ICSEW Executive Board Agenda
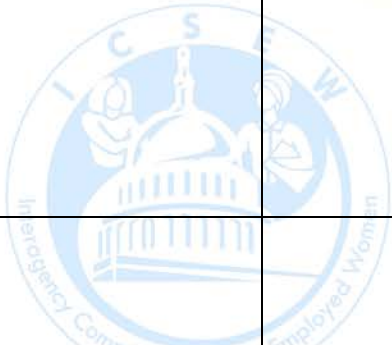### Virtual Meeting
April 18, 2023 | Time 1:00pm – 4:00pm

| Main Outcomes	

	Executive Board Members ☒ Deirdre Bissonnette, Chair ☒ Connie Becker, Vice-Chair ☒ Sequenna Fashana Co-Executive Secretary ☒ Janet McIntosh, Co-Executive Secretary ☒ Siri Olson, Treasurer ☒ Rachel Friederich, Communications Co-Chair ☒ Rebecca LaMar, Communications Co-Chair ☐ Morgan Montes, Professional Development Chair ☒ Kassandra Drake, Conference Co-Chair ☒ Summer Ramos, Conference Co-Chair ☒ Keri O'Connell, Legislation and Policy Co-Chair ☐ Leslie Wolff, Legislation and Policy Co-Chair ☒ Marianne McIntosh, Membership Chair ☐ Tara Smith, Mentorship Co-Chair ☐ Masozi Nyirenda, Co-Mentorship Chair ☒ Brooke Nutt, Public Outreach Chair ☒ ***Allison Spector, Special Projects*** Guest: ☒ Indira Melarejo (OFM) ☒ Sabrina Njoroge (EQUITY) ☒ Megan Celedonia (GOV)	

1.	**Introductions and Mingle** (All)
	
	 • Introduction of Sabrina Njoroge, Office of Equity
	  o Sabrina recently joined the Office of Equity as the Shared Power Consultant
	  o In Sabrina's role, she will partner with internal leaders and staff to set the foundation of centering people and building relationships
	  o Sabrina's role will also provide resources to agencies, groups, and communities
	  o Sabrina and her co-workers will develop recommendations, guidelines, and a workbook that will guide employee and citizens through the process of building connections
	 • Introduction of Executive Board Members and Guest	

2.	**Agenda Item** 60th Anniversary Discussion: Deirdre
	
	 • July Meeting Photographer
	  o We have contracted with a photographer for the July Anniversary Meeting
	  o The photographer will have two jobs:
	   ▪ Group photo
	   ▪ Individual professional headshots of up to 40 meeting participants
	  o Registration for individual headshots will be an "add-on" through the July Meeting Eventbrite invitation, as well as the campus tours	

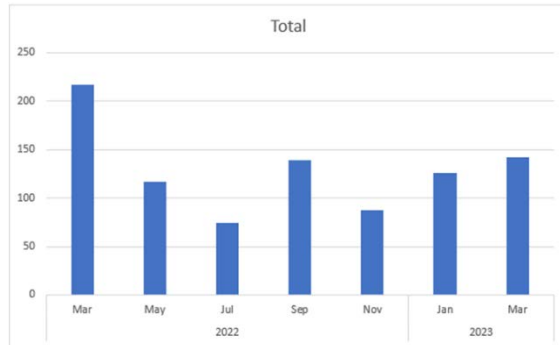|		

	- Nominations
	  - Nominations for Outstanding Subcommittee Member are open
	  - Please submit your nomination no later than May 19th to Sequenna
	- Annual Report
	  - Please submit a summary of your annual activities to Allison by May 19th
	    - There are three examples of past Annual Reports on our website
	    - Template of the Annual Report
	    - Annual Report can include the following formats:
	      - Narrative
	      - Data points
	      - Numerical Values
	      - Any other information that promotes subcommittee
	    - Allison will manage and put together a final draft of Annual Report and submit to the Governor's office by the end of the fiscal year
	    - Conference wasn't included last year, but would like to provide input for this report	

3.	**Agenda Item:** Networking for July Meeting
	- At the July meeting there will be tables with topic cards – people sit at table based on the topic they wanted to communicate with. Questions at table if folks needed prompting
	  - Shift between tables and tours – focused on ICSEW sub-committees, conference
	    - 2 one hour sessions, (1-3pm), shift every 15 minutes
	  - Discussion on rather we will hold space for Business Resource Groups at this meeting
	    - Possibly providing a table for BRG's or banners on wall to represent the BRG's
	    - Possibly providing a QR codes to put in ICSEW swag that will link meeting participants to BRG website
	    - Possibly providing BRG brochures/pamphlets to meeting participants	

