

ICSEW Executive Board Agenda

[Virtual Meeting](#)

October 18, 2022 | Time 1:00pm – 4:00pm

Main Outcomes	
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	<p><u>Executive Board Members</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Deirdre Bissonnette, Chair <input checked="" type="checkbox"/> Connie Becker, Vice-Chair <input checked="" type="checkbox"/> Sequenna Fashana Co-Executive Secretary <input type="checkbox"/> Janet McIntosh, Co-Executive Secretary <input checked="" type="checkbox"/> Siri Olson, Treasurer <input checked="" type="checkbox"/> Rachel Friederich, Communications Co-Chair <input checked="" type="checkbox"/> Rebecca LaMar, Communications Co- Chair <input checked="" 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 type="checkbox"/> Leslie Wolff, Legislation and Policy Co-Chair <input checked="" type="checkbox"/> Marianne Mcintosh, Membership Chair <input checked="" type="checkbox"/> Tara Smith, Mentorship Co- Chair <input checked="" type="checkbox"/> Masozi Nyirenda, Mentorship Co-Chair <input type="checkbox"/> Brooke Nutt, Public Outreach Chair <input checked="" type="checkbox"/> Allison Spector, Special Projects <p>Guest: Indira Melgarejo (OFM)</p>	
1.	<p>Introductions and Mingle (All)</p> <p>Introduction of new board members</p> <ul style="list-style-type: none"> • Tara Smith, DES • Masozi Nyirenda, DES • Brooke Nutt, DOL 	
2.	<p>Agenda Item Mentorship Program: Tara and Masozi</p> <ul style="list-style-type: none"> • DES is embarking on their second cohort of their mentorship program • The goal is to have a mentorship program that spans across agencies so Tara and Masozi are looking for the space to host such a program • Conducted a poll at the last General Membership Meeting and had about 40 responses so they are working through those responses and reaching out to everyone who responded to the survey to coordinate a meeting and work towards a launch of the program • If you would like to be on the Mentorship Subcommittee or participate in the upcoming mentorship program, reach out Tara or Masoz 	
3.	<p>Agenda Item Treasurer Report: Siri</p> <ul style="list-style-type: none"> • Presented Updated Budget Overview/Summary • Tracking for Conference Revenue and Expenditures 	

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	<ul style="list-style-type: none"> ○ Presented Conference Budget ○ The most recent budget is on SharePoint ● Roles and Responsibilities <ul style="list-style-type: none"> ○ Presented Updated Treasurer Roles and Responsibilities 	
<p>4.</p>	<p>Agenda Item Conference: Summer and Cassandra</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Conference Subcommittee is working diligently to put all the pieces together for ICSEW’s upcoming conference: <ul style="list-style-type: none"> ▪ Meeting invites have gone out to board members ▪ Sent invites to speakers ▪ Have conducted two “dry runs” with speakers ▪ Will have a last minute “tech run” on October 27th ▪ Summer, Cassandra, and the Conference Subcommittee members have been troubleshooting issues as they arise ▪ The Conference Brochure is almost complete ▪ Kristen has created folders for all the speaker docs (as a backup in case they cannot access their documents day of the event) ▪ Deirdre and Natalie Eckhart, OFM are assisting with finalizing Speaker Contracts ▪ As of October 19th, ticket sales for the Conference are just at \$9700.00 ▪ Conference Subcommittee Chairs have posted the Conference on all social media platforms (LinkedIn, Facebook, and ICSEW website) ▪ Please continue to promote registration/attendance to the Conference to your agency and other state employees ● Succession Planning for next year’s Conference <ul style="list-style-type: none"> ○ Both Summer and Cassandra have agreed to continue as Conference Co-Chairs 	
<p>5.</p>	<p>Break 10 minutes</p>	
<p>6.</p>	<p>Agenda Item Website Retention: Deirdre</p> <ul style="list-style-type: none"> ● Website Retention <ul style="list-style-type: none"> ○ ICSEW should be retaining information for one year ○ We have contacted Bright Bird, ICSEW’s current website maintenance company, and they have the following recommendation for Website Retention: <ul style="list-style-type: none"> ▪ A Pro license and a Plugin, which will cost an additional \$79/year and will require ICSEW to have a WordPress page <ul style="list-style-type: none"> ● There is a 2-hour Plugin Training for board members who will be making updates to the content on the ICSEW website ▪ ICSEW will need to update the Contract with Bright Bird if these changes are accepted ▪ ICSEW will also need to seek approval from OFM before implementing these changes with Bright Bird ● Housekeeping for SharePoint and TEAMS <ul style="list-style-type: none"> ○ OFM is requesting that everyone migrate from the old SharePoint to TEAMS ○ OFM provided ICSEW every page in SharePoint and we’re looking through each page to see if we need to preserve any of these pages for retention and historical records 	

