

ICSEW Executive Board Agenda and Minutes

Virtual Meeting

May 18, 2021 | Time 1:00pm – 3:00pm

Main Outcomes	
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	<p>Executive Board Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Josefina Magana, Chair <input checked="" type="checkbox"/> Lu Anne Eyles, Vice-Chair <input type="checkbox"/> Vacant, Executive Secretary <input checked="" type="checkbox"/> Cristina Steward, Treasurer <input checked="" type="checkbox"/> Rachel Friederich, Communications Chair <input checked="" type="checkbox"/> Marie Splaine, Professional Development Chair <input type="checkbox"/> Vacant, Conference Chair <input checked="" type="checkbox"/> Deirdre Bissonnette, Legislation and Policy Co-Chair <input checked="" type="checkbox"/> Leslie Wolff, Legislation and Policy Co-Chair <input checked="" type="checkbox"/> Marianne McIntosh, Membership Chair <input type="checkbox"/> Vacant, 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 <input type="checkbox"/> Zoom Coordinator: Beth Archer <p>Guests: Rachael Hopkins</p>	
1.	<p>Introductions and Mingle (All)</p> <p>Josefina welcomed everyone</p>	5 min Mingle
2.	<p>Agenda Item - Vacant positions/Succession Planning (All)</p> <p>Cyndi stepped down from Executive Secretary. Need to rotate who will take meeting minutes.</p> <p>Should we relabel the title? Maybe change up how we're recruiting by utilizing master of information, information coordinator, make it fun and engaging.</p> <p>We'll reach out to individuals and possible resend out with fun and engaging descriptions.</p> <p>Conference Chair – Professional development ok with being conference chair for now.</p> <p>Mentorship Chair – Still a little more work to do with this committee. Not sure if ICSEW will continue with this meeting but should have clarity in the next two months.</p>	15 min Discussion
3.	<p>Agenda Item – July Transition Meeting (Marie Splaine)</p> <p>Marie presented a draft of the meeting agenda. Discussed speaker options.</p>	15 min Discussion
4.	<p>Agenda Item - Conference/partnering with other groups to make it happen (Marie Splaine)</p> <p>Marie presented a draft for a half day conference and partnering with Women's Commission. We'd utilize Zoom webinar. Marie can increase the webinar license to 1000 through Commerce. Conference</p>	15 min Discussion

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	<p>would be November 2nd or 4th. Suggesting \$25-\$50 per person due to the low cost. Women’s Commission prefers us to offer \$25 per person.</p> <p>Question: How soon would we need to all the details figured out to set up a communication plan? Marie: Need to be ASAP. Her goal is to have it announced by July ICSEW membership meeting.</p> <p>Question: How do we offer a fee for this meeting, but not our other meetings? Answer: This replaces our conference which is was a cost of \$100-\$150.</p> <p>The board approves moving forward with the conference and the cost of \$25 per person. Marie will work on preparing a budget and planning the speakers with her subcommittee and the Women’s Commission.</p>	
5.	<p>Agenda Item – Website Launch – (Rachel Friederich, Lu Eyles)</p> <p>Training and Maintenance</p> <p>Went through launch at general membership meeting. Rachel stated we have one more training. This training is for accessibility. Anyone on the board interested in participating in this training, who may have not signed up already?</p>	15 min Information and Discussion
6.	<p>Agenda Items – Website maintenance</p> <p>WATech maintains our website through pantheon. We’ve been utilizing other plug-ins through the website developers as they’ve been working on the new website. The plug-ins cost about \$344 for first year and then \$204 per year after the first year. If WATech continues to maintain our website then they need access to the plug-ins. Lu explained the cost differences between WATech and 3Girls/Bright Bird maintaining the site. Benefit of 3Girls/BB they own the plug-ins. Need to make decision by our next EB meeting in June. Need to clarify with WATech how often they will complete the maintenance. 3Girls most likely wants a minimum of one year for contract.</p> <p>Background: We utilized a free site through WordPress. Since we developed a more robust site, we need someone to provide website maintenance. This helps keep our security up-to-date.</p> <p>Questions for WaTech (Lu will follow-up): Timing of maintenance, how often completed, will they maintain the plug-ins, period of performance, complete a small trial period and then reevaluate if still needed.</p> <p>Suggestion: We create a technology position. Person would update and maintain website.</p>	15 min Information and Discussion
7.	<p>Agenda Item – Budget Next Steps (Lu Eyles)</p> <p>Budget was introduced at the meeting. When do we send out to members to vote? In the past, the budget was voted during May meeting. Cristina and Josefina will get together with Lu to discuss sending the budget out for vote.</p> <p>Follow up comment (Lu): For the past two years we have voted via email, sending the information through GovDelivery. I think we need to give 14 days for review and voting (was given fourteen calendar day notice prior to a regularly scheduled meeting but since we are not meeting in person??)</p>	10 min Discussion
8.	<p>Agenda Item – Annual report</p> <p>See attachment sent- This was submitted this year, we have to submit a 2020-2021 report in July</p> <p>Josefina submitted annual report and received feedback from Rachelle Davis from the Governor’s office.</p> <p>Per Rachelle, she sent the following requirement: Please send over a PowerPoint or a one page report – we are open on the format.</p>	15 min Information

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	<p>In terms of the information to include, it would be great to know:</p> <ul style="list-style-type: none"> - The number of meetings and meeting topics/themes - Number of members and a list of agencies without formal representation - Plans/calendar for the upcoming year - Any special requests for resources and/or additional supports <p>Rachel Friedrich mentioned she has a subcommittee member who is interested in graphic design and will connect her with Josefina. Josefina will follow up with Rachele Davis to ask about list of agencies without formal representation.</p>	
8.	<p>Subcommittee Report (All) Professional Development – Marie went over the September and November topics.</p>	15 min Information
9.	<p>Agenda Item: Future Agenda Items (All)</p>	
10.	<p>Sharing Josefina: Dr. Karen Johnson meeting on June 14th at 3:30-5:00 pm. Complete survey included in the meeting invite. Leslie: L&P met and discussed their workload. It's winding down from session, so are there any ideas for policy issues for the committee to work on? Rachel: Need to figure out FB live video if Beth is not available. Need to follow up with Beth. Marianne: Any updates to your subcommittee roster, send to Marianne.</p>	
	<p>Josefina adjourned the meeting.</p>	

Action Items	Owner	Completion Date
Send out budget for a vote		
September Meeting – Public Outreach working on mental, physical and financial wellness speakers. Will coordinate with Professional Development.		
November meeting – asking girls who helped bring HB 1273 to the floor and it passed present at the November meeting.		
Marie and Rachel will test FB live.		
Setup EB meeting reminders in ICSEW Outlook.		

Future Agenda Items	Timeline	Owner

