

# ICSEW Executive Board Agenda

[Virtual Meeting](#)

August 17, 2021 | Time 1:00pm – 4:00pm

<b>Main Outcomes</b>	
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	<p><b><u>Executive Board Members</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Josefina Magana, Chair</li> <li><input checked="" type="checkbox"/> Lu Anne Eyles, Vice-Chair</li> <li><input type="checkbox"/> Rachael Hopkins Executive Secretary</li> <li><input checked="" type="checkbox"/> Sequenna Fashana Executive Secretary</li> <li><input type="checkbox"/> <b><i>Vacant</i></b>, Treasurer</li> <li><input checked="" type="checkbox"/> Rachel Friederich, Communications Chair</li> <li><input checked="" type="checkbox"/> Marie Splaine, Professional Development Chair</li> <li><input type="checkbox"/> <b><i>Vacant</i></b>, Conference Chair</li> <li><input checked="" type="checkbox"/> Deirdre Bissonnette, Legislation and Policy Co-Chair</li> <li><input checked="" type="checkbox"/> Leslie Wolff, Legislation and Policy Co-Chair</li> <li><input checked="" type="checkbox"/> Marianne Mcintosh, Membership Chair</li> <li><input type="checkbox"/> <b><i>Vacant</i></b>, Mentorship Chair</li> <li><input checked="" type="checkbox"/> Allison Spector, Partnerships Co Chair</li> <li><input type="checkbox"/> Melissa Harris, Partnerships Co-Chair</li> <li><input checked="" type="checkbox"/> Jasmine Pippin-Timco, Public Outreach Co-Chair</li> <li><input checked="" type="checkbox"/> Debra Lefing, Public Outreach Co-Chair</li> </ul> <p>Guest:</p>	
<b>1.</b>	<p><b>Introductions and Mingle (All):</b> Josefina</p> <p>Members getting logged in and welcoming each other.</p>	5 min Mingle
<b>2.</b>	<p><b>Agenda Item</b> September General Membership Meeting: Marie</p>	30 min Information



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<b>Membership Meeting</b> Open to ICSEW Members and Guests		
8:30 – 8:40	System Audio and Video Check	Speakers and Tech Crew
8:40 – 8:50	Networking and Mingling – Open waiting room to all	All
8:50 – 8:55	Welcome – Opening Remarks	Josefina Magana
8:55 – 9:00	Land Acknowledgement	Josefina Magana
9:00 – 10:15	Flip the Switch	Joan Robinson
10:15 – 10:25	Break	
10:25 – 11:00	Financial Stress Management	Suzanne Klenk, WSECU
11:00 – 11:30	The Physiological Effects of Emotional and Physical Stress on the Musculoskeletal System	Dr. Stephanie and Dr. George Olar, 360 Chiropractic
11:30 – 11:40	Break	
11:40 – 11:45	Paid Family Medical Leave (PFML)	Leslie Wolff
11:45 – 11:55	Subcommittee Breakout Session	All
11:55 – 12:00	Closing Remarks	Josefina Magana
<ul style="list-style-type: none"> <li>Will double check the link to zoom to ensure that it works for the General Membership Meeting</li> </ul>		
<b>3.</b>	<p><b>Agenda Item</b> Succession Planning/Training: Josefina</p> <ul style="list-style-type: none"> <li>The Chair is considering adding co-chairs to positions that do not already have them to lighten the workload of each position.</li> <li>Looking into a Succession Planning Training session for current and new executive board members                             <ul style="list-style-type: none"> <li>Options for Amy Leneker’s training with Billy Wright include a half day training or a full day training ranging from \$4,000-\$6,500</li> <li>Other possible options include trainings offered by DES or Puget Sound Community College-we will look into these trainings and follow up at the next meeting.</li> <li>We would like to have this training completed by the end of the calendar year</li> </ul> </li> <li>Possible topics for Succession Training include:                             <ul style="list-style-type: none"> <li>How to run a sub-committee</li> <li>Engaging with your members</li> <li>Delegating sub-committee responsibilities</li> <li>Managing projects and teams, etc.</li> </ul> </li> </ul>	25 min Discussion

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4.	<b>Break 10 minutes</b>	10 min
5.	<p><b>Agenda Item</b> Vacant Positions (treasurer, zoom, mentorship) Josefina</p> <ul style="list-style-type: none"> <li>• Treasurer: We have a new member from ESD that is interested in this position. We have informed her of the Roles &amp; Responsibilities and are awaiting her decision to take the position</li> <li>• Tech (Zoom): We are working on finalizing the Roles and Responsibilities (R&amp;R's) of this position. Once the R&amp;R's are completed, we will advertise amongst our membership for this position. As we are finalizing these R&amp;R's, the board has decided it is imperative to have someone who can resolve technology issues as they arise, be available to set up and host zoom (or other platform) meetings, etc.</li> <li>• Mentorship: We have been contacted by an existing member and we're still waiting to hear back if she will accept the position.</li> </ul>	20 min Discussion
6.	<p><b>Agenda Item</b> Mentorship Update: Leslie &amp; Josefina</p> <ul style="list-style-type: none"> <li>• Discussed the results of the six-month mentorship program that wrapped up earlier this year</li> <li>• ICSEW is recommending that an agency sponsor and administer a universal mentorship program.</li> </ul>	25 min Discussion
7.	<p><b>Agenda Item</b> PFML Presentation by ESD: Deirdre &amp; Leslie</p> <ul style="list-style-type: none"> <li>• Changes have been made to the PFML and we would like a representative from ESD to come to one of our meetings to discuss these changes</li> <li>• The board decided that we will do a "Lunch &amp; Learn" series so that all Washington State Employees have the chance to hear the changes to PFML.</li> <li>• Deirdre and/or Leslie will contact ESD and schedule a day for this presentation</li> <li>• Once a date has been scheduled for this presentation Deirdre or Leslie will do a five minute "advertisement" at the General Membership Meeting to let the members know that this is an upcoming ICSEW event and to look forward to more details on registration.</li> </ul>	20 min Discussion
8.	<p><b>Subcommittee Report: (All)</b></p> <ul style="list-style-type: none"> <li>• Vice Chair: Lu             <ul style="list-style-type: none"> <li>○ The contract with Three Girls is fully executed and the ICSEW's website is now being fully maintained.</li> </ul> </li> <li>• Communications: Rachel             <ul style="list-style-type: none"> <li>○ Rachel, Lu and a few others are working on a Step-by-Step User Guide for SharePoint that will include responsibilities of positions, trainings, etc.</li> <li>○ Working on newsletter content to send to our executive sponsors</li> </ul> </li> <li>• Public Outreach: Jasmine &amp; Debra:             <ul style="list-style-type: none"> <li>○ Researching the results of last year's charity drive and troubleshooting what worked and what needs improvement</li> <li>○ Looking to diversify donations for this year's charity drive and how to better track donations coming from ICSEW advertisements for the companies that we are recommending in the charity drive</li> <li>○ Working with Lu to create a link on ICSEW's website that will better track donations and will work with sub-committee members to develop a page to present to Three Girls</li> <li>○ Working on ideas for the Wellness portion of this sub-committee.</li> </ul> </li> <li>• Professional Development: Marie             <ul style="list-style-type: none"> <li>○ Working on November's General Membership Meeting agenda</li> <li>○ Accepting speaker/meeting ideas for next year's agenda (January, March, and May)</li> <li>○ Making last minute tweaks and finalizations to the Conference agenda</li> <li>○ Working on press release for Conference</li> <li>○ Three new committee members have joined.</li> </ul> </li> <li>• Legislation &amp; Policy: Deirdre</li> </ul>	25 min Discussion

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	<ul style="list-style-type: none"> <li>○ Working on a blog for legislative updates</li> <li>○ Researching laws that came out of last session and how they may affect ICSEW members</li> <li>○ Working with Robin Vazquez to serve as a voice for new telework/modern work environment rules that may be going into effect and educating our membership.</li> <li>● Membership: Marianne             <ul style="list-style-type: none"> <li>○ Currently working with Communications Chair on Newsletter</li> <li>○ Updating agency executive sponsor list</li> <li>○ Working to update the procedures for those who are appointed to ICSEW</li> <li>○ Would like to provide a “Toolbox” on our website to have examples of sample appointment letters, steps to appointing an employee to ICSEW, how to pick an appointee to ICSEW, etc.</li> <li>○ Will continue to send out “getting to know you” emails to general membership because it provides a way for us all to connect and get to know each other during these remote times</li> <li>○ Will forward Eventbrite details to Marie for the Conference.</li> </ul> </li> <li>● Partnership: Allison             <ul style="list-style-type: none"> <li>○ Two new members</li> <li>○ Working to reevaluate/develop mission for the Partnership Sub-Committee.</li> </ul> </li> </ul>	
9.	<p><b>Announcements</b> Survey for Executive Board and General membership members: Josefina</p> <ul style="list-style-type: none"> <li>● A survey was sent out last week for Executive Board members to gauge the pulse of the Executive Board and how we would like to move forward (would we like sub-committee co-chairs, have you reviewed the Roles &amp; Responsibilities, trainings, etc). We will review that survey and let you know what the goals will be of the Executive Board at a future date</li> <li>● Discussed if we would like to survey the General Membership, if so when do we want to do that (immediately after the meeting, during the meeting, etc)</li> <li>● If you would like to survey your sub-committee members or have questions for the general membership survey, please send those questions to the Chair</li> </ul>	15 min Discussion
10.	<p><b>Agenda Item: Future Agenda Items (All)</b></p> <ul style="list-style-type: none"> <li>● Assess Sub Committee’s current needs</li> <li>● DES, Puget Sound Community College or Amy Leneker Succession Training</li> <li>● Surveys</li> </ul>	5 min Discussion

Action Items	Owner	Completion Date

Future Agenda Items	Timeline	Owner

