

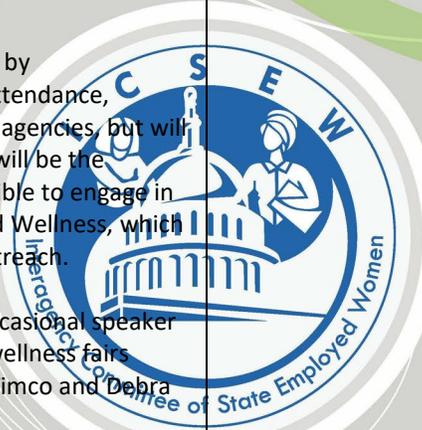
Executive Board Meeting

Dept. of Revenue 6400 Lindersen Way, Tumwater WA 98501 Rm 273

December 17, 2019 | Time 1:00 pm – 4:00 pm

Main Outcomes	
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	<p><u>Welcome & Agenda Review</u></p> <ul style="list-style-type: none"> <input 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 type="checkbox"/> Debbie Baker, Professional Development <input type="checkbox"/> Sarah Chaplin, Conference Co-Chair <input type="checkbox"/> Beth Archer, Conference Co-Chair <input checked="" type="checkbox"/> Cheryl Flynn, Legislation and Policy <input checked="" type="checkbox"/> Marianne Mcintosh, Membership <input checked="" type="checkbox"/> Josefina Magana, Mentorship <input checked="" type="checkbox"/> Allison Spector, Partnerships <input checked="" type="checkbox"/> Jasmine Pippin-Timco, Public Outreach Co-Chair <input type="checkbox"/> Debra Lefing, Public Outreach Co-Chair, pending acceptance <p>Guests:</p>	1:00 - 4:00
<p>Agenda Item #1 EB Old Business update (Jane)</p>	<p>1. 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>Public outreach will still be a subcommittee and was not absorbed by communications as originally planned. The ICSEW want to be in attendance, staffing a table at all the health and wellness fairs offered by state agencies, but will no longer hold our own health and wellness fair. Public outreach will be the subcommittee to participate. Public outreach will also be responsible to engage in the partnerships with Athena Group and Amy Leneker. Health and Wellness, which was an ad hoc subcommittee will now be absorbed into Public Outreach.</p> <p>The ICSEW will still have a focus on health and wellness with an occasional speaker at general membership meetings and participation in health and wellness fairs offered at State Agencies. The new Co-chairs are Jasmine Pippin-Timco and Debra Lefing, pending Debra's acceptance.</p>	20 Min Discussion

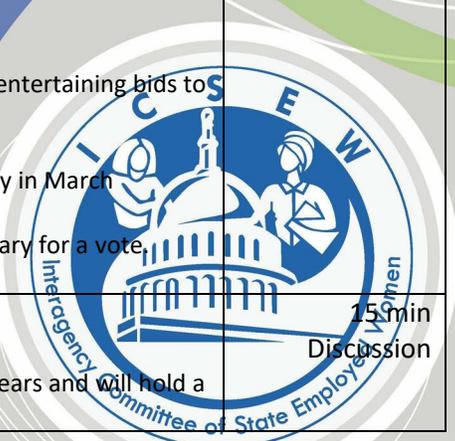


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	<p>Ad Hoc task forces are not small subcommittees but task forces working for a short term then disbanded when the work is complete. This work will start in January and Amal will lead the creation of these ad hoc task forces based on ideas provided by members and work that supports the mission.</p> <p>The group discussed the policy giving the chair permission to make these changes and how these changes are best communicated to the membership. The executive board would like to be transparent about this change and why it is happening with the membership. This will be communicated to the membership in the January meeting.</p> <p>Jane presented these changes in Amal’s absence to dissolve the Health and Wellness subcommittee and discontinue the ICSEW Health and Wellness fair. This fair represented a lot of resource hours, give aways and administrative work. The work will be taken over by Public Outreach who will staff a table at other events and provide a public facing position in those fairs.</p> <p>All in attendance were unanimous in supporting the decision for this change.</p> <p>Action Item: Send out a communication to describe the changes in Subcommittee structure and provide an explanation on the health and wellness fair. Make this an agenda topic for the January meeting.</p>	
<p>Agenda Item #2 DEI Summit (Jane)</p>	<p>DEI Summit Jan 21 ICSEW tabling event</p> <p>Contact person: <i>Marika Barto, M.Ed, CDE</i> Assistant Director of Workforce Development Pronouns: She/Her Office of Minority and Women’s Business Enterprises 360-664-9763 (office) 360-338-1895 (cell) marikab@omwbe.wa.gov https://omwbe.wa.gov/</p> <p>Action Item: Jasmine will reach out to Marika to get the ICSEW a table at the DEI Summit.</p>	<p>20 Min Discussion</p>
<p>Agenda Item #3 January Meeting (Jane)</p>	<p>DEI Summit conflict Speakers – Debbie and Allison</p> <p>Betty Lockner from the Women’s Summit, will be speaking in January at the membership meeting in the morning session. Allison did not have a panel for January but future panels will be March, BRG DIN. In May, Health and Wellness panel and in July the meeting panel will be the BRG WIN</p> <p>Action Item: Debbie will find a health and wellness panel for the lunch in the May membership meeting.</p>	<p>20 Min Discussion</p>
<p>Agenda Item #4 Conference call</p>	<p>100% Talent at 2PM with Dani Carbarly</p>	<p>30 Min Information</p>

