

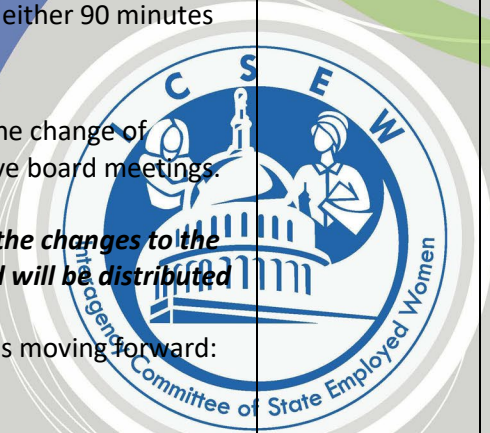
Executive Board Agenda

Dept of Corrections 7345 Linderson Way SE, Tumwater, WA 98501

September 17, 2019 | Time 2:30 pm – 3:50 pm

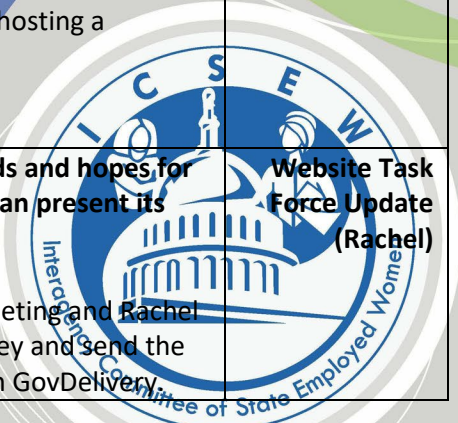
Main Outcomes	
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2:30 – 3:50	<p><u>Welcome & Agenda Review</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Amal Joury, Chair <input checked="" type="checkbox"/> Jane Chapman, Vice-Chair <input checked="" type="checkbox"/> 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 Professional Development <input checked="" type="checkbox"/> Debbie Baker, Professional Development <input checked="" type="checkbox"/> Cheryl Flynn, Legislation and Policy <input checked="" type="checkbox"/> Marianne Mcintosh, Membership <input type="checkbox"/> Josefina Magana, Mentorship <input checked="" type="checkbox"/> Allison Spector, Partnerships <p>Guests: Linda Burnett (WSPRC), Beth Archer (WSIB), Ann Bartholomew (BIIA) and Erika Alexander (DRS)</p>	
20 min Discussion	<p>ICSEW Executive Board old business</p> <ol style="list-style-type: none"> 1. <i>Welcome packet update</i> An update was given during the general membership meeting on this topic. An email will be sent to the executive board members prior to the October 15, 2019 meeting with a draft version of the updated welcome packet for review and a final copy will be issued to new members at the November 19, 2019 meeting. 2. <i>Possible Schedule changes for 2020 General Membership meetings. See action items</i> The November 19, 2019 meeting will end at 2:30PM and starting in January 21, 2020 membership meetings will end at 1PM with a working catered lunch and the executive board meeting will be either 90 minutes or two hours ending at 2:30 or 3PM (TBD). <p><u>Action Item:</u> Send out a bulletin for comments about the change of scheduled times for both the membership and the executive board meetings.</p> <ol style="list-style-type: none"> 3. <i>Merging Subcommittees: A brief will be drafted with the changes to the subcommittees. The draft will define the mergers and will be distributed for membership review and comment</i> New structure will include the following subcommittees moving forward: <ol style="list-style-type: none"> 1) Communications 2) Professional Development 	EB Old Business update (Jane)



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	<p>3) Legislation and Policy 4) Membership 5) Mentorship 6) Partnerships</p> <p>Action Item: Send out a brief to describe the changes in Subcommittee structure.</p> <p>4. Policy Recommendations: The bylaws will be updated to accommodate and allow for ad hoc committees to do specific policy reviews. This will be voted on by the subcommittee first with a follow up vote in the membership meeting</p> <p>5. Conference: Celebrate, Debrief, Survey, Lessons Learned There is a question for follow up about the ability of SPSCC to continue to accommodate the conference and Debbie has been investigating alternatives. Jane reviewed a plan to host a breakfast for the 2019 sponsors and to incorporate a presentation by 100% talent and a new ask for sponsorship in 2020 for the Professional Development Conference.</p>	
<p>10 min Discussion</p>	<p>Recruitment update for Treasurer vacancy</p> <p>A recruitment notification was sent on 9/11/2019 with a closure date scheduled in 14 days.</p>	<p>Treasurer Recruitment Update (Jane)</p>
<p>20 min Discussion</p>	<p>Introduction of a possible partnership with 100% Talent. http://www.100percenttalentseattle.com/</p> <p>Jane introduced the idea of a presentation by 100% Talent given at a breakfast hosted for conference sponsors and a request for sponsorship with 100% talent. Jane recommended that the ICSEW be willing to pay \$1,000.00 and ask the attending agency sponsors to collectively pay for the remaining \$9,000.00. The total sponsorship was is for \$ 10,000.00. The Department of Licensing (DOL) has already become and Signatory. Please update yourselves on this organization for more discussion at the October 15, 2019 executive board meeting.</p> <p>Future Agenda Item: Partnership with 100% talent and hosting a conference sponsor thank you breakfast.</p>	<p>Partnering with 100% in 2020 (Jane)</p>
<p>5 min Discussion</p>	<p>The task force would like the subcommittees to discuss needs and hopes for a website during the September meeting, so the task force can present its findings and/or recommendations by the end of the year.</p> <p>The subcommittees reviewed this during the membership meeting and Rachel has already collected some feedback. Lu will finalize the survey and send the link to Jane by Wednesday 9/18/2019 for distribution through GovDelivery</p>	<p>Website Task Force Update (Rachel)</p>



