

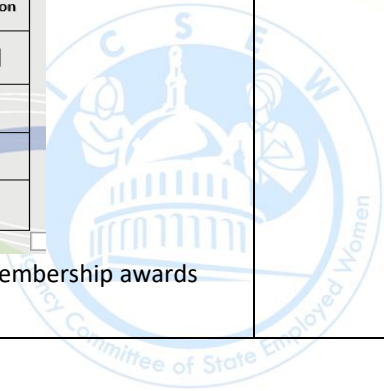
ICSEW Executive Board Agenda

[Virtual Meeting](#)

April 19, 2022 | Time 1:00pm – 4:00pm

Main Outcomes	
----------------------	--

	<p><u>Executive Board Members</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Josefina Magana, Chair <input checked="" type="checkbox"/> Lu Anne Eyles, Vice-Chair <input checked="" type="checkbox"/> Rachael Hopkins Executive Secretary <input checked="" type="checkbox"/> Sequenna Fashana Executive Secretary <input type="checkbox"/> Siri Olson, Treasurer <input checked="" type="checkbox"/> Rachel Friederich, Communications Chair <input checked="" type="checkbox"/> Morgan Montes, 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"/> Jasmine Pippin-Timco, Public Outreach Co-Chair <input type="checkbox"/> Debra Lefing, Public Outreach Co-Chair <p>Guest:</p>																																		
1.	<p>Agenda Item May General Membership Meeting: Morgan</p> <ul style="list-style-type: none"> • Currently working to finalize the agenda for May General Membership Meeting <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 100%;"> <thead> <tr> <th colspan="3" style="text-align: center; background-color: #cccccc;">General Membership Session</th> </tr> <tr> <th colspan="3" style="text-align: center; font-size: small;">Open to ICSEW Members and Guests</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">8:30 – 8:40</td> <td style="width: 60%;">System Audio and Video Check</td> <td style="width: 25%;">Speakers/Tech Crew</td> </tr> <tr> <td>8:40-8:50</td> <td>Networking and Mingling-Open waiting room to all</td> <td>All</td> </tr> <tr> <td>8:50-9:00</td> <td>Welcome-Opening Remarks</td> <td>Josefina Magana</td> </tr> <tr> <td>9:00-9:45</td> <td>Public Health Outbreak Coordination, Informatics, and Surveillance</td> <td>Dr. Cynthia Harry</td> </tr> <tr> <td>9:45-10:05</td> <td>ICSEW Budget Proposal and Review</td> <td>Lu Eyles and Siri Olson</td> </tr> <tr> <td>10:05-10:35</td> <td>Public Outreach: Thurston County Foodbank/Capitol Gardens</td> <td>Deirdre Bissonnette</td> </tr> <tr> <td>10:35-10:50</td> <td>Break</td> <td>All</td> </tr> <tr> <td>10:50-11:50</td> <td>Science of Hope</td> <td>Jon Tunheim</td> </tr> <tr> <td>11:50 – 12:00</td> <td>Closing Remarks</td> <td>Josefina Magana</td> </tr> </tbody> </table> • During the July General Membership meeting, we will hold our annual membership awards ceremony 	General Membership Session			Open to ICSEW Members and Guests			8:30 – 8:40	System Audio and Video Check	Speakers/Tech Crew	8:40-8:50	Networking and Mingling-Open waiting room to all	All	8:50-9:00	Welcome-Opening Remarks	Josefina Magana	9:00-9:45	Public Health Outbreak Coordination, Informatics, and Surveillance	Dr. Cynthia Harry	9:45-10:05	ICSEW Budget Proposal and Review	Lu Eyles and Siri Olson	10:05-10:35	Public Outreach: Thurston County Foodbank/Capitol Gardens	Deirdre Bissonnette	10:35-10:50	Break	All	10:50-11:50	Science of Hope	Jon Tunheim	11:50 – 12:00	Closing Remarks	Josefina Magana	
General Membership Session																																			
Open to ICSEW Members and Guests																																			
8:30 – 8:40	System Audio and Video Check	Speakers/Tech Crew																																	
8:40-8:50	Networking and Mingling-Open waiting room to all	All																																	
8:50-9:00	Welcome-Opening Remarks	Josefina Magana																																	
9:00-9:45	Public Health Outbreak Coordination, Informatics, and Surveillance	Dr. Cynthia Harry																																	
9:45-10:05	ICSEW Budget Proposal and Review	Lu Eyles and Siri Olson																																	
10:05-10:35	Public Outreach: Thurston County Foodbank/Capitol Gardens	Deirdre Bissonnette																																	
10:35-10:50	Break	All																																	
10:50-11:50	Science of Hope	Jon Tunheim																																	
11:50 – 12:00	Closing Remarks	Josefina Magana																																	