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<p>(Jane)</p>	<p>Dani gave an overview of what 100% Talent. Dani was invited and accepted to speak at the March membership meeting and will connect in January with Jane to get started. There will be a lunch on Jan 15, 2020 with 100% Talent.</p> <p>The group discussed some needs to see in writing what the levels are, that membership is an annual fee and what can be negotiated to reduce the price. Want more specific information but the presentation was a great overview.</p>	
<p>Agenda Item #5 Athena Partnership 2020 (Jane)</p>	<p>Athena Partnership 2020</p> <p>The ICSEW is still in negotiations with the Athena Group who want to sponsor ICSEW to create an extraordinary partnership. Offerings will include training series, coaching both one-on-one and for groups and reducing the cost to make these more affordable to individuals and agencies.</p> <p>Amal is checking into the viability of this partnership and Public Outreach will be working with this group as part of the subcommittee work.</p>	<p>20 Min Update</p>
<p>Agenda Item #6 Website Task Force Update (Rachel)</p>	<p>Update on pricing and recommendation for website update</p> <p>The recommendation is to Upgrade to a business account, using the wish list provided by the subcommittees. However there is a lot of knowledge and time to determine which plug ins will work for which function and the task force does not have the time or the expertise to make these determinations.</p> <p>The focus group received a bid from Three Girls Media for, import and export of data a content, back up data and implement security features. Taking WordPress and fine tuning the site and platform we already have. The task force recommends submitting an RFP for more competitive bids using this proposal as an outline for the SOW for about 13K to 15K to complete the work.</p> <p>The group discussed the proposal and determined that there was only a provision of three hours of training, but no maintenance, support or trouble shooting on start up. There are typically issues when using a third party to build a product and could create issues. The ICSEW will need direct accountability from the vendor for the startup period to ensure there are no issues at launch. The RFP would have to go out for a competitive bid or find vendors on the DES approved vendor list, the executive board will chose the Apparent Successful Bidder and bring the request for funding to the membership during the March meeting</p> <p>Action items:</p> <ol style="list-style-type: none"> 1. RFP sent out for competitive bid by January. 2. Start talking, presenting and notifying membership that EB is entertaining bids to upgrade the website. Communications will do the presentation. 3. Executive board to review and decide on proposal in February. 4. Vote by membership on selected proposal to spend the money in March membership meeting. 5. If necessary can be included in Admin budget in May if necessary for a vote. 	<p>20 Min Update</p>
<p>Agenda Item #7</p>	<p>Round Table</p> <p>The executive board will develop a strategic plan for the next 3 years and will hold a one or two day retreat to develop the strategic plan in June.</p>	<p>15 min Discussion</p>

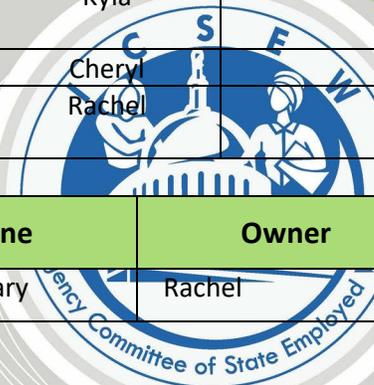


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	<p>Members should receive recognition from governor for the work in the ICSEW</p> <p>Members transitioning out would provide a period of time to work with the new member to give contacts, updates, general information about the position, etc.</p> <p>Mentorship program is planning to launch pilot in February and will be in contact with those who expressed interest. They are working to determine how to pair mentors and mentees. The pilot will be for six months with check ins, midpoint survey and an end survey for lessons learned. As the subcommittee finalizes the planning of pilot they will send a communication message with details to the general membership as well as communicate it during the January general meeting.</p> <p>Recommend to look at www.Inspireflask.com, buying clean water for 1 year, get a bottle donate a bottle.</p>	
<p>Action items future agenda items (All)</p>	<p>Verify action items, identify future agenda items.</p> <p>Cheryl was to provide something to Jane?? I missed this. Rachel will connect with Tanya for help with bulletins posted to website and in GovDelivery</p>	<p>10 min Discussion</p>

Action Items	Owner	Completion Date
Send out a communication to describe the changes in Subcommittee structure and provide an explanation on the health and wellness fair. Make this an agenda topic for the January meeting.	Jane and Debbie	
Find a health and wellness panel for the lunch in the May membership meetings.	Debbie	
Jasmine will reach out to Marika to get the ICSEW a table at the DEI Summit.	Jasmine	
Website update Action items:		
1. RFP sent out for competitive bid by January.	Task Force	
2. Start talking, presenting and notifying membership that EB is entertaining bids to upgrade the website. Communications will do the presentation.	Jane and Rachel	
3. Executive board to review and decide on proposal in February.	EB	
4. Vote by membership on selected proposal to spend the money in March membership meeting	Jane and Amal	
5. If necessary can be included in Admin budget in May if necessary for a vote	Kyla	
Cheryl to provide something to Jane (missed this)	Cheryl	
Connect with Tanya to work on the bulletins posted to the ICSEW website and via GovDelivery.	Rachel	

Future Agenda Items	Timeline	Owner
Review and decide on proposal for website design.	February	Rachel



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Future Agenda Items	Timeline	Owner
Timeline exercise for conference to start the development of a Roadmap.	TBD	Debbie and Lu
Purchasing and reimbursement process with OFM.	TBD	Marianne
Announcements at the end of membership meetings, create a format, rules etc.	October	Marianne

