

# ICSEW Executive Board Agenda

Virtual Meeting

December 21, 2021 | Time 1:00pm – 3:00pm

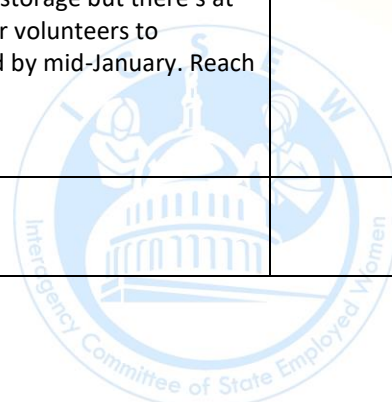
	<p><b><u>Executive Board Members</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Josefina Magana, Chair</li> <li><input checked="" type="checkbox"/> Lu Anne Eyles, Vice-Chair</li> <li><input type="checkbox"/> Rachael Hopkins Executive Secretary</li> <li><input checked="" type="checkbox"/> Sequenna Fashana Executive Secretary</li> <li><input checked="" 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 checked="" type="checkbox"/> Morgan Montes, 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 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: Indira Melgarejo</p>	
<p>1.</p>	<p><b>Agenda Item:</b> Indira Melgarejo, OFM</p> <p>Indira is the new Business Resource Group Coordinator at OFM</p> <p>Business Resource Groups (BRGs):</p> <ul style="list-style-type: none"> <li>• Currently there are six BRG’s in the State</li> <li>• One BRG is getting ready to launch soon</li> </ul> <p>Looking forward to future collaboration between BRG’s and ICSEW which include:</p> <ul style="list-style-type: none"> <li>• Streamlined communications</li> <li>• Collaborations on upcoming projects</li> <li>• Working together to help BRG’s with their policies, procedures, and protocols</li> </ul> <p>The first collaboration that ICSEW has with Indira as the new BRG Coordinator is the pilot a team within Microsoft TEAMS.</p> <ul style="list-style-type: none"> <li>• If anyone would like to be a part of that pilot, contact <a href="#">Lu Eyles</a>, and let her know that you would like to be a part of the ICSEW Sandbox pilot program</li> <li>• ICSEW will also look into Indira assisting the group and a possible collaboration with BRG’s for some sort of Succession Planning</li> </ul> <p>If you would like to contact Indira, her email is <a href="mailto:Indira.Melgarejo@ofm.wa.gov">Indira.Melgarejo@ofm.wa.gov</a></p>	<p>10 mins</p>

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2.	<p><b>Agenda Item:</b> Treasurer Report, Siri</p> <p><a href="#">Siri</a> displayed the Annual Budget Report, if you would like more information, please contact her</p>	10 min Information
3.	<p><b>Agenda Item</b> Conference Update/Debrief, Marie</p> <ul style="list-style-type: none"> <li>• Marie will make a list of the things that she did to make sure that ICSEW had a successful conference this year and forward that list to Morgan, the new Professional Development Chair</li> <li>• Marie is in the process of transferring all documents into Google Drive for future ICSEW use</li> </ul>	5 min Discussion
4.	<p><b>Agenda Item</b> January/March/May Meeting: Marie</p> <ul style="list-style-type: none"> <li>• Agenda and all speakers are confirmed for the January General Membership Meeting</li> <li>• Still awaiting confirmation from speakers for the March General Membership Meeting</li> <li>• Marie is also putting together a “mirror board” of brainstormed ideas for upcoming meetings that she will also pass onto Morgan</li> </ul>	15 min Discussion
5.	<p><b>Agenda Item</b> End of Year Reflection: Marianne</p> <p>Marianne led the board in a group reflection:</p> <ul style="list-style-type: none"> <li>• Meaningful accomplishments             <ul style="list-style-type: none"> <li>○ Transition meeting highlighting subcommittee members</li> <li>○ Remote meetings created more accessibility</li> <li>○ Converted Annual Charity Drive to a hybrid model</li> <li>○ Wrapped up Mentorship Pilot Program</li> </ul> </li> <li>• What went well and we would like to continue:             <ul style="list-style-type: none"> <li>○ Volunteer opportunities</li> <li>○ Keeping a portion of our meetings virtual</li> <li>○ Membership Subcommittee member circle emails</li> <li>○ Charity Drive</li> </ul> </li> <li>• Lessons Learned:             <ul style="list-style-type: none"> <li>○ Not everyone uses the same tools (Zoom, Microsoft Teams, etc.) so ICSEW is looking into ways to adapt</li> <li>○ Learning how to edit Facebook videos of our meetings so that breaks and other blank times are not on the video</li> <li>○ Learned how to navigate getting gift cards safely and how to track how many gift cards went to each charity</li> </ul> </li> </ul>	45 min Discussion

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6.	<b>Break</b>	5 min Break
7.	<p><b>Agenda Item</b> MOU with Women’s Commission (brainstorm): Leslie</p> <ul style="list-style-type: none"> <li>• Leslie and Deirdre have a scheduled meeting with the Women’s Commission at the end of this week where they will discuss the Mentorship Program</li> <li>• Women’s Commission has a statutory obligation to offer a staff that can dedicate their time to ICSEW and our purpose, goals, and mission. The staff won’t be budgeted until at least 2022.</li> <li>• The Executive Board has come up with the following suggestion of things that the Women’s Commission staff that will be dedicated to ICSEW can do to assist us: <ul style="list-style-type: none"> <li>○ Mentorship Program</li> <li>○ Zoom/Tech Position for meetings</li> <li>○ Marketing for events, meetings, and charity drive</li> <li>○ Assist with charity drive</li> <li>○ Administrative prep for meetings</li> <li>○ Monitor website</li> <li>○ Work on campaigns, series of events for ICSEW 60<sup>th</sup> anniversary in 2023</li> </ul> </li> </ul>	15 min Discussion
8.	<p><b>Subcommittee Report (All)</b></p> <ul style="list-style-type: none"> <li>• Please start compiling data and working on your subcommittee annual reports now in preparation for their due date at the end of the fiscal year</li> <li>• If you have ICSEW records, please let Josefina know as soon as possible as she is working on getting all documents in compliance with the State records retention policy.</li> </ul> <p>Communications Subcommittee (Rachel)</p> <ul style="list-style-type: none"> <li>• Recently finished working on the Website User guide</li> <li>• Looking into what documents we have on SharePoint that need to be transferred to O365 when the time comes</li> </ul> <p>Public Outreach (Jasmine)</p> <ul style="list-style-type: none"> <li>• Swag needs to be organized, boxed, and sent to Records Center at the Governor’s Office for storage.</li> <li>• Jasmine, Lu and Josefina worked to organize about 150 Swag Boxes for storage but there’s at least 250 more Swag Boxes that need to be made. <a href="#">Jasmine</a> is looking for volunteers to organize and box these Swag boxes and would like to have it completed by mid-January. Reach out to Jasmine if you’re able to lend your time to assist.</li> </ul>	15 min Information
9.	<p><b>Agenda Item: Future Agenda Items (All)</b> Co-Chair positions</p>	



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Future Agenda Items	Timeline	Owner
Budget	March	Siri
Agency Communications for Charity Drive	Feb	Lu
O365 Teams	Feb	Lu/Valerie
Succession Planning	Apr	Josefina
Zoom (tech) Chair		Josefina
Future Video Storage		Lu
Poll of attendees during General Membership Meetin	March	Morgan

