

ICSEW Executive Board Agenda

[Virtual Meeting](#)

September 20, 2022 | Time 1:00pm – 3:00pm

Main Outcomes	
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	<p>Executive Board Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Deirdre Bissonnette, Chair <input checked="" type="checkbox"/> Connie Becker, Vice-Chair <input type="checkbox"/> Sequenna Fashana, Co-Executive Secretary <input checked="" type="checkbox"/> Janet McIntosh Co-Executive Secretary <input type="checkbox"/> Siri Olson, Treasurer <input checked="" type="checkbox"/> Rachel Friederich, Communications Chair <input checked="" type="checkbox"/> Rebecca LaMar, Communications Chair <input type="checkbox"/> Morgan Montes, Professional Development Chair <input checked="" type="checkbox"/> Kassandra Drake, Conference Co-Chair <input checked="" type="checkbox"/> Summer Ramos, Conference Co-Chair <input checked="" type="checkbox"/> Keri O’Connell, 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 type="checkbox"/> Jasmine Pippin-Timco, Public Outreach Chair <input type="checkbox"/> Allison Spector, Special Projects 	
1.	Introductions and Mingle (All)	5 min Mingle
2.	<p>Agenda Item: November General Membership Meeting (Deirdre)</p> <ul style="list-style-type: none"> • We have reached out to Representative April Berg and she will likely fill a 20 minute spot in the meeting discussing professional development • Discussed having Leslie/Keri present on Leg/Policy and doing training on Legislation and how to engage. L&P will prepare a <5 minute presentation on how to engage with the Legislative Process. L&P will also pursue a training from the Legislative Information Center, that hopefully they will have arranged and be able to share a link for 	15 min Information
3.	<p>Agenda Item: Treasurer Report (Siri)</p> <ul style="list-style-type: none"> • Siri was unable to attend the meeting so send an email with the following information: <ul style="list-style-type: none"> ○ We ended FY22 with an ending balance of \$122,018. This is our beginning balance for FY23. It appears we are in good shape for this fiscal year. Also, there are no expenditures to report to date for FY23. Although, I am expecting to see some invoices in the near future. • Loop Siri in to invoices in past few months in case she is not getting them 	15 min Discussion
4.	<p>Agenda Item: Conference (Kassandra and Summer)</p> <ul style="list-style-type: none"> • All time slots have been filled. 	15 min Discussion

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	<ul style="list-style-type: none"> ○ We now need pictures and biographies. The board is working on getting those. ● Local singer going to provide us with music we can use for ICSEW. Her fee is \$200 and wants to get name out ● Total cost of conference is \$7100. We have 3 pro bono speakers/panels for conference. <ul style="list-style-type: none"> ○ Budget almost double that. ○ Getting everything ready for graphic designer for women’s commission ○ So far 8 agencies \$3600 in sponsorship ● During the September General Meeting we did not utilize close captioning – will look into how to get this going on Zoom for future meetings and especially for conference ● The September General meeting was also not recorded. 	
<p>5.</p>	<p>Other Items (All)</p> <ul style="list-style-type: none"> ● OFM is holding a Lunch and Learn on October 12th on Succession planning. Cassandra will attend and take notes. Please hold time at the October board meeting for Cassandra to share. ● Website <ul style="list-style-type: none"> ○ We discussed if there should continue to be suggestion box on website specific to sharing speaker. This adds an additional cost. Discussed removing it and feel that people can email us instead ○ It is hard to find who is on board on our webpage. It was suggested we put a page under About and move that content to this new page. Rachel will reach out to Robin to do this. ○ Question for Robin: Does our budget for her include time for emergent issues. If not, can she add that to the time she gives us. ○ Deirdre talked to OFM about retention of items on website. <ul style="list-style-type: none"> ▪ We need to take a screen capture to track changes to the website, inventory and label the file created. For website pieces we need to retain it for one year. ▪ Question to board: Whose role is it to capture, save files and then delete them? ▪ We would like someone to make website record retention folder, tell board where it is, and get familiar with records retention. Janet volunteered to do this. ○ Website at a glance calendar is also not up to date calendar only showing board meetings. Looked at Communications plan and that is the executive secretary’s job. 	
<p>6.</p>	<p>Agenda Item: Executive Sponsors (Marianne and Deirdre)</p> <ul style="list-style-type: none"> ▪ Membership Subcommittee <ul style="list-style-type: none"> ○ Is working on creating a communication for guidance to executive sponsor and figure out who in the agency who should be the sponsor as well as creating a member toolbox on what it means to support the member ▪ Public outreach subcommittee <ul style="list-style-type: none"> ○ This committee had lots of interest at the general meeting today. Brooke Nutt(sp?) is very interested and could be the new chair/cochair. Discussion ensued discussing the role of this committee. It was felt we could try to use things like Lean conference to get out ICSEW info out there. 	<p>15 min Discussion</p>
<p>7.</p>	<p>Break 10 minutes</p>	<p>5 min</p>

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8.	Agenda Item: Policies and Procedures Procurement wrap up (Siri) <ul style="list-style-type: none"> • Will review at a future meeting 	15 min
9.	Agenda Item: Master Calendar of Events scheduled throughout the year (Janet) <ul style="list-style-type: none"> • List of events throughout the year that will be on the calendar • Update Roles and Responsibilities calendar and send updates to co-secretaries • Creation of Power Automatic to generate reminders 	5 min
10.	Subcommittee Share out (All) <ul style="list-style-type: none"> • Communications <ul style="list-style-type: none"> ○ Would like to start getting proclamations on a calendar ○ Discussed how to get content for a blog <ul style="list-style-type: none"> ▪ Ideas from Marianne: We could do a writers training. We could rotate blog posts by subcommittee, and use calendar to pick whose turn it is. ○ Discussions on what we should share, what we don't need to. ○ Question: How to start having regular blogposts? ○ Connie offering help to review blogs 	10 min
11.	Action Items and Emergent Issues: <ul style="list-style-type: none"> • Microsoft Forms/Cancelling Survey Monkey (Marianne and Allison) <ul style="list-style-type: none"> ○ Survey Monkey has been cancelled but can't create forms if Microsoft items are limited. • Speaker for upcoming Legislative Session (Leslie and Keri) (Talked about in beginning) <ul style="list-style-type: none"> ○ Erin Jones: https://www.athenaplace.com/erin-jones has been added to conference Future Agenda Items (All)	10 min

Action Items	Owner	Completion Date
Match communications plan to your roles (also in manual teams)	Rachel and Rebecca –	October Mtg
Will review policies too if her schedule allows	Rachel	
Generating automatic replies in Outlook	Deirdre	
We will stay virtual for October board meeting	Deirdre	
Create folder for website retention screen shots	Janet	
Figure out Closed Captions on Zoom	Deirdre	

Future Agenda Items	Timeline	Owner
OFM Succession training	October Board Meeting	Kassandra
Website Questions with Robin	October Board Meeting	Rachel
Communications Plan Review	October Board Meeting	Rachel