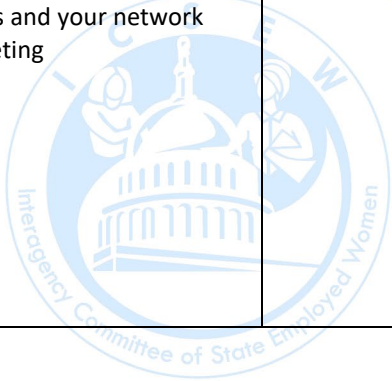


ICSEW Executive Board Agenda

[Virtual Meeting](#)

April 16, 2024 | Time 1:00pm – 4:00pm

	<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 type="checkbox"/> Alyssa Woods, Co-Executive Secretary<input type="checkbox"/> Kaitlin Nielsen, Co-Treasurer<input checked="" type="checkbox"/> Danica Mitchell, Co-Treasurer<input type="checkbox"/> Simone Smith, Communications Chair<input checked="" type="checkbox"/> Janet McIntosh, Professional Development Co-Chair; Conference Chair<input checked="" 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"/> 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"/> 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 checked="" type="checkbox"/> Indira Melgarejo (OFM)<input checked="" type="checkbox"/> Chalee Batungbacal (DFW)<input checked="" type="checkbox"/> Kassandra Drake (SIB)	
<p>1.</p>	<p>Agenda Item Conference Update</p> <ul style="list-style-type: none">• Masozi had the suggestion to team up with BRG for co-partnership/sponsorship in the future• Call to Action has been out for about a week<ul style="list-style-type: none">○ Went out to previous speakers, ICSEW members via GOV Delivery, Facebook, BRGs, LinkedIn, etc.<ul style="list-style-type: none">▪ We have received 13 responses so far▪ About 10 of the 13 speakers have a fee of \$0 and \$4000○ Deadline for speaker submission is May 15th○ Please continue to distribute the Call to Action to your agencies and your network○ Connie presented the Call to Action at the BRG Leadership Meeting• Goal for April<ul style="list-style-type: none">○ Continue to promote the Call to Action○ Begin reviewing speaker applications○ Select venue for in person portion of conference○ Edit Sponsorship Letter○ Get the Save the Date flyer completed, printed and distributed○ Kristen and Veronica are working on music<ul style="list-style-type: none">▪ A Call to Action will be sent out for music as well	



ICSEW Executive Board Agenda

	<ul style="list-style-type: none"> ○ Invite and date set for focus group to go out by the end of the month where we provide information on speaker and have meeting on selection of speaker and budget of conference ● Conference Meetings are every Wednesday 11-11:45, please contact Connie or Janet if you would like to be a part of the Conference Planning Subcommittee 	
<p>2.</p>	<p>Agenda Item Treasurer Report</p> <ul style="list-style-type: none"> ● Discussion on the proposed FY2025 operating budget (reviewed budget line by line) ● Please submit your request to change any line item on the budget to Danica by May 10th ● Will present Budget to General Membership at the May meeting 	
<p>3.</p>	<p>Agenda Item May and July General Membership Meeting</p> <p>Meeting Agenda is set, and speakers are confirmed for the May Meeting:</p> <ul style="list-style-type: none"> ● BRG share-out will be during the Networking and Mingling portion of the meeting ● Budget Presentation by Danica ● Guest Speaker on Everyday Belonging <ul style="list-style-type: none"> ○ Received good feedback on Neurodiversity, so we are continuing the conversation with the Althena Group and will be discussing Everyday Ableism <p>Planning July Meeting (hybrid):</p> <ul style="list-style-type: none"> ● Working to compile information/planning for the meeting ● Need help for set up and check in (Marianne and Membership team will do that) ● House Representative Kristine Reeves (former DNR employee) committed to speaking at the July meeting ● Have an ask out to Governor/Governor’s Office to come to the meeting as well as the Office of Equity ● Suggested Grace Woo from the Women’s Commission come to the meeting to do a quick introduction or prerecorded statement ● Sequenna will work on the awards and certificates ● Discussion on how we should give awards to recipients this year <ul style="list-style-type: none"> ○ Suggestions to send out a nomination form to General Membership members ○ Further discussion will take place in the Professional Development Subcommittee Meeting ● Previous Award Winners Awards.xlsx (sharepoint.com) ● Still working on securing a photographer to take professional photos ● Annual Report <ul style="list-style-type: none"> ○ Allison is willing and able to do the Annual Report ○ Subcommittee Chairs needs to submit their committee happenings from the previous year to Allison by May 31st. Should be between 1-3 paragraphs, should be a high-level summary of what your subcommittee has accomplished this year and a brief idea of what you hope to accomplish in the upcoming year ● Need virtual host for the July meeting, if interested let Janet or Connie know you’re willing to help ● Still thinking about food options for the day Per diem rate tables Office of Financial Management (wa.gov) ● Professional Development meetings are every Thursday from 3-4pm, let Janet or Connie know if you’re interested in attending 	
<p>4.</p>	<p>Agenda Item Board Succession</p> <ul style="list-style-type: none"> ● The following people have expressed interest in chair/vice chair position: <ul style="list-style-type: none"> ○ Janet ○ Masozi 	

