

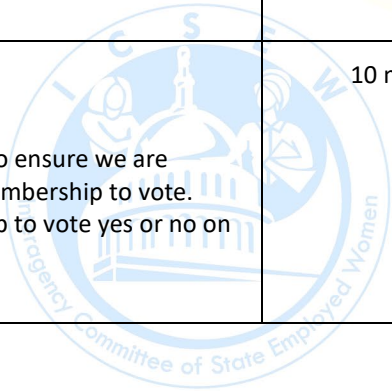
# ICSEW Executive Board Agenda

[Virtual Meeting](#)

May 21, 2024 | Time 1:00pm – 3:00pm

<b>Main Outcomes</b>	
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	<p><b><u>Executive Board Members</u></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Deirdre Bissonnette, Chair</li> <li><input type="checkbox"/> Marianne McIntosh, Vice-Chair</li> <li><input type="checkbox"/> Sequenna Fashana Co-Executive Secretary</li> <li><input checked="" type="checkbox"/> Alyssa Woods, Co-Executive Secretary</li> <li><input type="checkbox"/> Kaitlin Nielsen, Co-Treasurer</li> <li><input checked="" type="checkbox"/> Danica Mitchell, Co-Treasurer</li> <li><input type="checkbox"/> Simone Smith, Communications Chair</li> <li><input type="checkbox"/> Janet McIntosh, Professional Development Co-Chair</li> <li><input checked="" type="checkbox"/> Connie Becker, Professional Development Co-Chair</li> <li><input type="checkbox"/> Kassandra Drake, Conference Co-Chair</li> <li><input type="checkbox"/> Stephanie Goedecke, Legislation and Policy Co-Chair</li> <li><input type="checkbox"/> Courtney Speer, Mentorship Co-Chair</li> <li><input checked="" type="checkbox"/> Masozi Nyirenda, Co-Mentorship Chair</li> <li><input checked="" type="checkbox"/> Allison Everett, Public Outreach Co-Chair</li> <li><input checked="" type="checkbox"/> Allison Spector, Special Projects</li> <li><input type="checkbox"/> Melissa Littleton, Governor’s Office Liaison</li> </ul> <p>Guest:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indira Melgarejo (OFM)</li> <li><input checked="" type="checkbox"/> Chalee Batungbacal (DFW)</li> <li><input type="checkbox"/> Tessa Harvey (DOH)</li> </ul>	
<b>1.</b>	<b>Introductions and Mingle (All)</b>	5 min
<b>2.</b>	<p><b>Agenda Item PSRW Recap: Allison Everett</b></p> <ul style="list-style-type: none"> <li>• 1 hot dog left out of 2,000 that was provided from the event.</li> <li>• Handed out flyers and thousands of pieces of swag.                             <ul style="list-style-type: none"> <li>○ Cleared out all our swag and we will be ordering new swag.</li> </ul> </li> <li>• Connected with over 100 people.                             <ul style="list-style-type: none"> <li>○ Positive feedback and interaction with state employees.</li> </ul> </li> </ul>	5 min
<b>3.</b>	<p><b>Agenda Item Treasurer Report: Danica</b></p> <ul style="list-style-type: none"> <li>• Career Development budget is confirmed at \$3,700.</li> <li>• Will be reviewing bylaws this week pertaining to budget and procedure to ensure we are following right process and providing the necessary notice to General Membership to vote.                             <ul style="list-style-type: none"> <li>○ Deirdre will create a Microsoft form to give General Membership to vote yes or no on budget.</li> </ul> </li> <li>• Reviewed the sponsors and budget for the upcoming conference.</li> </ul>	10 min



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<b>4.</b>	<p><b>Agenda Item</b> July General Membership Meeting: Janet and Connie</p> <ul style="list-style-type: none"> <li>• July Meeting               <ul style="list-style-type: none"> <li>○ Registration is open.</li> <li>○ House Representative Kristine Reeves and Women’s Commission Director Grace Yoo are guest speakers.</li> </ul> </li> <li>• Update on Awards and Certificates</li> </ul>	15 min
<b>5.</b>	<b>Break (10 minutes)</b>	10 min
<b>6.</b>	<p><b>Agenda Item</b> Succession Planning/Roles &amp; Responsibilities: Deirdre</p> <ul style="list-style-type: none"> <li>• Roles and Responsibilities Excel Template – Alyssa               <ul style="list-style-type: none"> <li>○ Connie and Alyssa Shared the Excel template for Roles and responsibility. Alyssa will fill in as much data as possible and then will work with each member/ subcommittee chair to update information as needed.</li> </ul> </li> </ul>	15 min
<b>7.</b>	<p><b>Agenda Item</b> Website Rebuild Update: Stephanie</p> <ul style="list-style-type: none"> <li>• Did not have enough information to provide to justify adding it to the budget.               <ul style="list-style-type: none"> <li>○ There are elements in the current website we would like to refresh and a document library we would like to rebuild.</li> <li>○ Got quotes from vendors but have not made enough progress to add it to the budget.</li> <li>○ Will need to go back to general membership with a budget request when we decide to move forward.</li> </ul> </li> </ul>	10 min
<b>8.</b>	<p><b>Agenda Item</b> Annual Report</p> <ul style="list-style-type: none"> <li>• Due to Allison Spector by May 31<sup>st</sup>, reach out to Allison or Sequenna if you need an example of the previous year’s Annual Report for reference.               <ul style="list-style-type: none"> <li>○ Requirements are stated in the executive order. It lists our accomplishments for the year. This report can be shared with our executive sponsors and general membership.</li> <li>○ Co-Chairs write ups are due by COB on June 7<sup>th</sup>.                   <ul style="list-style-type: none"> <li>▪ View examples from previous years on the ICSEW Teams channel.</li> </ul> </li> </ul> </li> </ul>	15 min
<b>9.</b>	<p><b>Agenda Item</b> Conference Update: Janet and Connie</p> <ul style="list-style-type: none"> <li>• 39 individuals have applied to speak at the conference.               <ul style="list-style-type: none"> <li>○ Mixture of employees, speakers, groups who have applied.</li> </ul> </li> <li>• Connie will share the sponsorship request email to forward to our agencies who would like to sponsor the conference.</li> <li>• Invitations have gone out to membership and BRG’s to provide feedback for potential speakers.</li> <li>• Save the dates graphics have all been approved for accessibility.</li> </ul>	10 min
<b>10.</b>	<b>Subcommittee Updates</b>	20 min
<b>11.</b>	<b>Last Minute Agenda Item</b>	5 min

Action Items	Owner	Completion Date
Updated Executive Order on Website		

# ICSEW Executive Board Agenda

Action Items	Owner	Completion Date
Circle back with Janet on the July/August Executive Board meeting - Do we need ad hoc for emergent issues?		
Ask Janet if there will be a prep meeting for the July meeting for the speakers		

Future Agenda Items	Timeline	Owner
Board Member Term Limits		

