

# ICSEW Executive Board Agenda

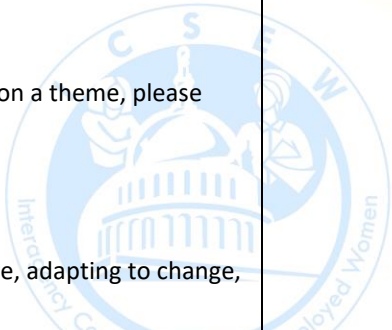
[Virtual Meeting](#)

June 21, 2022 | 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"/> Deirdre Bissonnette, Acting Chair</li> <li><input checked="" type="checkbox"/> Lu Anne Eyles, Vice-Chair</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"/> Morgan Montes, Professional Development Chair</li> <li><input checked="" type="checkbox"/> Kassandra Drake, Conference Co-Chair</li> <li><input checked="" type="checkbox"/> Summer Ramos, Conference Co-Chair</li> <li><input checked="" type="checkbox"/> Keri O’Connell, 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 type="checkbox"/> Jasmine Pippin-Timco, Public Outreach Chair</li> <li><input type="checkbox"/> <b><i>Allison Spector, Special Projects</i></b></li> </ul> <p>Guest:</p>	
1.	<b>Introductions and mingle</b>	
2.	<p><b>Agenda Item</b> Succession: Deirdre &amp; Jasmine</p> <ul style="list-style-type: none"> <li>• Chair Position <ul style="list-style-type: none"> <li>○ Deirdre has received an appointment letter from the Governor and is now the new ICSEW chair, congratulations Deirdre!</li> </ul> </li> <li>• Open Subcommittee Chair Positions <ul style="list-style-type: none"> <li>○ Vice-Chair</li> <li>○ Public Outreach Chair</li> <li>○ Co-Executive Secretary</li> </ul> </li> <li>• Any Suggestions/Nominations for open Subcommittee Chairs <ul style="list-style-type: none"> <li>○ If you would like to nominate someone or have suggestions on who can fill either of these positions, please let Deirdre know</li> <li>○ Deirdre will put out a call to the general membership letting them know about the open positions</li> </ul> </li> </ul>	
3.	<p><b>Agenda Item</b> Treasurer Report: Siri</p> <ul style="list-style-type: none"> <li>• Budget Update <ul style="list-style-type: none"> <li>○ The budget for the upcoming fiscal year went out to the general membership for a vote in early June and was passed</li> </ul> </li> </ul>	
4.	<p><b>Agenda Item</b> July General Membership Meeting</p> <ul style="list-style-type: none"> <li>• July General Membership Meeting</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Theme: Celebrating Past Accomplishments</li> <li>○ Panel: Looking for one more active member to be on the upcoming ICSEW panel during the meeting, if you have any suggestions, please reach out to <a href="#">Morgan</a></li> <li>● Recognition Presentation             <ul style="list-style-type: none"> <li>○ Deirdre is working to complete the recognition PowerPoint                 <ul style="list-style-type: none"> <li>▪ Annual Report: Please complete for your subcommittee and submit it to <a href="#">Deirdre</a> as soon as possible</li> <li>▪ <a href="#">Subcommittee Accomplishments Slides</a>, please complete by COB July 8<sup>th</sup></li> </ul> </li> </ul> </li> <li>● Closed Captioning             <ul style="list-style-type: none"> <li>○ We received a request for closed captioning and would like to make it standard practice in all of our meetings as we move forward</li> <li>○ Morgan will send Keri the instructions on how activate closed captioning for zoom</li> </ul> </li> <li>● Advanced Poll Feature             <ul style="list-style-type: none"> <li>○ The Advanced Poll was successfully tested at the ICSEW Mingle</li> <li>○ ICSEW would like to incorporate this feature into our upcoming general membership meetings to engage members throughout the meeting</li> </ul> </li> </ul>	
5.	<b>Break 10 minutes</b>	
6.	<p><b>Agenda Item</b> Membership Expectation: Marianne</p> <ul style="list-style-type: none"> <li>● All subcommittee participants should be members (have permission from their executive sponsor) to avoid any liability and/or HR complaints</li> <li>● All subcommittee chairs should review their active participants list and inform those who are not ICSEW members on how to become a member</li> <li>● Discussed the difference between a member and a representative</li> <li>● If you have any questions about membership expectations, please reach out to <a href="#">Marianne</a></li> </ul>	