4.	**Agenda Item:** Executive Order Next Steps - Current Executive Order - ICSEW is updating the Executive Order to reduce the barrier of membership, provide clear and concise language, and align with the Business Resource Groups - Deadline to review and make any suggestions and/or provide feedback to Executive Order is May 5th and present in our May meeting - It is our goal to have the Executive Order finalized and signed by the Governor by the end of the fiscal year	
5.	**Break 10 minutes**	
6.	**Agenda Item** May General Membership Meeting: Janet and Connie - Speaker: Joanne Lee and possibly Aleksa Manila - BRG Confirmation - Budget reminder - Sub-committee reminder - Going to cancel this time and have 2nd speaker instead	
7.	**Agenda Item:** Treasurer Report: Siri - Fiscal Year 2024 Proposed Budget - Reviewed and made adjustments to budget	

	o Siri will send a revised copy of the budget via email ahead of next month's meeting. Please reply with approval/disapproval of budget when email is received	
8.	**Agenda Item:** Website Plug-in Clean-talk: Deirdre & Rachel • Our subscription to Clean Talk is on automatic renewal. Per the Governor's Directive, state agencies and/or committees cannot do any business dealings with business that are tied to Russia. This company falls into this category. • As a result, ICSEW is seeking a different company that provides anti-spam services that are compatible with WordPress • Rachel has reached out to IT at her Department and OFM to ask for suggestions for other companies and is waiting for a response o In the meantime, Rachel has asked the board members to reach out to their departments for any recommendations	

9.	**Subcommittee Report:** Conference Report out
	
	• Call to Action Assistance for Professional Development Speakers
	  o Please review document and make any suggestions and/or edits to the document by Friday, April 21st
	  o Sabrina has graciously agreed to do a final look over the document to ensure that it meets our goal of including inclusive language and conveys the message that we wish to present	

10.	**Subcommittee Report:** Public Outreach: Brooke
	
	• Brooke and Sequenna attended the VERG Hiring Event
	  o Hiring Event was held on JBLM and was for Veterans and Military Spouses
	  o There was a lot of networking with BRG's and State Agencies
	  o ICSEW answered many questions about membership and upcoming events
	• Public Service Recognition Week
	  o May 8-12, 2023
	  o ICSEW will be hosting a table at an in-person event on May 10th at the Capitol in Olympia
	    ▪ Please reach out to Brooke if you would like to volunteer at this event	

11.	**Subcommittee Report:** Leg and Policy: ~~Keri and Leslie:~~ Janet • Shared list of bills that made it through legislature. • Many we did alerts on passed!	

12.	**Agenda Item:** Meeting Stats: Allison
	
	  o Allison provided an overview of meeting attendance from past 6 general meetings based on information from Zoom logins
	  o 1/3 data was unknown (attendees who call in: only a phone number appears, attendees full name does not show up in Zoom, etc.)
	  o Attendance was trending up in 2023 but compared from March 2022 the number dropped significantly
	  o Average 129 people per meeting logging in
	  o Marianne shares that BUILD has a form they ask people who attend to complete (Microsoft Form)	
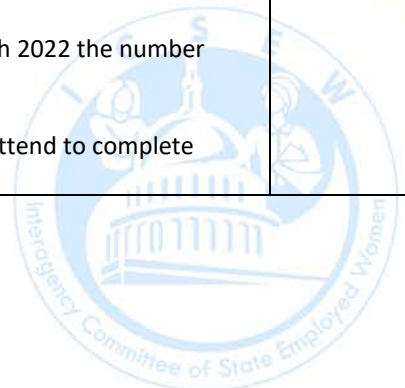
	o Suggestion to include that form for future meetings or include link and ask folks to fill it out ![Total bar chart: Mar 2022 ~218, May ~117, Jul ~74, Sep ~138, Nov ~88, Jan 2023 ~126, Mar ~142]
13.	**Agenda Item: Future Agenda Items** (All)

Action Items	Owner	Completion Date
Committee Blog reminder (May: Leg and Policy)		
All hands on deck for Conference		
Encourage consistent Sub-committee meetings for new recruitment		

Future Agenda Items	Timeline	Owner
Subcommittee Member Nominations	May	Sequenna
FY24 Membership Vote on Budget	May/June	Siri