

Executive Board Agenda

Virtual Meeting

September 15, 2020 | Time 12:30am – 3:00pm

	<p><u>Executive Board Members</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Amal Joury, Chair <input checked="" type="checkbox"/> Josefina Magana, Vice-Chair <input checked="" type="checkbox"/> Lu Anne Eyles, Executive Secretary <input checked="" type="checkbox"/> Cristina Steward, Treasurer <input checked="" type="checkbox"/> Rachel Friederich, Communications Chair <input checked="" type="checkbox"/> Rae Simpson, Professional Development Chair <input checked="" type="checkbox"/> Beth Archer, Conference Co-Chair <input type="checkbox"/> Sarah Chaplin, Conference Co-Chair <input checked="" type="checkbox"/> Cheryl Flynn, Legislation and Policy Chair <input checked="" type="checkbox"/> Marianne McIntosh, Membership Chair <input checked="" type="checkbox"/> Laurel Haas, Mentorship Chair <input checked="" type="checkbox"/> Allison Spector, Partnerships Co Chair <input checked="" type="checkbox"/> Melissa Harris, Partnerships Co-Chair <input checked="" type="checkbox"/> Jasmine Pippin-Timco, Public Outreach Co-Chair <input checked="" type="checkbox"/> Debra Lefing, Public Outreach Co-Chair <p>Guest:</p>	
<p>1.</p>	<p>Agenda Item: Old Business</p> <ul style="list-style-type: none"> • Website Design – draft contract received 9/15/2020 for review • Conference – waiting on feedback from OFM • Mentorship Update – Laurel/Josefina, a midway survey will be sent out. 	<p>15 Min Information</p>
<p>2.</p>	<p>November General Membership Meeting (Josefina)</p> <p>1. Planning for November Membership Meeting to be subcommittee focused. Each subcommittee should start thinking how they want this to look.</p> <p>Update: October Meeting/Training is cancelled due to conflicts with LEAN and the Women’s Summit. November will highlight the subcommittee’s</p> <p>Membership can send out a listing of subcommittees with a description to each and add this to monthly communications and should go out mid-October.</p> <p>Process should be posted, communicated, and discussed how to apply for Executive Board and the Executive Chair, appointed by the Governor. This will help with succession planning</p>	<p>20 Min Discussion</p>
<p>3.</p>	<p>Communications Plan/Subcommittee Chair Responsibilities: (All)</p> <p>The group discussed the need to continue with the communications plan and to send out again for input from the subcommittee chairs.</p> <p>The group would like email communications moving forward to include ICSEW and if it is an action item when is that action needed.</p> <p>Marianne gave an update on the SharePoint updates and it is taking some time. There is more to come for your review in the future.</p>	<p>35 Min Discussion</p>

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From Previous meeting:

1. Provide links to specific documents or procedures where appropriate.
2. Information communicated that members can directly share with their agency.
3. Deadlines to submit to Communications for review and edits.
4. Where should this live on SharePoint?
5. Timing provided for all pieces in the matrix.
6. Chair communication to subcommittee members and to membership about the subcommittee.
7. All written pieces sent to communications for style, etc. distributed more broadly after edits are complete.

Action Item: Plan a meeting with Membership, Communications, Executive Secretary, and Vice Chair to discuss the details about communications plan.

Action item: Plan a meeting with all members who volunteered for email reviewer for consistency in messaging and filing.

Monday – Josefina

Tuesday – Lu

Wednesday – Laurel

Thursday – Marianne

Friday – Rachel

4.	<p>Meeting Plans through May 2021, Topics, Themes, and Speakers. (All)</p> <p>The group discussed planning the year of meetings through May 2021 and that the process may take several meetings to pin down. The brainstorming session generated some great ideas such as:</p> <ul style="list-style-type: none"> ▪ Highlight events such as Literacy Month or Domestic Violence Month that align with the ICSEW mission. ▪ Stick with the two-speaker forum with the flexibility to change. ▪ Ensure the speaker’s topics are complimentary to one another. ▪ Include a wellness activity. ▪ Review past agendas for ideas for presenters ▪ Survey the members for ideas for presenters <p>Action Item: send out survey to all who registered for the meeting.</p> <p>The group discussed that every GM meeting has to include an acknowledgment of native lands. This should not be a generic acknowledgement can be presented by members and guests during meetings.</p> <p>Action Item: Send GovDelivery for volunteers to present the Native Land Acknowledgement and ask Taja for recommended language.</p>	25 Min Discussion
5.	<p>Subcommittee Report Out</p> <p>Amal gave an update that ICSEW EB met with the new executive director of the Women’s commission (WC), Regina Malveaux. There will be more discovery around what the financial obligations are between the WC and ICSEW are and to clarify those connections.</p> <p>Public Outreach</p> <p>The group discussed the gift card drive, and all would like to see a flier that can be widely distributed and share with our agencies. Drive information when available will be uploaded on the subcommittee page on ICSEW website. The ICSEW will not hold any gift cards they are sent directly to the organization. Jasmine will be the one source of contact and instructions will be forthcoming.</p>	20 Min Information

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	<p>Partnerships The group discussed the BRG allyship gathering and it was a great success. Screen readers make attending meetings very hard for those who use them and as a practice, the group will only use chat directly to the organizers to be more inclusive in Zoom meetings for the ICSEW in the future.</p> <p>Leg and Policy – the group is gearing up in the next few months for the legislative session.</p> <p>The group discussed The Women’s Summit coming on October 16th. Scholarships are available for EB members who volunteer in several capacities. If interested contact Rae.</p>	
6.	Agenda Item: Future Agenda Items (All).	5 Min Discussion

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
GovDelivery Training	October	Lu Eyles
Conference	October	Beth Archer
Website Redesign	October	Rachel/Amal
Bystander Intervention Training	TBD	Jasmine/Deb
OPMA Training	TBD	Josefina
Planning for November Membership Meeting to be subcommittee focused.	October	Rae Simpson
Planning for meeting through May 2021 with topics, themes, and speakers	October	Josefina Magana

