

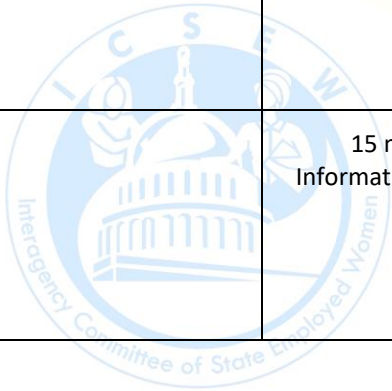
ICSEW Executive Board Agenda

[Virtual Meeting](#)

June 20, 2023 | 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"/> Marianne McIntosh, Vice-Chair <input checked="" type="checkbox"/> Sequenna Fashana Co-Executive Secretary <input checked="" type="checkbox"/> Alyssa Woods, Co-Executive Secretary <input checked="" type="checkbox"/> Danica Mitchell, Co-Treasurer <input type="checkbox"/> Kaitlin Nielsen, Co-Treasurer <input type="checkbox"/> Rachel Friederich, Communications Co-Chair <input checked="" type="checkbox"/> Rebecca LaMar, Communications Co-Chair <input checked="" type="checkbox"/> Janet McIntosh, Professional Development Co-Chair <input checked="" type="checkbox"/> Connie Becker, Professional Development Co-Chair <input checked="" type="checkbox"/> Cassandra 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 type="checkbox"/> Siri Olson, 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 type="checkbox"/> Megan Celedonia, Governor’s Office Liaison <input checked="" type="checkbox"/> Allison Spector, Special Projects <p>Guest:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indira Melgarejo (OFM) <input checked="" type="checkbox"/> Sabrina Njoroge (EQUITY) <input checked="" type="checkbox"/> Courtney Speers (DES) 	
1.	<p>Introductions and Mingle (All)</p> <ul style="list-style-type: none"> • Introduction of new board members: <ul style="list-style-type: none"> ○ Agency you work for ○ Your current position on the board ○ Why you choose to be involved with ICSEW ○ Fun fact about yourself 	15 min Mingle
2.	<p>Agenda Item General Membership Meeting: Janet & Connie</p> <ul style="list-style-type: none"> • September General Membership Meeting, September 19, 2023: <ul style="list-style-type: none"> ○ Virtual Networking ○ BRG Share-out ○ Subcommittee Share-out from Subcommittee Chairs ○ Hispanic Heritage Month Presentation by CultureAlly 	15 min Information



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	<ul style="list-style-type: none"> ○ Office of Administrative Hearings will discuss their new Spanish Interpretation Hearing ○ Presentation by Public Lands Commissioner <ul style="list-style-type: none"> ▪ Topic: Women Leaders in Government ● November General Membership Meeting: <ul style="list-style-type: none"> ○ Soroptimist International <ul style="list-style-type: none"> ▪ Topic: Supporting women and girls in our community 	
3.	<p>Agenda Item Process for tracking contracts: Kaitlin and Danica</p> <ul style="list-style-type: none"> ● Purpose: <ul style="list-style-type: none"> ○ Have a centralized location for contracts and/or documents ○ To develop a master list of all contracts ● All contracts will be filed in TEAMS on the Finance Channel <ul style="list-style-type: none"> ○ File by fiscal year ○ Must file the original contract ○ Log the contract on the master list (include number assigned to contract, entity we are contracting with, dollar amount of contract, mailing and/or physical address of entity, service date of services, contract manager) ○ Conference Subcommittee will have a separate tracking sheet that will track the above information ● For those interested in Contracts Training, it can be found on your agency's intranet through The Learning Center (TLC) and is available at no cost <ul style="list-style-type: none"> ○ Must complete 100 & 300 level of course 	15 min Discussion
4.	<p>Agenda Item Meeting Guideline Policy Review: Janet</p> <ul style="list-style-type: none"> ● Attendance policy will be updated to align with the Executive Order. All changes will be reflected on the website 	20 min Discussion
5.	Break 5 minutes	5 min Break
6.	<p>Agenda Item Bios for Board Members & Website Clean-up: Rachel and Rebecca</p> <ul style="list-style-type: none"> ● Sequenna will send out an email to get a count of who currently has access to the website to make updates and add content ● Please submit your bios by June 23rd to Rachel or Rebecca <ul style="list-style-type: none"> ○ Bios should be written in third person ● Once the Executive Order is updated, Communications will take the lead on the revision/revamping of the Webpage <ul style="list-style-type: none"> ○ Subcommittee Chairs please review your page to ensure that all information is correct and submit any necessary changes to Rebecca or Rachel 	10 min Discussion
7.	<p>Agenda Item July Meeting: Deirdre</p> <ul style="list-style-type: none"> ● Annual Report: please email your subcommittee report to Allison ● Attendance Confirmation: please RSVP through Eventbrite ● Headshots will be available to anyone who pre-registers through Eventbrite ● Parking is available for free at the Governor's Mansion ● Day before and day of prep/assignments can be found on TEAMS <ul style="list-style-type: none"> ○ Finalized all details of July General Membership meeting 	25 min Information
8.	<p>Agenda Item Conference: Summer & Cassandra</p> <ul style="list-style-type: none"> ● ICSEW would like to eliminate barriers by providing alternative options for ticketing which include 	20 min Discussion

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	<ul style="list-style-type: none"> ○ Adjusting ticket prices ○ Increasing sponsorship levels 	
9.	Break 5 minutes	5 min Break
10.	Agenda Item Update on Executive Order: Marianne <ul style="list-style-type: none"> ● ICSEW Leadership has approved the updated Executive Order ● Legal is reviewing the legality of the Executive Order before it goes to the Governor for signature ● Once approved by the Governor, we will be revamping our policies and procedures on the website, specifically the attendance and membership policies to align with the updated Executive Order 	10 min Information
11.	Last Minute Agenda Item (All) <ul style="list-style-type: none"> ● Women’s Commission Hail and Farewell Event <ul style="list-style-type: none"> ○ Masozi shared about the event. The Women’s Commission is looking for allyship, participation, and any capacity of help. ○ Masozi was sure to let the Women’s Commission know that ICSEW is there to support and work alongside the Commission with their goals ● BUILD’s Juneteenth Event <ul style="list-style-type: none"> ○ Was not reported on at this meeting 	10 min Information
12.	Subcommittee Report (All)	15 min Information
13.	Action Items/Reminders: Marianne <ul style="list-style-type: none"> ● July 11th Executive Board Check-in Meeting ● August Board Retreat ● Review Roles and Responsibilities 	5 min Information

Action Items	Owner	Completion Date

Future Agenda Items	Timeline	Owner