ICSEW Executive Board Agenda

2.	<p>Agenda Item Treasurer Report: Siri</p> <ul style="list-style-type: none"> • 2023 Budget – this is the proposed budget <ul style="list-style-type: none"> ○ There are 2 changes: <ul style="list-style-type: none"> ▪ Increase in Zoom ▪ Increase in Website Maintenance and Support ○ Haven't received information for the Conference therefore, it has not been included yet 	
3.	<p>Break 5 minutes</p>	
4.	<p>Agenda Item Three Girls Website Maintenance Contract</p> <ul style="list-style-type: none"> • Contract for Three Girls Media expires on June 30, 2022 • The board has voted to continue the contract without any changes with Three Girls Media • Since we are going to maintain the contract with Three Girls Media, we can remove the line item of Website Development Handoff on the budget. 	
5.	<p>Agenda Item Communications Equipment for live streaming meeting: All</p> <ul style="list-style-type: none"> • Lu and Deirdre will setup a meeting with a Zoom representative to discuss our options for renewal, our usage, and the possibility of adding "Zoom Rooms" for hybrid style meetings • The board discussed the in-person portion of the meetings: <ul style="list-style-type: none"> ○ Currently we are budgeted for lunch but since meetings are half day, we might move to a light refreshment/continental breakfast or coffee/tea service for in person meetings. Marianne will check with vendors to get pricing for both a coffee/tea service and a light refreshment/continental breakfast service ○ We will hold a hybrid executive board meeting to test the feasibility of running a hybrid type meeting before we offer it to the general membership • Diedre and Marianne will look into their agency's facilities to see if they can accommodate ICSEW in person (hybrid style) meetings 	
6.	<p>Agenda Item Membership Subcommittee Survey Results: Marianne</p> <ul style="list-style-type: none"> • The Membership Subcommittee sent out a survey to all of membership, they received 30 replies <ul style="list-style-type: none"> ○ Questions on the survey included: <ul style="list-style-type: none"> ▪ What can ICSEW do to better support you? ▪ What tools or resources are needed to better support your role as a representative? ▪ What agency do you work for? ○ The responses from the survey included: <ul style="list-style-type: none"> ▪ Members wanted more clarity on their roles as representatives ▪ Members wanted more communication to share with agency ○ As a result of the survey, it is suggested that ICSEW start a Post Meeting Summary that can be distributed to representatives so that they can post on their agency's intranet or disburse to others who might be interested <ul style="list-style-type: none"> ▪ The Post Meeting Summary will be delegated to the Communications Subcommittee to create a template ▪ Allison and Dierdre will work on developing a Membership Mingle/Networking event for the general membership • Marianne will be partnering with Summer Ramos (Conference Co-Chair) to send out another survey to the membership to get suggestions for conference ideas, speakers, etc. 	

ICSEW Executive Board Agenda

7.	<p>Agenda Item Last Minute Agenda Items</p> <ul style="list-style-type: none"> • Survey Monkey: <ul style="list-style-type: none"> ○ Currently the license for Survey Monkey renews in August ○ Are we getting the most out of our license with them or are there other platforms, such as Microsoft Forms that we can use to survey our membership? <ul style="list-style-type: none"> ▪ Allison will look into how we can migrate to Microsoft Forms • Teams: <ul style="list-style-type: none"> ○ Lu will ensure that all Executive Board Members are included on the Teams “team” ○ If anyone would like a brief training of how to use Teams, please reach out to Lu • Adding Conference Chair as an Executive Board Member: <ul style="list-style-type: none"> ○ Because conference is such a huge part of ICSEW and is a great undertaking to put on, it has been decided that the Conference chair will serve on the Executive board member ○ Josefina will reach out to the two current Conference Chairs and invite them to the board • Sponsorships: <ul style="list-style-type: none"> ○ Lu suggested that because we have allocated \$2000 of next fiscal year’s money towards the Amy Leneker trainings that will happen during that time period, we should increase the Sponsorship budget to \$5000 (an increase of \$2000) 	
8.	<p>Subcommittee Report (All)</p> <ul style="list-style-type: none"> • Leg & Policy (Deirdre and Leslie) <ul style="list-style-type: none"> ○ A few bills that the subcommittee tracked this past legislative session went into law so the members are working on blog post that will explain what these laws look like now passed ○ This Saturday, April 23rd is the first of three opportunities to volunteer at the garden <ul style="list-style-type: none"> ▪ Currently there are about 9 volunteers who registered to attend this week’s volunteer opportunity ▪ Diedre will send out a reminder email for the other dates to boost interest ○ Shared ideas about Women’s Health issues (menopause, PMS, etc.) as a topic of discussion at this year’s conference • Professional Development (Morgan) <ul style="list-style-type: none"> ○ Next Subcommittee meeting will be at the end of May ○ Emailed the board to get suggestions for this year’s conference and will present those suggestions to the conference team ○ Registration went out for the Amy Leneker trainings that ICSEW cosponsored <ul style="list-style-type: none"> ▪ Registration is filling up quickly for all three trainings. ▪ The first training will be in May. ▪ Another round of advertisements will go out to promote the remaining trainings starting in June • Partnership Chair (Allison) <ul style="list-style-type: none"> ○ Allison has suggested that the Partnership Subcommittee be dissolved <ul style="list-style-type: none"> ▪ It is believed that the Partnerships Subcommittee has met its intention and there is no longer a need for Partnerships. The duties of the Partnerships Subcommittee can be taken on by other subcommittees (such as Public Outreach or Communications) ▪ Allison will have a discussion with the remaining subcommittee members about the dissolution of the subcommittee ▪ Since the Partnership Subcommittee will be dissolved, Allison will step down as chair but would like to maintain a presence on the executive board, possibly as a liaison • Public Outreach (Jasmine) <ul style="list-style-type: none"> ○ Charity Drive 	

ICSEW Executive Board Agenda

- A huge thank you to Rachael Hopkins and her agency for their fundraising efforts, there has been \$395 in e gift cards donated within the last week

9.	Agenda Item: Future Agenda Items (All) <ul style="list-style-type: none"> • Roles and Responsibilities of Executive Board Members • Roles and Responsibilities of Members • Budget Vote 	

Action Items	Owner	Completion Date
Nominations for annual awards ceremony in July	All	May
Remove website Development Handoff as line item from budget	Siri and Lu	May
Increase Sponsorships line item to \$5000	Siri and Lu	May
Meeting with Zoom	Lu and Dierdre	April
Membership Mingle/Networking Event	Dierdre and Allison	July
Survey Monkey/Microsoft Forms	Marianne and Allison	July
Develop a Post Meeting Summary	Rachel	July
Facilities accommodations for in-person (hybrid style) meeting	Marianne and Dierdre	July
Refreshments in person meetings	Marianne	

Future Agenda Items	Timeline	Owner
Vote for Budget	May	Siri
Roles and Responsibilities of Members	June	
Roles and Responsibilities of Executive Board Members	May	All

