

Executive Board Agenda

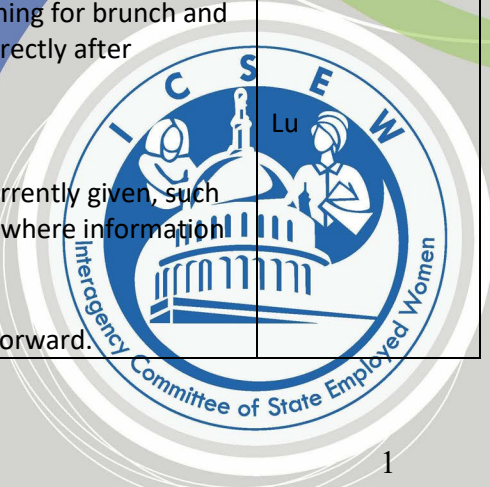
Dept. of Revenue

6400 Lindersen Way, Tumwater WA 98501 Rm 114C


Date August 20, 2019 | Time 1:00 pm – 4:40 pm

Main Outcomes	✓
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<p>1:00 – 4:40</p>	<p><u>Welcome & Agenda Review</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Amal Joury, Chair <input checked="" type="checkbox"/> Jane Chapman, Vice-Chair <input checked="" type="checkbox"/> Lu Anne Eyles, Executive Secretary <input type="checkbox"/> Vacant, Treasurer <p><u>Subcommittees</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Rachel Friederich, Communications <input type="checkbox"/> Sarah Chaplin, Co-chair Conference <input checked="" type="checkbox"/> Debbie Baker, Professional Development Co-chair Conference <input type="checkbox"/> Vacant, Health and Wellness <input type="checkbox"/> Cheryl Flynn, Legislation and Policy <input checked="" type="checkbox"/> Marianne McIntosh, Membership <input type="checkbox"/> Josefina Magana, Mentorship <input type="checkbox"/> Vacant, Public Outreach <input checked="" type="checkbox"/> Allison Spector, Partnerships Co-Chair (BRGs) <input type="checkbox"/> Time Keeper <p>Others in attendance: Dawn Woolery</p>	
<p>15 min</p>	<p>Welcome and Icebreaker was led by Jane.</p> <p>A question was raised about process requirements for an open board meeting and was it available to the public. The answer was yes that the calendar on the ICSEW website reflects the time, date and location of all meetings.</p>	<p>Jane</p>
<p>10 min</p>	<p>Old business:</p> <p>A suggestion was made to change the celebration/debrief plan after conference and potentially could be held on Saturday morning for brunch and to wait a few weeks after conference instead of meeting directly after conference at the Red Lion.</p> <p>Welcome Packet Discussion:</p> <ul style="list-style-type: none"> • The welcome letter can be more robust that what is currently given, such as, more about what can be expected at meetings and where information can be found. • Should we have a membership orientation? • Similar information provided at each meeting moving forward. 	<p>Lu</p>



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	<ul style="list-style-type: none"> • Subcommittee selection is still an area of confusion and there is a need to determine a way to provide information on expectations and define the subcommittees. • Make clear that alternates are able to participate at same level as a representative. • The list of members on the website in the future will no longer designate the member as an alternate or representative and will be part of the new website design. <p>Future agenda item: Marianne will be working with subcommittee on these items and the agenda will reflect a check-in on progress.</p> <p>Amal provided an overview of the process for the vacancy for the Treasurer position. There will be a call posted to the ICSEW website and through GovDelivery sent by Jane and Amal. Resumes will be reviewed prior to a decision.</p> <p>Future agenda item: Amal will update the Executive Board on the progress of recruiting a new Treasurer.</p>	
50 min	<p>New business:</p> <p>Administrative Budget Review:</p> <div style="text-align: center;">  <p>ICSEW E</p> </div> <p>The ICSEW will be submitting a decision package and the entire package will be provided prior to a vote. The attached document is the summary only.</p> <p>A question was raised about calling out WordPress Business can it be more generic since the task force is only beginning the research about what works best. It was discussed whether we can use our existing site and upgrade to a Premium package and add the plugins that are required. Each plugin will have a cost associated to it, and the Premium service will not cost more than the business package and fit within the \$300 currently allocated.</p> <p>It was suggested that we create a Decision Package Title for Subscriptions and add subcategories, such as Zoom, WordPress, Survey Monkey, etc.</p> <p>Future agenda item: Step by step purchasing and reimbursement process with OFM</p> <p>Possible Schedule changes for 2020 General Membership meetings.</p>	Jane



