

ICSEW Executive Board Agenda

[Virtual Meeting](#)

February 21, 2023 | Time 1:00pm – 4:00pm

Main Outcomes	
----------------------	--

	<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 checked="" type="checkbox"/> Siri Olson, Treasurer <input checked="" type="checkbox"/> Rachel Friederich, Communications Co-Chair <input type="checkbox"/> Rebecca LaMar, Communications Co-Chair <input type="checkbox"/> Morgan Montes, Professional Development Chair <input 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 type="checkbox"/> Tara Smith, Mentorship Co-Chair <input checked="" type="checkbox"/> Masozi Nyirenda, Co-Mentorship Chair <input checked="" type="checkbox"/> Brooke Nutt, Public Outreach Chair <input checked="" type="checkbox"/> Allison Spector, Special Projects <p>Guest: Indira Melgarejo</p>	
1.	Introductions and Mingle (All)	5 min Mingle
2.	<p>Agenda Item ICSEW Format Conversion: Deirdre</p> <ul style="list-style-type: none"> • Current Structure/Format • Executive Order Update • Exploring Next Steps for possible BRG <p>Question presented to the board: Do we want to convert from a Governor Executive Order format to a BRG format?</p> <p>The benefit would be that BRG membership process is streamlined. Membership is attained easier, the requirement being less stringent (i.e. 1 meeting in calendar year). Instead of appointed representatives, BRGs have elected reps. Board members have experienced challenges when people attend meetings and/or subcommittee meetings they assume they have become members. When they find out that is not the case they don’t follow through with commitments or participation.</p> <p>The goal is to problem-solve membership recruitment, make membership more accessible and ease of marketing the committee. Being a committee we have the benefits of our own funding, historical precedence and autonomy.</p>	50 min Information

ICSEW Executive Board Agenda

	<p>It is suggested that we do not rush this process and take the time to strategize BRG concept for the future. Create ad-hoc committee on format changes.</p> <p>The decision made, was to start with changing the Executive Order to broaden it, reduce hurdles and modernize it. Things suggested to change were: Not put limit of number of people allowed to join. Change wording from “appoint” a representative to “support” a represented. Simplify process throughout the state agencies by improving the relationship with executive sponsors and no longer require a formal letter of interest, resume or person-specific appointment letter. Primarily goal will be to clarify membership process and then we can build on executive sponsor relationship.</p> <p>Deirdre will schedule meeting in future to discuss next steps to hash out wording updating executive order language. Once created the team will work with Tara (and Masozi) to submit it through possibly OFM, Governor’s Office, but preferably the Women’s Commission to continue to build that relationship. Timeline for submittal to be May or June.</p> <ul style="list-style-type: none"> • Upcoming Board Position Changes <p>Rachel considering leaving as the co-chair of Communications but will stay on for now. She talked about coming up with positions within her sub-committee to take load off Rachel and Rebecca.</p> <p>Marianne has been the Membership chair since 2017 and wanted to give opportunity to someone else to be a co-chair. Janet was reached out to and will shifting over to Membership co-chair and out of the Executive Co-Secretary role in the next few months.</p> <p>Morgan is stepping down from the Professional Development committee chair and Connie stepping into the role. She is looking for co-chair.</p> <p>Siri is looking to be in a different role than Treasurer. She has been in that position for several years and would like to look for something that give her new skills. Her state agency position is very similar. Her interests were in Communications or Membership.</p> <p>These changes would result in openings in Vice-Chair, Co-Secretary, Professional Development Co-Chair, and Treasurer. Deirdre has been filling in as Public Outreach co-chair but this role will also be open.</p> <ul style="list-style-type: none"> • 2023 Event Schedule <p>Public Outreach plays two roles; the first being recruitment and the second to provide opportunities for members to give back to community. Additionally the sub-committee members group is small.</p> <p>Co-Chair Brooke is looking into events to fulfill these roles but 2023 is pretty booked up (penciled in). If you hear about events, please make note of them but recognize ICSEW will have to wait until 2024 to pursue these opportunities. When events pop up put them into Teams in Public Outreach folder: Potential Events.</p> <p>Deirdre planned the gardening sessions for the Thurston County Food Bank. There will be 3 again this year. Scheduling will be done via Eventbrite.</p> <p>If other opportunities arise and too good to pass up, do not send to Brooke instead the board members can take point.</p>	
<p>3.</p>	<p>Agenda Item General Membership Meeting: Morgan via Connie.</p> <p>The March Schedule is up and can be found on the website. https://icsew.wa.gov/meetings/meeting-information/</p> <p>May topic will be about intersectionality. Still working on securing a speaker</p>	<p>15 min Information</p>
<p>4.</p>	<p>Break 5 minutes</p>	<p>5 min</p>

