

# ICSEW Executive Board Agenda

[Virtual Meeting](#)

November 16, 2021 | 1:00pm – 3:00pm

<b>Main Outcomes</b>	
----------------------	--

	<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"/> Siri Olson, 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>Vacant</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>Vacant</b>, Mentorship Chair</li> <li><input checked="" type="checkbox"/> Allison Spector, 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: Rae Simpson</p>	
1.	<b>Introductions and mingle</b>	5 min Mingle
2.	<p><b>Agenda Item</b> BRG Monthly Leadership Meeting: Josefina and Lu</p> <ul style="list-style-type: none"> <li>• Josefina and Lu met with Indira Melgarejo, OFM Business Resources Group Coordinator to discuss the purpose of the BRG Monthly Leadership meetings.</li> <li>• Indira would like to bring all groups together to support one another and be a resource for each other</li> <li>• Next meeting will be November 23<sup>rd</sup>. At this time Josefina, Lu and Allison will rotate attending these meetings.</li> <li>• Allison will reach out to members of the Partnership Subcommittee to discuss if any of the members would also like to attend these meetings to represent ICSEW</li> </ul>	25 min Information
3.	<p><b>Agenda Item</b> Mentorship Toolkit Update: Leslie and Deirdre</p> <ul style="list-style-type: none"> <li>• Working to streamline and compact the Mentorship Toolkit to hand off to any agency/entity that would like to take it. ICSEW will not provide training, but we will let them know about the pilot program we conducted in late 2020/early 2021 (lessons learned, successes, etc.)</li> <li>• Reached out to the Women’s Commission in hopes that we could hand it off to them, but we hit a roadblock in communication as we have not heard from them</li> <li>• Marie will reach out to her contact at the Women’s Commission to gauge where they are and if they will have the capacity to take on the Mentorship Program</li> <li>• Another idea would be to post the toolkit on our website and let BRG’s and agencies/departments know where it’s located</li> </ul>	15 min Discussion

## ICSEW Executive Board Agenda

	<ul style="list-style-type: none"> <li>The subcommittee chairs are working to update the mentorship page on the ICSEW website so that all information is current</li> </ul>	
4.	<p><b>Agenda Item</b> December Executive Board Meeting: Sequenna</p> <ul style="list-style-type: none"> <li>December Executive Board Meeting is already scheduled and will be held on December 21, 2021</li> <li>We will have an in person mingle in the upcoming year, giving plenty of notice to post to the public to be in accordance with the “sunshine rules”</li> </ul>	5 min Discussion
5.	<b>Break 5 minutes</b>	5 min
6.	<p><b>Agenda Item</b> January &amp; March General Membership Meeting: Marie</p> <ul style="list-style-type: none"> <li>Subcommittee came up with great ideas/topics during the General Membership meeting today for future meetings which include: <ul style="list-style-type: none"> <li>Feminine Leadership</li> <li>Employee Assistance Program (EAP)</li> <li>LEAN trainings</li> <li>Diversity, Equity, and Inclusion discussions</li> </ul> </li> <li>We have a great starting point, but we are still considering more topics so if you have any suggestion, please contact Marie Splaine</li> <li>Had a great turnout of old and new members during the General Membership Meeting Subcommittee breakout session</li> </ul>	15 min Discussion
7.	<p><b>Agenda Item</b> Virtual or In Person Meeting: Marianne</p> <ul style="list-style-type: none"> <li>We will continue having General Membership meeting virtually for January, March, and May. In the spring the Executive Board will discuss rather to hold a hybrid module (both in person and virtual) or remain virtual</li> </ul>	15 min Discussion
8.	<p><b>Agenda Item</b> Conference Recap: Marie</p> <ul style="list-style-type: none"> <li>Conference was an overall success: <ul style="list-style-type: none"> <li>Netted roughly \$14000.00 but still calculating and will have final numbers at the next Executive Board Meeting in December</li> <li>Due to a last-minute speaker cancellation, ICSEW shared the cost with Women’s Commission to pay for one speaker, all other speakers donated their time</li> <li>Josefina will send out “thank you” notes</li> <li>Marie will send “swag bags” to our speakers, contributors, and sponsors as a thank you as well</li> <li>The Executive Board held a discussion on what went well and what we can improve for future conference</li> </ul> </li> <li>All the videos from the conference have been edited and ICSEW is working with Women’s Commission to figure out how we will release the content</li> </ul>	15 min Discussion
9.	<p><b>Subcommittee Report (All)</b></p> <ul style="list-style-type: none"> <li>Allison, Partnership Subcommittee: <ul style="list-style-type: none"> <li>Allison will ask subcommittee members if they are interested in attending BRG monthly leadership meetings to represent ICSEW</li> </ul> </li> </ul>	15 min Information

# ICSEW Executive Board Agenda

	<ul style="list-style-type: none"> <li>• Rachel, Communications:             <ul style="list-style-type: none"> <li>○ Posed the question, “how often are subcommittee chairs holding meetings outside of the bimonthly General Membership Meeting?” and discussion from subcommittee chairs followed</li> </ul> </li> <li>• All: Continued discussion on how each subcommittee chair conduct their meetings and how frequently they are meeting with their members outside of the General Membership meeting</li> </ul>	
<b>10.</b>	<b>Agenda Item: Future Agenda Items (All)</b> <ul style="list-style-type: none"> <li>• Succession Planning</li> <li>• Total earnings from annual conference</li> <li>• Budget</li> </ul>	5 min Discussion

Action Items	Owner	Completion Date

Future Agenda Items	Timeline	Owner