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ICSEW GM AGENDA
2020.docx



ICSEW GM AGENDA
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1. 2020 meeting schedule change
2. Sept and Nov meeting schedule change
3. Shortening of EB meetings to 2 hours and incorporating zoom

Jane provided an overview of a proposal to shorten the length of general membership meetings in 2020 starting in January. The September and November meetings will be shortened by one hour for the general membership and executive board meeting may be extended to two hours if needed, then a change to have meetings end at 1pm starting in January 2020. The proposal is based on feedback from members about time commitments and shorter meetings may provide less resistance from employers to be involved and come to the meetings. There is a lot of support for BRG's and they are shorter than ICSEW meetings. Amal stated that we want to maintain the difference of ICSEW from Business Resource Groups (BRG) but want to generate more support from executives and thinks shorter meetings could be helpful.

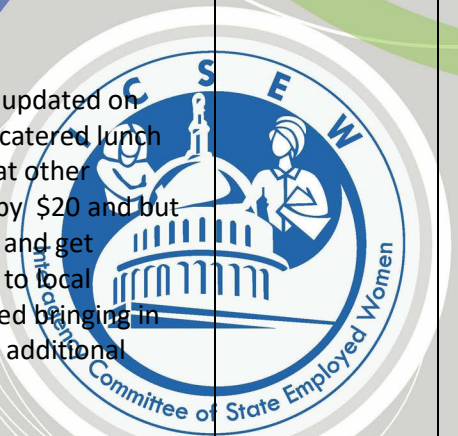
The steps for input from the membership would be to send a survey prior to the January changes but after the September meeting. Then the ICSEW will pilot these changes for January and survey the general membership again to determine if the shorter meetings are a benefit or to make no changes.

Action Item: Jane will investigate the requirements for providing lunch with the proposed shortened schedule and determine the definition of a working lunch.

Action Item: Jane and Amal want Zoom ordered and used in the September general membership meeting. The executive board will need to approve the purchase as it is over \$49 and under \$500.

Conference:

Jane led a discussion about the future conference in 2020 and updated on 2019 conference. Jane proposed that if there should not be a catered lunch offering a ticket price reduction to \$130 in 2020. This is done at other conferences such as LEAN in Tacoma. Tickets can be lowered by \$20 and but there may not be enough time allowed for the members to go and get something and return within a specified time with little access to local restaurants etc. No final decisions were made, Debbie suggested bringing in food trucks as a potential alternative and the group confirmed additional research would be necessary before making a decision.



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Jane provided an overview of American Sign Language (ASL) services that will be offered at the conference and on main stage in 2019 with a hope to expand to break out rooms for 2020, and that a line item for such services will be included in the conference budget for 2020.

Jane proposed that presenter, Amy Leneker should be the keynote speaker and paid in 2020 for her services for \$4,000. This would also be part of the 2020 conference budget reviewed by membership for approval.

Jane proposed that we determine if we can offer a continuing education unit (CEU) or continuing education credit (CEC) for attendance to conference. I added this website for reference and a starting point for research for offering CEU or CEC. <https://professionals.collegeboard.org/prof-dev/workshops/ceu-credits>. A question was raised if we would have to go to associations to ask if we can offer these credits. Dawn will check to see what the requirements would be and what it takes to put it together.

Jane discussed the need for an individual to have successfully completed the contract management course for the conference in 2020. Lu is currently working on the courses and will have completed 400 level in the next few months. A need was discussed for a guide of items listed on SharePoint for reference in the following areas (more to be added with a brainstorming activity in the future); Individuals who have Contract Management certification through 400. Agencies that can print on behalf of ICSEW. There are five agencies with print offices, Dept. of Commerce (DOC), Health Care Authority (HCA), Employment Security (ESD), Dept. of Transportation (DOT), and others. Who represents these agencies should be listed as resources in SharePoint.

