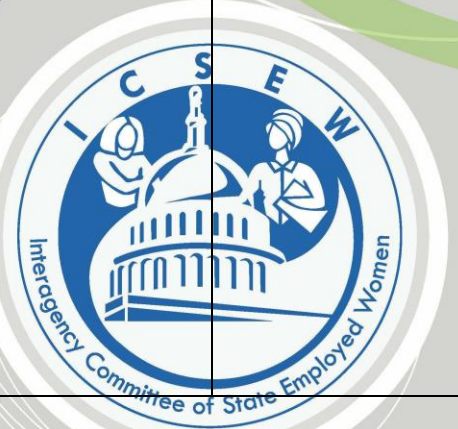
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	<ul style="list-style-type: none"> <li>Public outreach (supplemental) - Michelle motion for \$50.00 for a wheel for the public outreach events. Would like to order the wheel and have it ready to go before she leaves. Andrea Second, All in favor</li> <li>The Administrative Budget will be finalized by Andrea and sent to membership and will seek vote after two week review period.</li> </ul>	
2:55 – 3:00	<p><b>GovDelivery</b> - account is established and set up is in progress. Jane will be helping with the templates and working on the set up.</p>	Jane/Lu
3:00 – 3:25	<p><b>Technology discussion</b> Some formal training is necessary for consistent and cohesive use of <b>WordPress</b> for updates to the ICSEW website. A suggestion that a task force might be helpful to improve the website. Decisions will be necessary with personnel changes around who will be responsible for making what updates to the website.</p> <p><b>SharePoint</b> access should be determined based on needs. Levels of security for use may/should be required for the SharePoint site. Examples of levels of security are:          1. The Executive Board has full access to everything.          2. Subcommittee Chair and designated members would have update access to their own sections.          3. Other could be view only.</p> <p><b>Social Media, Facebook, LinkedIn, Twitter, etc.</b> Who is posting, managing, touching each of these sites and what education has been provided around the use of the technology. Long term goal is continue to integrate social media professionally our communications. Rachel reported that on Facebook, the communications activities have seen 500% increase in engagement in one year.</p> <p><b>Outcomes for future agenda items:</b></p> <ul style="list-style-type: none"> <li>Internal controls should be established in some areas in SharePoint and Social Media and other applications.</li> <li>The Outlook inbox needs some rules established; first, automatically send items to designated folders and second, how to communicate to each subcommittee chair. Amal’s preference was to forward email to subcommittee chair, etc. and put in folder. Cheryl suggested an archive folder for 6 years to reduce the size of the inbox.</li> <li>Lu will update social media to reduce the amount of unnecessary emails from these sites.</li> <li>A schedule established for inbox review so important communication will not be lost.</li> </ul>	Future agenda items
3:25 – 3:35	<p><b>Conference update</b> Eventbrite Link available and in the ICSEW email inbox</p> <p style="background-color: #f4a460; padding: 2px; display: inline-block;"><a href="#">View My Event</a></p>	



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	<ul style="list-style-type: none"> <li>• Can accept payment, link is live</li> <li>• Representatives will have to pay for tickets this year with a potential revenue of \$9,000.00.</li> <li>• Volunteers not locked into one location for the entire day.</li> <li>• Jennifer Powers will include a book and signing availability.</li> <li>• Rachel needs the promotional materials as soon as possible.</li> <li>• Discussion about the value of the training for \$ 150.00 with presenters such as Amy Leneker and Jennifer Powers</li> <li>• Email blast will be on Mondays</li> </ul>	
<p>3:35 – 3:45</p>	<p><b>Next EB meeting:</b></p> <ul style="list-style-type: none"> <li>• WordPress we will need some formal training</li> <li>• Diversity, Equity, and Inclusion training planned for next EB meeting and Amal asked Cheryl to follow up with Billy (sp) for schedule and availability for short version.</li> </ul>	
<p>3:45 – 4:00</p>	<p><b>Round Robin</b></p> <p>Rachel asked for input on the 2019 Transition meeting brochure, Amal suggested a profile of a member or something about women’s history instead of crossword.</p> <p>Michelle said that the promotional items are at her desk and Jane offered to pick them up.</p> <p>Andrea will update budget for distribution.</p> <p>Cheryl has a subcommittee meeting 6/19</p> <p>Debbie has five EB members transitioning out; Cindy, Kristin, Dana, Michelle and Andrea</p> <p>Allison talked about Partnership, which is still in development and was excited about RAIN’s next membership meeting on with July 1. Inviting all the BRG’s and Amal to speak. There is a planned subcommittee meeting next week.</p> <p>Melissa, Article 4 attendance and article 5 review.</p>	



# Executive Board Agenda

Action Items/Decisions					
#	Action Item	Assigned To:	Date Assigned:	Complete	Status
1	Administrative Budget Finalization and vote for July 1, 2019 to June 30, 2020	Andrea			Some minor changes and then will distribute for review and vote
2	Diversity, Equity, and Inclusion training	Cheryl	6/18		Find out if Billy is available for condensed version for next EB meeting
3	GovDelivery Intake	Jane/Lu	6/18		Working with Heather at OFM to set up service for use.
4	Training for WordPress for next EB meeting				This item left unassigned. Lu has a link to some Lynda.com information that was helpful.
5	ENFJ team type information sent out to EB team two week prior to next meeting.	Amal	4/16	8/20	Team should develop action plan. Teacher is overall descriptor. Genius!

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

#	Question or decision that needs to be made in the future.	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	M	8/20	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? Naming conventions EB calendar, vacation time, Housekeeping.
3	WordPress update and website redesign	Training for site updates planned	M	8/20	<i>Need to keep website updated until research or task force assigned to make updates to modernize the site.</i>