

# Executive Board Agenda

Legislative Building

416 Sid Snyder Ave SW, Olympia, WA 98504


**Date July 16, 2019 | Time 3:00 pm – 4:00 pm**

<b>Main Outcomes</b>	✓
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<p><b>3:00 to 4:00</b></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 type="checkbox"/> Vacant, 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 checked="" type="checkbox"/> Sarah Chaplin, Co-chair Conference</li> <li><input checked="" type="checkbox"/> Debbie Baker, Professional Development Co-chair Conference</li> <li><input checked="" 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 checked="" type="checkbox"/> Josefina Magana, Mentorship</li> <li><input type="checkbox"/> Vacant, Public Outreach</li> <li><input checked="" type="checkbox"/> Allison Spector, Partnerships Chair</li> </ul> <p>Others in Attendance:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Melissa Cheesman, Policy</li> <li><input checked="" type="checkbox"/> Shanelle Pierce</li> <li><input checked="" type="checkbox"/> Taja Blackhorn, Conference &amp; Professional Development</li> <li><input type="checkbox"/> Jasmine Pippin-Timco, Communications Social Media</li> </ul> <p>Marie Splaine (DOC), Beth Archer (State Investment Board), Michelle Johns DSHS/DCS for CST, Rebecca Llewellyn (LNI)</p>
<p>15 min</p>	<p><b>Call to Order New/Old Business</b></p> <p><b>Transition Debrief</b></p> <p><b><i>What went well –</i></b></p> <ul style="list-style-type: none"> <li>• Transition ceremony acknowledged the individual in a better way than in previous meetings. The length of the ceremony was dependent on the attendees but was planned sufficiently.</li> <li>• The certificates were beautiful!</li> <li>• We will be giving out certificates at each meeting in the future for new members.</li> </ul> <p><b><i>What needs work -</i></b></p>

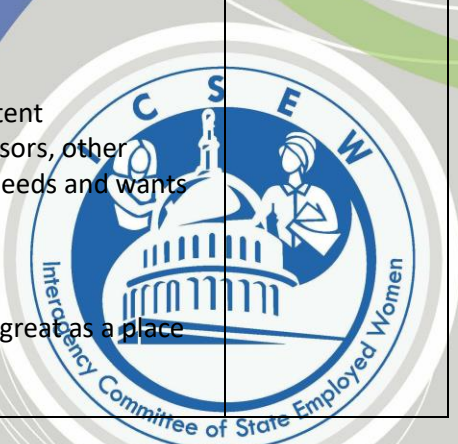


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	<ul style="list-style-type: none"> <li>• Technology needs to have a test run on all equipment, inquire in advance with the facility so that there are no surprises with equipment necessary for speakers, presentations, etc.</li> <li>• Certificates should be signed in advance moving forward</li> <li>• Decorations</li> <li>• An idea can up that maybe we need to consider having greeters to direct people at the start.</li> <li>• Did we have appropriate promotion? Why did we have fewer people than last year? Was it last year we had Governor Inslee and was that the draw? Continue to invite robust speakers.</li> <li>• Awards; Amal would still like to reduce the five awards to two or three total. Next year we can do an award by subcommittee chair to recognize a valuable member of each subcommittee celebrating an exceptional member.</li> <li>• What is the look of the meeting? Will we call this something else in the future?</li> <li>• Continue to develop the subcommittee participation description and identification for new members. A few ideas discussed as follows:             <ul style="list-style-type: none"> <li>○ Advance prep by subcommittee chair for this and each meeting with an agenda prepared</li> <li>○ The Subcommittee explanation should be continually improved.</li> <li>○ Slide show didn't work due to technical difficulty which did give subcommittee information</li> <li>○ Develop a flyer for your subcommittee</li> </ul> </li> </ul> <p><b>ACTION ITEMS:</b> Will send out the survey via Survey Monkey with help from Lu and Jane.</p>	
10 min	<p><b>Subcommittee Task/Next Steps Action Items</b></p> <p>Create agenda's for meetings, most do this already. Amal is in support of any changes of direction shifts Executive assistance or decisions needed:</p> <ul style="list-style-type: none"> <li>• Marianne: We need a clear definition of executive sponsor support and member responsibilities posted on the website, in the sponsor letter and in the FAQ's – Amal will work on written content for these items.</li> <li>• Cheryl – The attendance to meetings should be written into in the individual Performance and Development Plan (PDP) Expectations to clarify that Reps/Alts need to be able to attend.</li> <li>• Allison – Asked about training for her position as Chair. Amal will give Allison the binder for the Women's Commission as a starting place.</li> <li>• Flyers for each subcommittee would be helpful tools to help members make decisions about which of the subcommittees to join.</li> </ul>	