ICSEW Executive Board Agenda

	<ul style="list-style-type: none"> ○ Cassandra ○ Alyssa ● Marianne, Connie, Alyssa, Janet, Masozi, Cassandra, Deirdre, and Allison Everett will meet to further discuss Succession Planning ● Things in the pipeline: <ul style="list-style-type: none"> ○ Mission, Vision, Values ○ Roles and Responsibilities 	
5.	<p>Agenda Items Mission and Values</p> <ul style="list-style-type: none"> ● Sabrina has handed it off to us to take over these conversations <ul style="list-style-type: none"> ○ As the leadership transitions, this work has been paused ○ The upcoming leadership will discuss how they will get this and other projects to the finish line 	
6.	<p>Agenda Item Website Refresh</p> <ul style="list-style-type: none"> ● Pages and structure are ok, the issue is the visuals and possibly making the website a little more user friendly ● We have received feedback from members that the website can be slow to load ● We are looking for tangible fixes, however these fixes can impact the scope and budget ● Would like to work on the document library portion of the website (possibly update it) ● Our contract is expiring soon ● Need to circle back with Stephanie to get a meeting on the calendar to talk about tiered/phased approach to see if these fixes are in budget or not ● Masozi will check with a SME within her network who can hopefully review our website and give us feedback on our website 	
7.	<p>Agenda Item Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Deirdre had conversations with most/all the Subcommittee Chairs regarding their position’s current Roles and Responsibilities <ul style="list-style-type: none"> ○ Please submit your finalized draft of your positions Roles and Responsibilities ○ Goal is to possibly have a single calendar that all board members can use ○ Still recognize there is value in having milestone for each subcommittee 	
8.	<p>Agenda Item Subcommittee Report Out (All Chairs)</p> <ul style="list-style-type: none"> ● Allison <ul style="list-style-type: none"> ○ Public Outreach will need to replenish their swag with funds from the upcoming budget, Allison will price items that the subcommittee may need and submit to Danica prior to May 10th ○ Last meeting subcommittee meeting before PSRW event is Wednesday, April 17th <ul style="list-style-type: none"> ▪ Checking with Tara to ensure that all the details have been finalized ▪ Printing 800-1000 flyers for the Spokane and the Olympia PSRW event (flyers will be mailed to Spokane) ○ DEI Conference has offered to throw up an ICSEW flyer on their virtual screen but they had some accessibility guidelines and the deadline is Friday <ul style="list-style-type: none"> ▪ WebAIM: Contrast Checker ▪ Writing Alt Text for Data Visualization by Amy Cesal Nightingale Medium ▪ Accessible Documents and Websites DSB - Wa Dept of Services for the Blind ○ Discussion on rather Membership and Public Outreach should combine into one Subcommittee 	

ICSEW Executive Board Agenda

Action Items	Owner	Completion Date
Circle back with Stephanie about website cost		
Order flyers for PSRW		
Put updated Executive Order on Website		

Future Agenda Items	Timeline	Owner