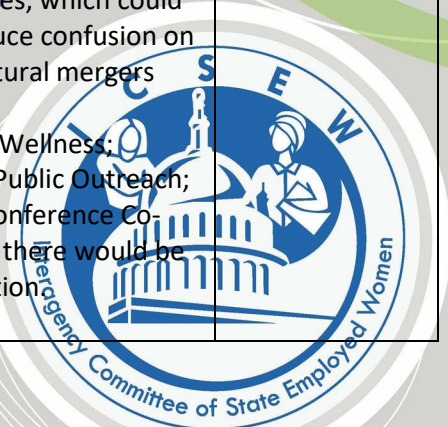
Rachel discussed a possible theme for conference: Women's Equality Day & Women's Right to Vote Centennial Celebration as Women's Equality Day is Monday August 26 and 2020 is the Suffrage Centennial.

Dawn provided an overview of Non-General fund agencies.


Merging Subcommittees:

Jane led a discussion about merging some of our subcommittees, which could offer a smaller selection for members to choose from and reduce confusion on the topic of what subcommittee to join. Some ideas about natural mergers are:

Professional Development absorb Conference and Health and Wellness;
Partnerships and Communications would each absorb part of Public Outreach;
and the Historian could become part of Communications. A Conference Co-Chair would still be necessary. In addition to Subcommittees, there would be an option to join a task force with a timeline and then completion

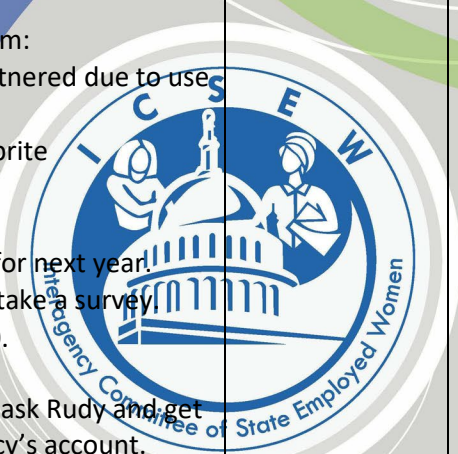


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	<p>A Proposal will be created to define the mergers and put into a format for membership to review and comment. This will go out on GovDelivery and Lu will combine comments for review.</p>	
30 min	<p>Policy Recommendations:</p> <p>Amal discussed policy recommendations. Amal is going to review the Legislative and Policy Subcommittee Policy with Cheryl, the subcommittee chair, and propose amendments to add the capacity to add a task force for people who want to be involved directly with writing specific policy recommendations. The amendments would also allow for a task force to provide progress report outs during general meetings. There was further discussion around adding future trainings about policy writing and the legislature for general membership. Amal noted that in addition to recommendations made by ICSEW, the Women’s Commission’s intent is to hire a policy analyst who could potentially assist ICSEW with recommendations as well as partnering or mirroring the work done at the Women’s Commission on behalf of state employees.</p> <p>Amal gave an overview of some examples of policy changes that members have brought to her attention:</p> <ol style="list-style-type: none"> 1. Infants in the Workplace to consider revisiting the policy based on how it is currently working and make recommendations, such as extending the child’s age, providing access to an office or break out room for nursing, etc. 2. Reentry barriers for formally incarcerated state employed workers. 3. Improving food options at agency meetings (SAAMs definition change) 	Amal
15 min	Break	
20 min	<p>Website Redesign Task Force</p> <p>Jane lead the discussion about the website redesign task force and recommended that a survey about website should be created to find out what end users think is lacking and start the work on what this group want from the site. Rachel discussed the idea of the task force taking the questions to the subcommittees for content in September. Jane would like to see a scrolling banner with pictures or something on the home page and will provide some examples.</p> <p>Rachel is leading a task force on the ICSEW website.</p> <p>The task force is exploring ways it can best improve the website, whether it has to create a new one with some other hosting platform, or continue using WordPress by upgrading it.</p> <p>The task force is seeking feedback from each subcommittee on what website functions they need. For example, being able to process payments directly on ICSEW.wa.gov, having a fill-in form for presenter proposals that can be filled</p>	 <p>Jane</p>