7.	<p><b>Agenda Item</b> Conference: Cassandra &amp; Summer</p> <ul style="list-style-type: none"> <li>● Budget             <ul style="list-style-type: none"> <li>○ Summer, Cassandra, and Deirdre will work with Siri to develop a budget for the Conference</li> <li>○ Vote for the Conference Budget will go out the general membership by August</li> <li>○ Exploring ticket prices for the Conference                 <ul style="list-style-type: none"> <li>▪ Possible ticket types (day 1, day 2, or both day ticket pricing options)</li> </ul> </li> </ul> </li> <li>● Updates             <ul style="list-style-type: none"> <li>○ The 2022 ICSEW Conference will be on Tuesday, November 1<sup>st</sup> through Wednesday, November 2<sup>nd</sup> (2-day Conference)</li> <li>○ 100% Virtual</li> <li>○ Theme: Leading Where You Are (if you have other suggestions on a theme, please reach out to <a href="#">Kassandra</a> or <a href="#">Summer</a>)                 <ul style="list-style-type: none"> <li>▪ Theme based on survey results of membership.</li> <li>▪ Topics with the most interest:                     <ul style="list-style-type: none"> <li>○ Change Management (leading change, adapting to change, culture changes)</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Confidence gap (women underestimate themselves, while men promote themselves)</li> <li>○ Leadership Skills (leading at any level)</li> <li>○ Conference will be similar to the Lean Conference Style:             <ul style="list-style-type: none"> <li>▪ One hour session, one hour break over the span of 2 days with a total of 8 sessions</li> </ul> </li> <li>● If you have a contact that can do graphics, please let <a href="#">Summer</a> or <a href="#">Kassandra</a> know</li> <li>● If you would like to volunteer, please contact <a href="#">Summer</a> or <a href="#">Kassandra</a></li> </ul>	
<p><b>8.</b></p>	<p><b>Agenda Item</b> Roles and Responsibilities of Executive Board Members: Marianne &amp; Morgan</p> <ul style="list-style-type: none"> <li>● Morgan presented updated Roles and Responsibilities for the Professional Development Subcommittee Chair position</li> <li>● Marianne presented updated Roles and Responsibilities for the Membership Subcommittee Chair position</li> </ul>	
<p><b>9.</b></p>	<p><b>Subcommittee Report (All)</b></p> <ul style="list-style-type: none"> <li>● Leg and Policy, Keri:             <ul style="list-style-type: none"> <li>○ Leg and Policy would like to take on a more active role in the drafting and implementation of legislation</li> <li>○ The Leg &amp; Policy Subcommittee chairs will survey the general membership in late September or early October to gauge the topics that the membership would like for ICSEW to focus on for the upcoming Legislative Session                 <ul style="list-style-type: none"> <li>▪ Membership Subcommittee will work with Leg &amp; Policy Subcommittee to send out the survey via its Membership Circle email</li> </ul> </li> </ul> </li> <li>● Chair, Deirdre:             <ul style="list-style-type: none"> <li>○ Executive Board Retreat Planning and Agenda:                 <ul style="list-style-type: none"> <li>▪ Reserved room at Department of Natural Resources Building for a hybrid style meeting</li> <li>▪ Policy and Procedures</li> <li>▪ Budget</li> </ul> </li> <li>○ Mingle Report out, Deirdre                 <ul style="list-style-type: none"> <li>▪ There were some technical issues with the Eventbrite reminder that was sent out on the day of the mingle (lesson learned)</li> <li>▪ Otherwise, it was a very successful event:                     <ul style="list-style-type: none"> <li>● There were three breakout room sessions with guided questions during each session</li> <li>● Tested the advanced poll feature during the mingle and it was also successful</li> </ul> </li> </ul> </li> </ul> </li> <li>● Communications, Rachel:             <ul style="list-style-type: none"> <li>○ The communications subcommittee channel is set up in TEAMS</li> <li>○ Post Event Summaries will be emailed on the 4<sup>th</sup> Tuesday following an event                 <ul style="list-style-type: none"> <li>▪ If you have any announcements, put them in the events section of the Post Event Summary</li> </ul> </li> </ul> </li> </ul>	
<p><b>10.</b></p>	<p><b>Agenda Item: Action Items:</b></p> <ul style="list-style-type: none"> <li>● Morgan will send Keri the instruction on how to do Closed Captioning for Zoom meetings</li> <li>● Subcommittee chairs, please <a href="#">submit your slides</a> by COB July 8<sup>th</sup></li> <li>● Each Subcommittee chair will go through their list of active participants and distinguish if they are a member</li> <li>● Lu will “clean up” the ICSEW mailbox</li> <li>● Lu will update the Roadmap for Correspondence in SharePoint</li> <li>● Conference:</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Call for sponsors</li> <li>○ Call for additional volunteers</li> <li>○ Marianne will explore Eventbrite for ticketing options</li> <li>○ Meet with Siri to develop a Conference Budget</li> </ul>	
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Action Items	Owner	Completion Date
Microsoft Forms/Cancelling Survey Monkey	Marianne & Allison	July
Roles and Responsibilities: Rachel & Sequenna (July)	All	Ongoing
Conference Budget <ul style="list-style-type: none"> <li>• Develop Budget</li> <li>• Send Budget out to general membership for a vote</li> </ul>	Siri, Kassandra, & Summer	August

Future Agenda Items	Timeline	Owner