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<b>5 min</b>	<p><b>Membership meeting for September!</b></p> <p>We are going to have a Membership meeting in September. The dates are flexible but we need to find a space for the meeting. Ashley (?) will email DNR, Marianne will check with LNI, Jane with check with the Helen Summers for space.</p> <p>Parking can be a concern but most agencies will provide passes for parking. The bus is an option via Intercity Transit Star Pass that is free to all state employees and the Dash Bus is available.</p>	Amal and Jane
<b>10 min</b>	<p><b>Leadercast Women 2019 – Hosting Event Oct 18, 2019</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               2019 - Host              Presentation MD.pd         </div> <div style="text-align: center;">               2019 BROADCAST              TECHNOLOGY OPTIC         </div> </div> <p>Discussed briefly, what this event is about and is proposed that ICSEW would become a host for a viewing. Jane will follow up with the pricing and options that are available. It is telecast live Eastern Time (ET) but there is an option to view at another time. More to follow about this conference, it is unclear if this is financially feasible.</p>	
<b>10 min</b>	<p><b>Website Modernization Task Force</b></p> <p>Our website needs modernization. We are seeking talent within the committee for people who are interested in making the current website AMAZING!</p> <p>Jane envisions spending some money on the site and wants a task force to determine best options for a change. Rachel suggested that we don't need to discard WordPress but maybe investigate paying for a business account. We need to research alternative and not exclude WordPress as an option.</p> <p>Rachel agreed to head up the task force and Jane and Amal should be included in the group that will investigate the options in the following areas which is not an exhaustive list:</p> <ol style="list-style-type: none"> <li>1. Costs of hosting and annual subscription</li> <li>2. Ease of use to navigate as a user</li> <li>3. Update and training ease for all EB member's for content</li> <li>4. What is it that our current and future members, sponsors, other interested parties be looking for and build based on needs and wants of the consumer</li> <li>5. Customer service experience is key.</li> </ol> <p>Jane will provide Rachel with links to sites that she thinks are great as a place to start.</p>	



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	<b>ACTION ITEM:</b> Proposal from the task force for new site improvements by December 17, 2019 Executive Board meeting.	
<b>5 min</b>	<b>Zoom update.</b>  This addition will be in the vote as part of the admin budget once updated for virtual remote meetings. Still looking for cost of the service and if it will be available to subcommittees to use for meetings.	
<b>5 min</b>	<b>Red Lion debrief after Professional Development Conference – Celebrate!</b>  Jane and Amal will buy first round and we can have a place to go and discuss the event. Would be for all EB members and Conference Subcommittee members. A recap may be presented during the September membership meeting.	
	<b>Conference</b>  Debbie has a plan for the bags to be stuffed with materials for attendees SPSCC – 3PM meeting on July 17, 2019 Marie will get volunteers for registration table for Marianne.	
	<b>Closing Remarks</b>  Round Robin: Guests – Please continue to discuss subcommittee during all meetings.	

Action Items	Date Assigned	Owner
Develop survey for meeting feedback with Survey Monkey	7/16/19	Lu
Distribute survey for meeting feedback via GovDelivery	7/16/19	Jane
Website Taskforce to provide a proposal for new website due 12/17/2019	7/16/19	Rachel and Jane

Future Agenda Items	Timeline	Owner

**NOTES:**