ICSEW Executive Board Agenda

5.	<p>Agenda Item Allison</p> <ul style="list-style-type: none"> • HB 1541 (Establishes nothing about us without us Act) <p>Allison discussed House Bill 1541: Establishing the nothing about us without us act. The original version of the bill stated that statutory entities must fulfill membership requirements with underrepresented populations. The language was very broad and could include ICSEW as one of those entities. However, the substitute bill narrowed the definition, down to multimember task forces, work groups, and advisory committees that are established specifically to examine issues of the underrepresented population. This is not the purpose of ICSEW so would no longer apply to the committee.</p> <ul style="list-style-type: none"> • OFM Salary Data Analysis <p>Presented a PowerPoint on Gender Ratios by Occupation from July 2009 to July 2020</p> <p>Overall take away is that state government is doing better with pay gap than private sectors</p> <p>Question came up about when updates occur (what is the cadence)?</p>	45 min Information
6.	<p>Agenda Item Conference: Summer & Kassandra</p> <p>Tentative conference date for 2023 is October 3rd and 4th with the intent for it to still be held virtually.</p> <p>Theme: Creating our Legacy, Ally ship and Intersectionality</p> <p>Based on the feedback from the 2022 there was no interest in hybrid event. People either wanted it virtual only or in person only.</p> <p>Sub-Committee members taking point on small pieces of the conference (music, sponsors, speakers etc.) holding their planning meeting every 2 weeks for 45 minutes Wednesday's from 10:00-10:45am.</p> <p>Save the Date will be out much earlier than last year, by May or June.</p> <p>Conference is looking for someone to fill social media outreach role of which one task will be to reach out to find people to share stories of women in history.</p> <p>They would like to put a page up on website to have a "holding place" for 2023 conference and will work with Rachel to accomplish this.</p> <p>Post any ideas for speakers etc. you may have for the conference in Teams chat or Conference channel folder</p> <p>Want to change up how emails come in (which is currently via a form from our website)</p> <p>Price point for speakers is around \$1200-\$1500 or less would be acceptable.</p> <p>Masozi shared that on March 8th there is the Real Talk Conversation with theme this month being Celebrate Women who Tell our Stories (Sponsored by OE and Commerce). Details here: https://www.washingtonimmigrantnetwork.org/events/2022/10/28/real-talk-who-belongs-veterans-left-behind-is-the-support-superficial-9nj3m-mwmmz-89I56-dzlk2</p>	15 min Discussion
7.	<p>Agenda Item Treasurer Report: Siri</p> <p>Financial Update is received monthly and reported to quarterly to the board.</p> <p>Please reach out to Siri if you recently placed or aware of a transaction that occurred and receipt was not issued to her.</p> <p>Board needs to think about budget starting in March and into April. Each subcommittee needs to submit estimated expenses for the fiscal year to Siri. She will reach out in the next month or two for this request. Once received, it can be sent out to members to vote on and be passed in the May meeting.</p>	10 min Information

ICSEW Executive Board Agenda

	<p>Siri is working with OFM to ensure we are getting charged what we need to get charged. She would like to see an improvement on tracking.</p> <p>The Treasurers responsibilities are to reconcile the books, follow the correct procedures, and meet with the chair and vice-chair once a month to discuss the budget. It was noted that the committee has changed since policies were adopted in 2017. The position goals will be updated and passed soon.</p>	
8.	Break 5 minutes	5 min
9.	<p>Agenda Item Mentorship Advisory Subcommittee Update: Masozi</p> <p>The Mentorship Committee consists of 7-8 core people. They are working on drafting a statewide survey asking folks if they want a mentorship program. Once complete, they will determine when and how to get the announcement out.</p>	10 min Information
10.	<p>Agenda Item Women’s History Month Background Submissions: Rachel and Rebecca</p> <p>Had 6 submissions and the sub-committee chose 2 to present to the board.</p> <p>Instead of having just 1, suggested having options and sharing both choices.</p> <p>Masozi asked if she could bring them to DES to add their logo included (“DES supports ... the background theme”) and board agrees that should be fine.</p> <p>Rachel will put both options in Teams channel folder, in the blog and newsletter to ICSEW members.</p>	10 min Information
11.	<p>Subcommittee Report (All) Leg and Policy: Held Legislative Information Center training on January 31. Had a big turnout of varying employees from various agencies. There were some issues with the attachment link for logging in, created from the Eventbrite sign up. However, the session was recorded and posted It was suggested to offer Legislative Training at the conference in October. Keri expressed some concern about turning people away from Leg/Policy sub-committee with executive order update. Public Outreach: ICSEW will be table-ing a JBLM hiring event on March 28th for retired military and veteran spouses. This will give the committee an opportunity to enhance VERG partnership and other BRGs will be there. Public Outreach is seeking out more in person events. Virtual events difficult to “table”, as we do not have a solid canned presentation at this time but does have a small one that could be used. Also continuing to work on volunteer opportunities like the Thurston County Food Bank Garden help. Reiterated that Brooke is seeking a co-chair and stated they want to get ICSEW listed on all state agencies Intranet (in news or pages). Membership: Needs to work with Brooke on recruitment. Marianne has a presentation that could be used for a virtual events. Trying to work on “tool kit” to present to staff. Communications: Shared 2023 Calendar in their channel and combined the sub-committee sign up calendar from last month’s meeting into it. Mentorship will try and fill one of the gaps in July, October or December. Blogs can be posted more than once a month so add-ons would be acceptable as well.</p>	10 min Information

Action Items	Owner	Completion Date
Schedule Executive Order Meeting	Deirdre	March

Future Agenda Items	Timeline	Owner
Create ad-hoc committee on format changes.	unknown	

ICSEW Executive Board Agenda