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	<p>out and submitted directly from the website, photo galleries from communications, etc.)</p> <p>Once the needs are made known by the subcommittees, the task force will look into what plugins are needed for each function and pricing for WordPress and other hosting platforms, to determine whether we should continue with WordPress or another hosting platform. The task force would like the subcommittees to discuss during the September meeting, so the task force can present its findings and/or recommendations by the end of the year.</p> <p>The advantage to word press is that it is open source that means there's an infinite number of plug-ins to use. We can also do more brand customization with a little coding. WordPress can provide help with a little bit of coding for certain functions, coding knowledge is not required. If a member has this skill, it would be very helpful. Dawn will ask a co-worker if he can code and will reach out to Jane and Rachel. Currently the task force is looking for in-kind donation for design and advisors to help with development.</p>	
30 min	<p>Conference 2019 Report out</p> <p>Debbie discussed the following areas to note and learn from:</p> <ul style="list-style-type: none"> • Access to Eventbrite to see how we are doing on reports on ticket purchases. • LMS was a big hang up point. How does Eventbrite connect, how do agencies sign up and incorporate LMS. • How can we write registration to give directions for LMS • Communication plan to the sponsors and agencies. Marianne thought we could send thank you notes with numbers of agency attendees etc. and re-iterate that we appreciate the tickets and the sponsorship. • Catering looking good and delegated special dietary needs • Nursing mother considerations • Marketing tables, how many BRG's will need space • Brochure printing will need to talk to Kim • Volunteers • Presenters • Digital AV is an unexpected expense that can be accounted for next year. <p>Marianne discussed the following areas to note and learn from:</p> <ul style="list-style-type: none"> • The process was new for membership committee but partnered due to use of Eventbrite • She will delegate and train a member to help with Eventbrite • Verbiage more clear and planned out ahead of time. • Will be sending out an email reminder on Thursday. • Communication about details will be saved as templates for next year. • Notes from Eventbrite to send thanks for coming, please take a survey. • Post conference Survey, using save the date, August 2020. <p>Action item – Do we have funds for survey monkey, Jane can ask Rudy and get it purchased ASAP. Amal will find out if she can use her agency's account.</p>	Debbie



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	<p>Rachel discussed the following areas to note and learn from:</p> <ul style="list-style-type: none"> • Communications proposed scheduling social media posts early and getting sponsor lists and presenter bios earlier in the process • Sponsorships, how and where to send the money and will be give them website location with their logo in the future. • Bio's came early so they could start to create the brochure early. • Follow up with sponsors about registration. • Communications plan with sponsors only. <p>Future agenda Item - Set up timelines, registration, communications, etc. for a conference brainstorming activity or sticky note exercise during an EB meeting, could also be a separate meeting for about two hours.</p>	
40 min	<p>Round Table Discussion</p> <p>Allison: Partnerships is meeting tomorrow and have provided outreach to the Office of Equity Task force.</p> <p>Dawn: learned a lot about the process of the Executive Board of ICSEW and will get Allison in touch with diversity and inclusion officer.</p> <p>Amal: Expressed a big thank you to all for work on the conference with ICSEW and cannot wait for Tuesday!</p>	All
10 min	Wrap up	

Action Items	Date Assigned	Owner
Investigate the requirements for providing lunch with the proposed shortened schedule and determine the definition of a working lunch.	8/20	Jane
Zoom ordered and used in the September general membership meeting	8/20	Jane and Amal
Determine if we have current funds to purchase survey monkey, contact OFM and get it purchased ASAP.	8/20	Jane

Future Agenda Items	Timeline	Owner
Welcome packet check-in on progress.	September	Marianne
Treasurer Recruitment	September	Amal
Set up timelines, registration, communications, etc. for a conference brainstorming activity or sticky note exercise during an EB meeting, could also be a separate meeting for about two hours.	TBD	

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Future Agenda Items	Timeline	Owner
Step by step purchasing and reimbursement process with OFM	TBD	

NOTES:

