

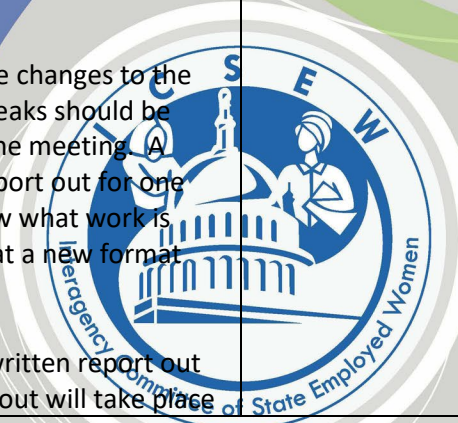
Executive Board Agenda

Dept. of Corrections, 7345 Lindersen Way SE, Tumwater, WA 98501


November 19, 2019 | Time 2:30 pm – 4:30 pm

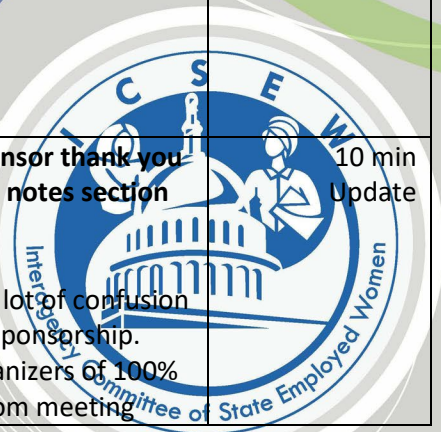
Main Outcomes	
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	<p><u>Welcome & Agenda Review</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Amal Joury, Chair <input checked="" type="checkbox"/> Jane Chapman, Vice-Chair <input checked="" type="checkbox"/> Lu Anne Eyles, Executive Secretary <input checked="" type="checkbox"/> Kyla Bennett-Marshall, Treasurer <p><u>Subcommittees</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Rachel Friederich, Communications <input checked="" type="checkbox"/> Beth Archer, 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 <input type="checkbox"/> Vacant, Public Outreach <p>Guest: Jasmine Pippin-Timco, Lauren Burbage</p>	2:30 – 4:30
<p>Agenda Item #1 Treasurer Update (Amal)</p>	<p>Introduction of new Treasurer</p> <p>Kyla Bennett-Marshall is our new treasure and is employed with OSPI</p>	5 min Information
<p>Agenda Item #2 EB Old Business update (Jane)</p>	<p>ICSEW Executive Board old business</p> <ol style="list-style-type: none"> 1. Budget was sent out for a vote on 9/27/2019 – Due in 14 calendar days 10/12/2019, quorum was reached and budget passed. 2. Schedule changes for 2020 General Membership meetings. 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>The group discussed the meeting today and some possible changes to the format when moving to a 1PM meeting end time. The breaks should be planned to allow for more time and spread out through the meeting. A question was raised about the need for subcommittee report out for one half hour. It is important for members and guests to know what work is happening in the subcommittees and the was decided that a new format will be tried in January</p> <ul style="list-style-type: none"> • Subcommittee Chairs will provide will provide a written report out for the minutes starting in January and no report out will take place 	20 Min Discussion





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	<p>during the meeting. Those written reports will be printed and distributed for next GM meeting.</p> <ul style="list-style-type: none"> • There will be one hour for subcommittee work • There will be one training or speaker in the morning. <p>Action Item: Send out a bulletin for comments about the change of scheduled times for both the membership and the executive board meetings.</p> <p>3. 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</p> <p>New structure will include the following subcommittees moving forward:</p> <ol style="list-style-type: none"> 1) Communications 2) Professional Development 3) Legislation and Policy 4) Membership 5) Mentorship 6) Partnerships 7) Public Outreach <p>Action Item: Send out a brief to describe the changes in Subcommittee structure.</p> <p>4. Policy Recommendations:</p> <p>The bylaws will be updated to accommodate and allow 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>Agenda Item #3 Mentorship Pilot Project Charter (Josefina)</p> <p>Attachment:</p>  <p>Mentorship Pilot High Level Plan Nov</p>	<p>Mentorship Pilot: project charter (attachment)</p> <p>Amal Briefly discussed the charter and the implementation plan reflected in the subcommittee report out in the general membership meeting minutes.</p>	<p style="text-align: right;">20 min Information</p>
<p>Agenda Item #4 Partnering with 100% in 2020 (Jane)</p>	<p>Partnership with 100% talent and hosting a conference sponsor thank you breakfast: http://www.100percenttalentseattle.com/ See notes section below for Sept meeting.</p> <p>Jane led the discussion about 100% talent and there is still a lot of confusion around what the benefit is to the agency for the requested sponsorship. Jane will provide a more clear direction and bring in the organizers of 100% talent to a meeting to explain the focus of the group in a Zoom meeting</p>	<p style="text-align: right;">10 min Update</p>



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	<p>provide information how the sponsorship works and how they focus on pay equity. Any funds provided by ICSEW would require a membership vote for approval.</p> <p>Jane would like to combine a 100% Talent sponsorship request with a conference request during the sponsor breakfast. 100% talent would be at the sponsor breakfast. A question was raised about asking for two donations at the same time, which might be confusing.</p> <p>Action Item: Set up a Zoom meeting with 100% talent.</p>	
<p>Agenda Item #5 Athena Partnership 2020 (Jane)</p>	<p>Athena Partnership 2020</p> <p>The Athena Group would like to partner with the ICSEW much like Amy Leneker has. They would give a donation of a percentage of training dollars received in partnership with ICSEW for marketing as an ICSEW sponsored event. A new public outreach subcommittee chair will be the lead in this area. This will be on the agenda for December 2019</p>	<p>10 Min Update</p>
<p>Agenda Item #6 Website Task Force Update (Rachel)</p> <p>Attachments:</p> <p> Website Wish List.docx</p> <p> Timeline to Submit Items to Communica</p>	<p>Survey Results: (attachment)</p> <p>What communications needs between regular meetings from subcommittees/Staff for publications calendar Mainly membership—info to update membership roster and announcing new members. Pro D—presentation summaries, bios, photos. Other subcommittees-as needed, if they have any events or other messages they want added to our publication calendar.</p> <p>Rachel discussed the website task force findings and that they are very close to making a recommendation that will be presented in December meeting.</p>	<p>15 Min Update</p>
<p>Agenda Item #7 Welcome packet update (Marianne)</p>	<p>Welcome packet update (attachment) see notes section for Sept meeting minutes</p> <p>Marianne gave an overview that meeting locations are limited for large groups and downtown locations have parking challenges. The Columbia Building is reserved for the July meeting and will have more decorations.</p>	<p>5 min Update</p>
<p>Agenda Item #8 September Meeting plans for 2020</p>	<p>Additional discussion about whether there should be a September 2020 meeting. (see notes section)</p> <p>Marianne made a motion to include a September meeting each year starting in 2020 and Allison seconded this motion. All voted yes and a decision was made to include a general membership meeting in the month of September.</p>	<p>10 min Discussion</p>

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	<p>Decision: A general membership meeting will be held each year during the month of September</p>	
<p>Agenda Item #9</p>	<p>Round Table</p> <p>1) Equipment for meetings should be requested in advance of the meeting and planned for based on meeting location to provide the host agency time to fulfill those needs. A basic list of needs will be created and based on location professional development will make additional requests.</p> <p>HDMI cables, projector, microphones two laptop computers, and specific room set up requests. Action Item: Create a master list and load to SharePoint, forward to professional development for review and additional needs as well as room set up and forward this to membership to work with facility.</p> <p>2) A breast-feeding mother had asked today for a wellness room and there were none available. This information will be researched and included on communication if there is space or not, so the person who needs this facility can make a choice about attendance.</p> <p>Action Item: All meeting announcements should include the Eventbrite link for registration, wellness room availability and request a fragrance free environment.</p> <p>3) The panel went well today and it would be a good idea to bring in members from other BRGs and groups to participate in a lunch panel in the future.</p> <p>4) Will there be a theme for conference, if so it should be more empowering.</p> <p>5) When using Zoom we will need two laptop computers. Can we provide closed captioning? Can we record and archive the meetings?</p> <p>6) A question was raised if the Governor's office had any requests for the direction of the ICSEW focus. There will be work on previously incarcerated individuals and employment processes to ensure successful reentry back into the community. Amal will speak with Women's Commission when in Olympia in the future for alignment on bills. Both Athena Group and the Women's Commission support childcare. Infants in the workplace 2.0</p>	<p style="text-align: center;">15 min Discussion</p>
<p>Action items future agenda items (All)</p>	<p>Verify action items and identify future agenda items.</p>	<p style="text-align: center;">10 min Discussion</p>



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Decisions

A general membership meeting will be held each year during the month of September.

Action Items	Owner	Completion Date
Zoom to be vetted and practiced for full capabilities for use future meetings.	Debbie and Beth	
Send out a bulletin for comments about the change of scheduled times for both the membership and the executive board meetings.	Jane and Lu	
Information to be included in all announcements and communications to be developed and to include the Eventbrite invite, fragrance free information with a possible link to chemical sensitivity information and access to wellness rooms	Jane	
Send out a brief to describe the changes in Subcommittee structure.	Jane and Amal	
Add pronouns to nametags. Stickers	Marianne	
List of technical items needed to conduct meetings and send to Debbie	Lu	

Future Agenda Items	Timeline	Owner
Timeline exercise for conference to start the development of a Roadmap.	December	Debbie and Lu
Purchasing and reimbursement process with OFM.	TBD	
Athena Partnership	December	Jane
Website recommendation	December	Rachel

NOTES:

Agenda Item #4

September notes about 100% Talent:

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.

Agenda Item #7

September notes about welcome packet update (WAS IT DECIDED THAT WE WOULD HAVE A SEPTEMBER MEETING MOVING FORWARD?)



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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.

Agenda Item #8

September notes about September 2020 Membership meeting

- 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?

