

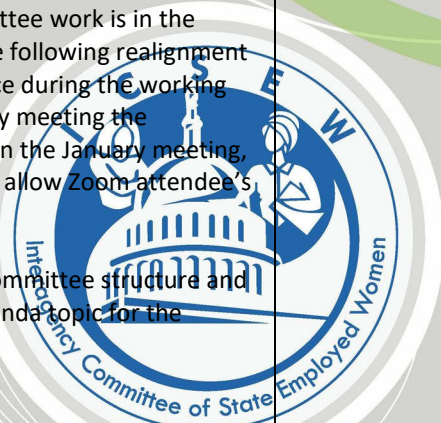
Executive Board Agenda

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

January 21, 2020 | Time 1:00 pm – 3:00 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 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"/> Debbie Baker, Professional Development <input type="checkbox"/> Sarah Chaplin, Conference Co-Chair <input checked="" type="checkbox"/> Beth Archer, Conference Co-Chair <input checked="" type="checkbox"/> Cheryl Flynn, Legislation and Policy <input type="checkbox"/> Marianne McIntosh, Membership <input checked="" type="checkbox"/> Josefina Magana, Mentorship <input type="checkbox"/> Allison Spector, Partnerships <input 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 -3:00
1.	<p>Agenda Item: Changes to membership meeting timeline (Jane Chapman)</p> <p>The group discussed the new meeting timeline and how this affected some of the segments and if changes should be made. The length of time for the subcommittee work seemed too long and it was recommended that the speaker be given a longer period of time for a quality training. All agreed that the speaker could be given 1.5 hours. A question was raised If the subcommittee report out was missed and there was no comment, each chair will submit a written recap for the meeting minutes.</p> <p>The group discussed the format of the meeting and timeline for each activity. The training is not as in depth due to limited time of the meeting. This could be resolved by having only one speaker instead of several. Zoom attendees may be lost if the subcommittee work is in the middle of the program and they may tune out for the working lunch. The following realignment of activities are planned for March, the subcommittee work will take place during the working lunch and the speaker will be given 1 ½ hours for the training. At the May meeting the subcommittee work will take place during the middle of the meeting, as in the January meeting, and a subcommittee will be show on Zoom to highlight their work and to allow Zoom attendee's to participate.</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>Action Item: Survey attendees:</p>	40 Min Discussion



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	<ul style="list-style-type: none"> • How did the attendees like the 1/2 day • Was the subcommittee time, too much, not enough, just right • Did anyone miss the report out? Is the information included on the minutes sufficient • Value of speakers - rate and rank, comments • Food, quality etc. • Space for any other comments. 	
2.	<p>Agenda Item: New Member packets and letters (Jane Chapman for Marianne McIntosh)</p> <p>The welcome packets and letters are very close to complete and the Membership Subcommittee should have a sample to share at the February EB Meeting.</p>	5 Min Discussion
3.	<p>Agenda Item: Mentorship update (Josefina Magana)</p> <p>Josefina gave an update on the details of the mentorship pilot. There are 21 interested participants some are interested in both being a mentor and a mentee. The subcommittee needs some assistance with logistics for an orientation. They need a space that will hold at least 30 people with food or light refreshments and Jane recommended to reach out to Marianne to help with these items. The subcommittee does have some facilitators in mind for the orientation, but are open to suggestions.</p> <p>A question was raised if the executive board members could attend. The EB will be included when there are more specific details about the orientation. The launch was planned for February but due to time and tasks still required the target is March or April. At the midpoint a survey will be conducted and will include a technology aspect and this will be part of the final presentation to the Governor's office.</p> <p>It was recommended that the subcommittee connect with agencies through the Governor's office if possible including the executive order to alleviate confusion and send a consistent message that the ICSEW is developing this program. The subcommittee is meeting with Michelle Gonzales who was approached last year and is aware of this endeavor. The mentorship subcommittee believes that as an advisor she can champion ICSEW's mentorship efforts. The subcommittee will also be reaching out to another potential advisor. There will be more details once both advisors are established.</p>	20 Min Discussion
4.	<p>Agenda Item: Conference (Debbie Baker)</p> <p>Debbie gave an update on the list of current planned speakers which are categorized in a few areas; Career Fair, Diversity Equity and Inclusion, Financial Management and Motivational Speakers. A planned Health and Wellness space will be available throughout the day and may offer such items as massage, yoga, stretching, etc. The Conference Subcommittee is on track to complete contracts for catering and the location and to present the budget by March.</p> <p>The group discussed how to address a lactation room and how to address the request for a scent free environment. Will the lactation room also be available for a scent sensitive individual and what will be the logistics of offering Zoom for each of the different meetings at each location? These are questions still under discussion.</p>	25 min Discussion
	<p>Agenda Item: Communications (Rachel Friederich)</p> <p>Rachel gave an update on the Communications Subcommittee, there are three more people new to the subcommittee. They discussed the goals of the website design and content ideas for communication activities.</p>	10 min Information
5.	<p>Agenda Item: Legislation and Policy (Cheryl Flynn)</p> <p>Cheryl gave an update on Bill tracking and trained her members how to find the legislative site, how to search and find bills that apply using key word and areas of interest. The team does this search and each places one bill in the group bucket and from these a few are selected each week</p>	25 min Information

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	<p>to highlight on the bill alert. The bill alert is a template that will link to the original bill and number, identify if it is in the house or senate and the short name used. All details on the bill alert are word for word from the legislative site as to not invoke an opinion. Disclaimer at the bottom of the alert reminds us that we should not be using government time and resources to contact legislators about personal opinion, which should be done on your own time and with your own resources. The areas of focus are: Education, Employment, Retirement, Health Safety and Wellness Social justice and legal issues, Transportation and Environment.</p> <p>Cheryl gave an update on policy and has determined the work and research to draft a policy recommendation is too time consuming for the size of her subcommittee. Amal and Cheryl are currently rewriting the bylaws so the Legislative and Policy Subcommittee can allow ad-hoc committees for policy updates as necessary. The Legislative and Policy Subcommittee will provide logistics and resources to preview and draft documents to the intended audience. An idea will be submitted to the EB and if approved Legislative and Policy Subcommittee would not lead but support the work and members of the task force would not have to be part of said subcommittee.</p> <p>The Legislative and Policy Subcommittee will help with conference when the legislature is not in session.</p>	
6.	<p>Action items future agenda items (All)</p> <p>April EB meeting will be a full day retreat to discuss the budget and the committee's purpose for the next year. It will be held at DOR and lunch will be catered.</p>	5 min Discussion

Action Items	Owner	Completion Date
Survey about January 2020 meeting	Lu	
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	1/23/2020
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	1/21/2020
Website update Action items:		
1. RFP sent out for competitive bid by February EB meeting.	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	1/21/2020
3. Executive board to review and decide on proposal in April.	EB	
4. Vote by membership on selected proposal to spend the money in May membership meeting	Jane and Amal	
5. If necessary can be included in Admin budget in May if necessary for a vote	Kyla	
Connect with Tanya to work on the bulletins posted to the ICSEW website and via GovDelivery.	Rachel and Jane	

Future Agenda Items	Timeline	Owner
Review and decide on proposal for website design.	February	Rachel
Timeline exercise for conference to start the development of a Roadmap.	TBD	Debbie and Lu
Purchasing and reimbursement process with OFM.	TBD	Marianne

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Future Agenda Items	Timeline	Owner
Announcements at the end of membership meetings, create a format, rules etc.	TBD	Marianne

