

ICSEW Executive Board Agenda

[Virtual Meeting](#) Agenda

October 17, 2023 | Time 1:00pm – 4:00pm

Main Outcomes	
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1.	<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 type="checkbox"/> Sequenna Fashana Co-Executive Secretary <input type="checkbox"/> Alyssa Woods, Co-Executive Secretary <input checked="" type="checkbox"/> Kaitlin Nielsen, Co-Treasurer <input checked="" type="checkbox"/> Danica Mitchell, Co-Treasurer <input type="checkbox"/> Communications Co-Chair <input type="checkbox"/> 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"/> 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"/> Kathryn Pittelkau, Membership Co-Chair <input type="checkbox"/> Jennifer Ward, Membership Co-Chair <input type="checkbox"/> Courtney Speer, Mentorship Co-Chair <input checked="" type="checkbox"/> Masozi Nyirenda, Co-Mentorship Chair <input checked="" type="checkbox"/> Brooke Nutt, Public Outreach Co-Chair <input checked="" type="checkbox"/> Allison Taiji, Public Outreach Co-Chair <input type="checkbox"/> Governor’s Office Liaison- Vacant, need to follow up with GOV <input checked="" type="checkbox"/> Allison Spector, Special Projects <p>Guest:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Indira Melgarejo (OFM) <input type="checkbox"/> Sabrina Njoroge (EQUITY) 	
2.	Introductions and Mingle (All)	15 min
3.	<p>November General Membership Meeting: Connie & Janet</p> <ul style="list-style-type: none"> • Meeting schedule is finalized. Working on new process which will be a link to a form for registration. Deirdre will finalize that this week. 	15 min
4.	<p>Treasurer Report: Danica and Kaitlin</p> <p>Budget Updates</p> <ul style="list-style-type: none"> • Put ICSEW Treasurer in title of the emails to Kaitlin and Danica • Put contract in Executive Board/Financials/Contracts/Fiscal Year 2024 Contracts Teams folder and put amount on excel spreadsheet: Contracts-Master Table 	10 min

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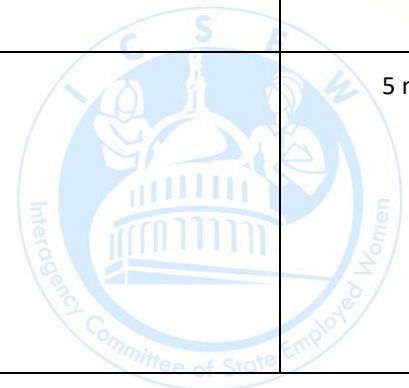
5.	<p>Annual Conference: Summer, Kassandra, Connie</p> <p>Survey Results</p> <ul style="list-style-type: none"> • Top Picks were most liked but also most controversial <ol style="list-style-type: none"> 1. Dr Pickens 2. Kimberly Williams 3. Regan Chastain <ul style="list-style-type: none"> • Majority of people said they like them all • Some people found the casual back and forth of paired of speakers confusing • Recording did not impact viewing • Everyone liked 2 virtual day conference, plus the additional networking session • Demographics: Primarily white women, 75% • 25-30% identified as having disability • Positive Feedback on tech overall • Some attendees found chats were distracting • Received positive feedback regarding the music variety and intersectionality • Some people wanted door prizes during session instead of afterwards <p>Wrap Up Actions</p> <ul style="list-style-type: none"> • Finish up survey summary and share with executive sponsors • Get speaker feedback • Video available until November 3rd <p>Next Year</p> <ul style="list-style-type: none"> • Conference sub-committee will break until the end of the year • Meetings will start back up in January 2024 <ul style="list-style-type: none"> ○ Connie interested helping, possibly Rae Simpson plus Masozi and Janet ad hoc • Mikala Lord (Mikala.lord@doh.wa.gov) expressed interest in conference/event planning at the post-conference networking session. • Allison S. will update webpage to share presentation material and videos 	30 min
6.	Break	5-10 min
7.	<p>Policy and Procedure Revisions: Marianne</p> <p>Next Steps</p> <p>Action Items</p> <ul style="list-style-type: none"> • Marianne has created a spreadsheet to keep or archive policy and procedures and list updates needed. She will tag us to ask board members to update ones that to pertain to our roles on the board. • Approximate timeline once tagged: 30 days to review and 30 days to finalize. We will be able to work on between now and December. The goal is to have them all complete by April 2024. 	20 min