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	<ul style="list-style-type: none"> ○ If anyone is interested in assisting with this project or would like more information on the pages that need to migrate, please view the TEAMS channel labeled SharePoint Archive ● Admin for social media <ul style="list-style-type: none"> ○ ICSEW’s Facebook account has been classified as a “Gray Account” which means that it’s not associated with a business nor a personal account ○ Currently Rachel is the only Administrator of the account and for her to gain access to the ICSEW account, she must log into her personal Facebook account and switch over from there ○ Researching solutions to get the Facebook account unassociated with Rachel’s personal account ● Calendar Updates <ul style="list-style-type: none"> ○ Membership Chair will post meetings to ICSEW’s Event Calendar ○ Co-Secretaries will discuss capacity/need to post external events to ICSEW’s Event Calendar 	
7.	<p>Agenda Item Managing Contracts: Dierdre</p> <ul style="list-style-type: none"> ● Contracts <ul style="list-style-type: none"> ○ Chair and Vice Chair will manage ICSEW’s contracts ○ Chair has already attended the required OFM Contract trainings ○ Vice Chair will schedule and attend the required OFM Contract trainings 	
8.	<p>Agenda General Membership Meetings: Morgan</p> <ul style="list-style-type: none"> ● November Meeting Highlights: <ul style="list-style-type: none"> ○ Long-Term Disaster Recovery: Re-Engagement and Finding Vitality: Dr. Kira Mauseth ○ Legislative Process and the upcoming Legislative Session: Representative April Berg ○ How to engage in the Legislative Process: Leslie and Keri ● January General Membership Highlights <ul style="list-style-type: none"> ○ Leading During Challenging Times: Joan Robinson ○ Surviving and Supporting Menopause: Brita Montes-Sanders, ARNP ○ Legislative Session Tracking: Leslie and Keri 	
9.	<p>Agenda Item Leg & Policy Survey Update: Keri</p> <ul style="list-style-type: none"> ● In May Keri and Leslie discussed doing a survey of the General Membership but after discussion with Subcommittee and Women’s Commission, they understand what the membership would like to focus on the upcoming Legislative Session ● If anyone has any topics they would like to be researched, focused on, and or highlighted during the upcoming, please reach out to Keri or Leslie 	
10.	<p>Agenda Item Succession Planning Report: Kassandra</p> <ul style="list-style-type: none"> ● Kassandra attended a Succession Planning Training and received many great takeaways ● Succession Planning Toolkit 	
11.	<p>Subcommittee Report (All)</p> <ul style="list-style-type: none"> ● Leg and Policy Subcommittee <ul style="list-style-type: none"> ○ On November 10th the Leg and Policy Subcommittee will hold an open informational session on the Legislative Process hosted by Leslie and Keri ● Special Projects <ul style="list-style-type: none"> ○ Updated Annual Report 	

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- Please review and comment by the COB on Friday, October 21, 2022, so Allison can resubmit to Rachelle Davis from OFM
- Communications Subcommittee
 - A monthly observance calendar has been posted on the Communications Channel on TEAMS
 - Subcommittee Chairs (or their delegate) can alternate submitting content to the monthly blog
- Professional Development Subcommittee
 - Will begin surveying general membership for upcoming meeting and Conference topics

Action Items	Owner	Completion Date
Communication Plan (how we communicate and who's in charge of which communication)	Rachel	November
Conference Debriefing	Summer and Kassandra	December
Ensure that Indira has the Calendar invite to upcoming meetings	Sequenna	November
Schedule 2023 General Membership Meetings	Sequenna	December

Future Agenda Items	Timeline	Owner

