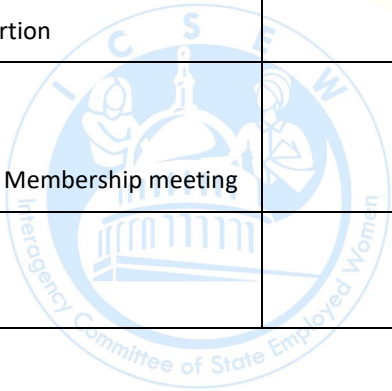


ICSEW Executive Board Agenda

[Virtual Meeting](#)

February 20, 2024 | Time 1:00pm – 4:00pm

	<p><u>Executive Board Members</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Deirdre Bissonnette, Chair <input type="checkbox"/> Marianne McIntosh, Vice-Chair <input type="checkbox"/> Sequenna Fashana Co-Executive Secretary <input type="checkbox"/> Alyssa Woods, Co-Executive Secretary <input type="checkbox"/> Kaitlin Nielsen, Co-Treasurer <input type="checkbox"/> Danica Mitchell, Co-Treasurer <input type="checkbox"/> Simone Smith, Communications Chair <input type="checkbox"/> Cassandra Drake, Conference Chair <input type="checkbox"/> Janet McIntosh, Professional Development Co-Chair <input type="checkbox"/> Connie Becker, Professional Development Co-Chair; Conference Chair <input type="checkbox"/> Keri O’Connell, Legislation and Policy Co-Chair <input type="checkbox"/> Stephanie Goedecke, Legislation and Policy Co-Chair <input type="checkbox"/> Courtney Speer, Mentorship Co-Chair <input type="checkbox"/> Masozi Nyirenda, Co-Mentorship Chair <input type="checkbox"/> Brooke Nutt, Public Outreach Co-Chair <input type="checkbox"/> Allison Everett, Public Outreach Co-Chair <input type="checkbox"/> Allison Spector, Special Projects <input type="checkbox"/> Melissa Littleton, Governor’s Office Liaison <p>Guest:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indira Melgarejo (OFM) <input type="checkbox"/> Sabrina Njoroge (EQUITY) <input type="checkbox"/> Chalee Batungbacal (DFW) 	
1.	<p>Introductions and Mingle (All)</p>	
2.	<p>Agenda Item Conference Update: Janet & Connie</p> <ul style="list-style-type: none"> • Subcommittee meetings on 2nd and 3rd Tuesdays of the month at 10AM • Oct 8th and 9th with the 10th in person Networking – Possible networking in Eastern WA as well. • Just sent out communications to vote on the theme of the conference. <p>Next step is to put together the call to action and look at venues for in person portion</p>	
3.	<p>Agenda Item General Membership Meeting Connie & Janet</p> <ul style="list-style-type: none"> • The speakers for March and May are ready. • We will begin sharing subcommittee meeting days and times at General Membership meeting 	
4.	<p>Agenda Item July In-Person Meeting: Janet & Connie</p> <ul style="list-style-type: none"> • Planning details for the in person annual transition meeting. 	



ICSEW Executive Board Agenda

5.	<ul style="list-style-type: none"> • Break (5 minutes) 	
6.	<p>Agenda Item Women at the Capitol Update: Masozi</p> <ul style="list-style-type: none"> • March 1st all day • ICSEW purchased on behalf of those who need financial help • Volunteer opportunities – ushering people in, check registration/ hosting <p>Honorees – Who will announce the winners? 2 minutes to announce</p>	
7.	<p>Agenda Item Subcommittee Report-out: All Chairs</p> <ul style="list-style-type: none"> • Membership – looking for a chair and co-chair • Mentorship – Mentorship is currently on pause (until further notice). We are waiting to get guidance and approval to move forward with the potential decision package from the Director of DES. • Outreach – Next big event is PSRW in May, it is held in both Olympia and Spokane. At our subcommittee meeting tomorrow, we will be asking for an Olympia side lead contact to organize volunteers to table at PSRW. If we get no volunteers, we will come back to the board and see if anyone can help us out. The Spokane lead contact is Allison Everett and Connie Becker. 	
8.	<ul style="list-style-type: none"> • Break (5 minutes) 	
9.	<p>Agenda Item Mission, Vision, & Values: Sabrina</p> <ul style="list-style-type: none"> • Addition to the community agreements (team values) <ul style="list-style-type: none"> ○ The majority has voted in favor of adding the value “Check Your Privilege” to the list. ○ A copy of the team values can be found in ICSEW’s Executive Board Teams Channel ○ Sabrina strongly suggests that the board goes over the community agreements during the next Executive Board meeting. • In the teams channel, you will also see a Word document called “ICSEW Internal-External Goals”. This is where all the goals that the executive board came up with are hosted. Last time we met, we went over definitions, added them to our internal and external goals, and started creating strategic action plans. • Mission statement <ul style="list-style-type: none"> ○ The majority of the group agrees that the current mission needs to be updated. ○ Difference between vision and mission statement <ul style="list-style-type: none"> ▪ Vision is what you hope to accomplish. ▪ Mission is what you are currently working on. ○ Mission Statements and Vision Statements - Unleashing the Power of Purpose ○ Five things to keep in mind when writing your mission statement. <ul style="list-style-type: none"> ▪ What is your overall goal for this group? What is the purpose? ▪ How does DEI connect to the purpose? ▪ What sets you apart from other groups? ▪ What are your core values? ▪ Who is your audience? Who is impacted? ○ Note: The statement should be clear and direct - make sure the purpose is stated and keep it authentic! ○ Executive Board Brainstorm bullet points <ul style="list-style-type: none"> ▪ Networking ▪ Collaborating ▪ Opportunities to enhance/learn. ▪ Education ▪ Champions of equity 	

ICSEW Executive Board Agenda

	<ul style="list-style-type: none"> ▪ Fighting to enrich the lives of not just WA state employed women, but of all state employees. ▪ Professional development ▪ Public service ▪ Empowering women ▪ Leadership opportunities ▪ Career development <ul style="list-style-type: none"> ○ Recommendation: Set aside some time to discuss/brainstorm on the mission statement. No need to focus on making it fancy, just focus on bullet points of what you want to include. Once you go back and reflect on the points, decide if they belong in the mission statement, vision statement, or goals. If you all need help formulating the statement after brainstorming, please reach out! <ul style="list-style-type: none"> • Subcommittee Chair 1:1s <ul style="list-style-type: none"> ○ Deirdre and Sabrina will be meeting with all the subcommittee chairs to review the roles and responsibilities to make sure they are up to date. ○ “Homework” – come prepared with a list of responsibilities that you have in your current role so that we may edit the document during the meeting. 	
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Action Items	Owner	Completion Date

Future Agenda Items	Timeline	Owner