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	<p>They can be found in Teams Executive Board/Policies and Procedures/ Bylaws_Policies_Procedures folder</p> <ul style="list-style-type: none"> • DES provided us documents for reference for additional information on policies versus procedure. They can be found in Teams Executive Board/Policies and Procedures/ DES_Policy_Examples folder 	
<p>8.</p>	<p>Membership: Kathryn Membership Process Orientation/Mingles Last week's mingle Suggest supervisor approval</p> <ul style="list-style-type: none"> • Our new process defines a member as: someone who attended a general meeting in the last 6 months or actively participates in ICSEW work on a subcommittee or participate on the board • Question on form: Are you interested in becoming a member? If yes, membership will reach out to that person to attend orientation meeting 2-3 weeks after general meeting. This meeting is business like but informal, 30 minutes, and will provide an intro to ICSEW. Subcommittee chairs can attend and give their elevator pitch. Goal is to hold these quarterly. • Membership mingle will be held separately from the orientation. This event will be for current members to together to talk informally in casual conversation. Last one was held on 10/11. 	<p>20 min</p>
<p>9.</p>	<p>Subcommittee Share Outs When is the next meeting? What are you working on? What could you work on with more help?</p> <ul style="list-style-type: none"> • Public Outreach <ul style="list-style-type: none"> ○ Meeting this month is 10/18 from 3-4pm. Held 3rd Thursday of every month ○ Creating Career Development resource packets with committee members ○ Event on 10/24 tabling from 8-10am at Hotel Murano DSHS 2023 WA DVR in-service. PO will leave info there to pick up throughout the day but will be leaving to attend the Convening • Mentorship Advisory <ul style="list-style-type: none"> ○ Meeting this month is 10/17 from 3-4pm. Held 3rd Wednesday of every month • Membership meeting <ul style="list-style-type: none"> ○ Meeting this month is 10/25 at 2-3pm. Held 4th Wednesday of every month • Leg & Policy <ul style="list-style-type: none"> ○ Meeting this month 10/18 from 10-11am. Held during session will have 30-minute meetings every other week ○ This month's meeting will be a meet and greet with Allison and Julie Dean as guest speakers discussing discipline in schools. ○ Recruiting Laura Love from the Legislative Information Center for L/P training 	<p>15 min</p>

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	<ul style="list-style-type: none"> ○ Sub-committee chairs will change by the end of the fiscal year. Leslie will be stepping aside to let someone step into the chair position soon. Keri looking to step down June 30th, 2024 ● Professional Development <ul style="list-style-type: none"> ○ Next meeting is 10/19 from 2-3pm. Held Thursday's every other week ○ Actively seeking more members ● Communications <ul style="list-style-type: none"> ○ Met yesterday 10/16 from 2-3pm. Next meeting 11/13. ○ Actively seeking co-chairs and members 	
10.	Break	5-10 min
11.	<p>Projects: Book Club: Deirdre, Alyssa, Masozi, Connie</p> <p>Status, Discussion Dates</p> <p>Communications</p> <p>Author Presentation – Opportunities for sponsorship</p> <ul style="list-style-type: none"> ● 280 signed up for the book club, 25 signed up to facilitate discussions ● Pursuing an author presentation with a meet and greet at DEI Conference June 4th 2024 on "BRG day". Public Outreach will table that day ● Amanda Stevens the DEI Special Project Manager from OFM is the coordinator for this event 	20 min
12.	<p>Projects: People's Gathering Sponsorship: Deirdre, Connie, Marianne</p> <ul style="list-style-type: none"> ● Deadline October 27th ● Offer has been put out – no responses yet: https://forms.office.com/g/gq29a5Me8w ● Considering sending out to broader audience: conference attendees, BRGs ● Those who pursued this sponsorship and received it are asked to do little "homework" - this could be deterrent ● Chairs will share out at their membership meeting 	5 min
13.	<p>Projects: Discipline Disparity: Deirdre, Allison</p> <ul style="list-style-type: none"> ● Suspension rate of students of color way higher statewide ● Project is in Leg and Policy and will pursue interest there 	10 min
14.	<p>Projects: BRG Professionalism in the Workplace workgroup – Deirdre</p> <ul style="list-style-type: none"> ● 1st topic discussing: Dress Code ● Next meeting October 20th ● 1 year time frame ● Looking for a minimum of two ICSEW representatives <ul style="list-style-type: none"> ○ Kassandra interested, Allison Taiji (in 2024), Masozi (ad hoc) 	5 min



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	○ If you are interested – invite is in the ICSEW inbox and will forward to you	
15.	Projects: Recognizing Women in Leadership – Allison <ul style="list-style-type: none"> • Nominate women from their agency • Housed in Communications • With no leadership in the sub-committee at this time the first one could highlight someone on the board for a starting point 	5 min
16.	Projects: WSWC Women at the Capitol – Deirdre <ul style="list-style-type: none"> • https://www.womenanddemocracy.org/women-at-the-capitol • Coming up in March 2024 • A day in Olympia, WA spent meeting our elected and appointed officials who are working on the issues most important to women in Washington State. • How can ICSEW fit in there? • How can we bring the younger generations to this event? 	5 min
17.	Agenda Item New Business/Emergent Items	10 min

Action Items	Owner	Completion Date

Future Agenda Items	Timeline	Owner
Policy and Procedure Revisions	December	Marianne