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	<p>The survey will end in 10 business days, with a reminder follow-up message sent 9/25/2019 and final reminder one day prior to closing on 10/02/2019</p> <p>Action Item: Send survey in GovDelivery on 9/18 with reminders on 9/25 and again on 10/1 for one day to complete. Close survey on 10/2/2019</p>	
<p>5 min Discussion</p>	<p>Budget:</p> <p>The supplemental budget will be distributed for review and voting. Zoom will be included as well as the request for the catered breakfast and \$1000.00 ICSEW contribution for 100% talent. Jane to follow up with Amal about where we are on the voting on the supplemental budget.</p>	
<p>20 min Discussion</p>	<p>Round Table</p> <p>Rachel: Really liked the training today and found ways to use the questions/techniques provided</p> <p>Debbie: Thanked Jane for pulling together the September meeting in such a short amount of time. This comment prompted some additional discussion about having a September meeting in the future. Some ideas that were identified in the brainstorming session:</p> <ul style="list-style-type: none"> • Maybe we should not do the meeting in September 2020 • A September meeting may be easier to plan if it is already on the schedule and expected in 2020 • The gap between meetings from new member meeting (transition) in July to a membership meeting in November is too great. • Could be used to celebrate the volunteers from conference. • Suggested that we not offer a training on that day, but rather a debrief of conference, lessons learned and subcommittee work • Can provide information on subcommittees because this may be several new members' second meeting and first attempt with a subcommittee decision. More information can be provided about the subcommittees and what they are working on. • A get to know ICSEW meeting? <p>Future Agenda Item: September Meeting plans for 2020</p> <p>Allison: The Equity Office Task Force is looking for help and resources to put together a legislative report for submission to help seek approval of the Equity office as a new agency in the State of Washington. The presentation in November for the membership meeting will include some links to information. https://healthequity.wa.gov/</p> <p>Marianne: Needs for equipment such as a mouse clicker and microphone should be requested in advance. Rachel can assist for November meeting and Jane suggested that the mouse should be under \$ 49.99 and can be purchased through Rudy. Marianne also suggested that we incorporate announcements</p>	<p>Round Table (All)</p>



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	<p>at the end of the meetings and should be an agenda item. Marianne suggested the watermark on the meeting minutes and agendas be updated, as some of the materials are hard to read.</p> <p>Future Agenda Item: Announcements at the end of membership meetings create a format, rules etc.</p> <p>Lu:</p> <ol style="list-style-type: none"> 1) Can we close the conference survey, okayed by board members. (Complete) 2) Use GovDelivery and iCalendar through outlook for future meetings 3) Clarification of subcommittees updated in previous section and removed the vacancies from the Attendees list in this and future agendas. 4) Print services: HCA can offer some assistance, Marie Splaine and Beth Archer has also volunteered their agencies services 5) I have completed 400 level contracts as have Cheryl and (someone else – can't remember who???) 	
5 min	Verify action items, identify future agenda items.	Action items future agenda items (All)

Action Items	Owner	Completion Date
Zoom included in the supplemental budget and ordered and used in the November general membership meeting	Jane	
Distribute budget for membership review and then voting (2 weeks after)	Jane and Amal	
Send out a bulletin for comments about the change of scheduled times for both the membership and the executive board meetings. Collect and deduplicate for October EB meeting	Jane and Lu	
Send out a brief to describe the changes in Subcommittee structure.	Jane and Amal	
Send survey in GovDelivery on 9/18 with reminders on 9/25 and again on 10/1 for one day to complete and close survey on 10/2	Jane and Lu	

Future Agenda Items	Timeline	Owner
Partnership with 100% talent and hosting a conference sponsor thank you breakfast.	October	Jane
Treasurer Recruitment	October	Amal
Timeline exercise for conference with sticky notes, communications, etc.	TBD	
Step by step purchasing and reimbursement process with OFM.	TBD	

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Future Agenda Items	Timeline	Owner
Announcements at the end of membership meetings, create a format, rules etc.	October	Marianne
September Meeting plans for 2020, what should this meeting be about.	TBD	All

NOTES:

Welcome Packet Discussion:

- The welcome letter can be more robust than 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.
- 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.

