

# Executive Board Agenda

Virtual Meeting

August 25, 2020 | Time 11:00am – 1:00pm

<b>Main Outcomes</b>	<i>Communications</i>
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	<p><b><u>Executive Board Members</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Amal Joury, Chair</li> <li><input checked="" type="checkbox"/> Josefina Magana, Vice-Chair</li> <li><input checked="" type="checkbox"/> Lu Anne Eyles, Executive Secretary</li> <li><input checked="" type="checkbox"/> Cristina Steward, Treasurer</li> <li><input checked="" type="checkbox"/> Rachel Friederich, Communications Chair</li> <li><input checked="" type="checkbox"/> Rae Simpson, Professional Development Chair</li> <li><input checked="" type="checkbox"/> Beth Archer, Conference Co-Chair</li> <li><input type="checkbox"/> Sarah Chaplin, Conference Co-Chair</li> <li><input checked="" type="checkbox"/> Cheryl Flynn, Legislation and Policy Chair</li> <li><input checked="" type="checkbox"/> Marianne McIntosh, Membership Chair</li> <li><input checked="" type="checkbox"/> Laurel Haas, Mentorship Chair</li> <li><input checked="" type="checkbox"/> Allison Spector, Partnerships Co Chair</li> <li><input checked="" type="checkbox"/> Melissa Harris, Partnerships Co-Chair</li> <li><input checked="" type="checkbox"/> Jasmine Pippin-Timco, Public Outreach Co-Chair</li> <li><input type="checkbox"/> Debra Lefing, Public Outreach Co-Chair</li> </ul> <p>Guest: Dalene Baletto</p>	
<b>1.</b>	<p><b>Agenda Item: Old Business</b></p> <ul style="list-style-type: none"> <li>• Safe Place drive update (Jasmine and Debra) Jasmine provided an overview of the drive for Safe Place. A location in Eastern Washington, New Hope who is a provider of services for those experiencing domestic violence can be. October is domestic violence awareness month, and would be a good time to start the drive. The press release is in process and Jasmine and the team will require a review of the writing. The goal of the team is to have a list of locations that people can choose from and they would like to track the impact to report-back to the ICSEW. The drive will be announced in September at the membership meeting.</li> </ul> <p>The group discussed the address most appropriate to use for receiving gift cards in the mail and if we can accept these donations, Amal will verify with OFM and CFD for guidance on gift cards.</p> <ul style="list-style-type: none"> <li>• Contract Freeze Exemption (Amal) – News was distributed via email before the meeting that OFM approved the Contract exemption for the website redesign. An exemption for the virtual conference with Leadercast will be submitted to OFM following the same strategy.</li> <li>• Conference Update (Beth) – The group discussed the virtual conference take place in October and cancel the training planned for that month and the remainder of the year.</li> <li>• Website Redesign update (Amal) – The group discussed the approval from OFM on the exemption and moving forward to request the Leadercast contract exemption. The EB is moving forward with Three Girls on the website redesign in conjunction with OFM. The group will be working closely with Rachel on content and all EB members need to be available for reviews.</li> </ul>	15 Min Informa tion
<b>2.</b>	<p><b>Mentorship –</b></p> <p>Laurel gave an update on the mentorship program. Mentorship agreements are in the works for signatures from mentors and mentees in the program. The subcommittee is working on putting together a list of resources on the topic such as books, articles, Ted Talks etc. The group discussed the potential</p>	

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	for a survey of the participants for themes for discussion meetings. The group discussed that those who wanted to sign up but did not may be available to participate in a meeting as a speaker.	
3.	<b>Agenda Item: Joint BRG Event Update (Amal)</b> The group discussed who would like to participate in a panel, to let Amal know asap and to provide a picture.	5 Min Informa tion
4.	<b>ICSEW Roles and Responsibilities (Josefina)</b> The group discussed Zoom accounts for EB members, you can only hold one account per email address and if you already have an account for your employer you can send a secondary email to Beth to set up the account, which the ICSEW has a limited number.	30 Min Discussi on
5.	<b>Communications Plan (Josefina and Lu)</b> The group discussed the communication matrix and some additions that might be helpful. It is important to use central channels and send a consistent message to stakeholders. Some items to consider inclusion in the communications plan:  <ol style="list-style-type: none"> <li>1. Provide links to specific documents or procedures where appropriate.</li> <li>2. Information communicated that members can directly share with their agency.</li> <li>3. Deadlines to submit to Communications for review and edits.</li> <li>4. Where should this live on SharePoint?</li> <li>5. Timing provided for all pieces in the matrix.</li> <li>6. The communication from subcommittee chairs to their members.</li> <li>7. All written pieces sent to communications for style, etc. distributed more broadly after edits are complete.</li> </ol> <p><b>Action Item:</b> Plan a meeting with Membership, Communications, Executive Secretary, and Vice Chair to discuss the details about communications plan.</p> <p><b>Action item:</b> Plan a meeting with all members who volunteered for email reviewer for consistency in messaging and filing.</p> <p>Monday – Josefina Tuesday – Lu Wednesday – Laurel Thursday – Marianne Friday – Rachel</p>	25 Min Discussi on
6.	<b>9/15 General Membership Meeting (Rae)</b> The group discussed the agenda for the next membership meeting. All meetings moving forward are from 8:30am to 12:00pm. More participation as Master of Ceremonies (MC) in membership meetings from EB members is encouraged moving forward.	20 Min Informa tion
7.	<b>Membership outreach plans (Marianne)</b> Marianne provided an update on the outreach in progress. Membership Subcommittee sent an email to all members introducing the ICSEW. Membership received great feedback items for follow up. The plan is to keep checking in with members on General Membership meeting months.  The group discussed how to encourage and track membership in subcommittee's by the members of ICSEW. Members should decide for themselves and that decision should not be forced but encouraged to join in subcommittee work. The group discussed that the November meeting should be subcommittee focused and will be a future agenda topic.	10 Min Informa tion
8.	<b>Agenda Item: Future Agenda Items (All).</b> <ul style="list-style-type: none"> <li>• Allison gave an update on the WIN BRG and the volunteering to answer questions that come in for the group.</li> </ul>	5 Min Discussi on

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	<ul style="list-style-type: none"> <li>• There will be no training in December.</li> </ul>	
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Action Items	Owner	Completion Date
Administrative Budget for SFY 2021 finalized and put to a vote by the ICSEW representatives – This went to vote through GovDelivery on 8/13 and a quorum was reached with 24 votes on 8/19. The survey will remain open and reminder will be sent out to vote on 8/27 to provide all the time allowed to vote	Jane and Amal	8/13
Reminder for vote on 8/27 sent out via GovDelivery	Lu Eyles	9/1
Develop Communications Plan	Lu Eyles	In progress
Plan a meeting with Membership, Communications, Executive Secretary, and Vice Chair to discuss the details about communications plan.	Lu Eyles	
Plan a meeting with all members who volunteered for email reviewer for consistency in messaging and filing.	Lu Eyles	

Future Agenda Items	Timeline	Owner
Review leg and policy subcommittee policy and amend to allow ad hoc committee to develop policy recommendations	TBD	Amal Joury
What's Next Washington	TBD	Amal Joury
GovDelivery Training	September	Lu Eyles
October Conference	September	Beth Archer
Website Redesign	September	Rachel/Amal
Bystander Intervention Training	September	Jasmine/Deb
OPMA Training	September	Josefina
Planning for November Membership Meeting to be subcommittee focused.	September	Rae Simpson
Planning for meeting through May 2021 with topics, themes, and speakers	October	Rae Simpson

