

ICSEW Executive Board Agenda

[Virtual Meeting](#)

June 18, 2024 | 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 type="checkbox"/> Sequenna Fashana Co-Executive Secretary <input checked="" 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 type="checkbox"/> TJ Canfield, Communications Co-Chair <input checked="" type="checkbox"/> Janet McIntosh, Conference & Professional Development Co-Chair <input checked="" type="checkbox"/> Connie Becker, Conference & Professional Development Co-Chair <input type="checkbox"/> Cassandra Drake, Special Projects <input checked="" type="checkbox"/> Stephanie Goedecke, Legislation and Policy Co-Chair <input checked="" type="checkbox"/> Chalee Batungbacal (DFW) Legislation and Policy Co-Chair <input checked="" type="checkbox"/> Masozi Nyirenda, Special Projects <input checked="" type="checkbox"/> Allison Everett, Public Outreach Co-Chair <input type="checkbox"/> Leia Althausser, Public Outreach Co-Chair <input checked="" 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 type="checkbox"/> Tessa Harvey (DOH) 	
1.	Introductions and Mingle (All)	5 min
2.	<p>Agenda Item Treasurer Report: Danica</p> <ul style="list-style-type: none"> • Worked through the expenditures for the month of June. <ul style="list-style-type: none"> ○ Will work to find the unnamed expenditures and who they belong to. ○ ***REMINDER*** Receipts should be shared with Danica after purchases are made for reconciliation and tracking purposes. 	10 min
3.	<p>Agenda Item Roles and Responsibilities: Deirdre, Janet, and Alyssa</p> <ul style="list-style-type: none"> • Meetings with Subcommittee Chairs – Janet <ul style="list-style-type: none"> ○ Will be meeting with Subcommittee chairs to complete the master list of roles/responsibilities. Will also be setting up regular check-ins. • Spreadsheet – Alyssa/ Connie <ul style="list-style-type: none"> ○ Connie reviewed where we were in progress and that subcommittee chairs still need to review the master timeline for accuracy and overlap. 	20 min

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4.	<p>Agenda Item July General Membership Meeting: Janet and Connie</p> <ul style="list-style-type: none"> • The second keynote speaker will not be speaking now. Website agenda has been updated. • Reviewed the responses for attendance at the in-person meeting. • Will send an email inviting others to participate in prep work and set up. 	20 min
5.	<p>Agenda Item July/ August Business Meeting: Janet</p> <ul style="list-style-type: none"> • A virtual business ad hoc meeting will be held either late July or early August. A form will be sent out to determine the date when most board members are available to attend. 	20 min
6.	<p>Break (10 minutes)</p>	10 min
7.	<p>Agenda Item August Board Retreat: Janet</p> <ul style="list-style-type: none"> • Disaster preparedness as speaker, buy the book for everyone who attends <ul style="list-style-type: none"> ○ Get Ready! – How to Prepare for and Stay Safe after a Pacific Northwest Earthquake by Deb Moller ○ The speaker is virtual, but ICSEW will offer a hybrid option. Janet will determine the location. ○ Depending on length of presentation there could be room for a second speaker • Possible tour of State Emergency Operations Center • GRuB – Waiting to hear back on if a tour can be provided at the farm. This would be in the afternoon if we cannot tour the State Emergency Operations Center 	10 Min
8.	<p>Agenda Item Conference Update: Janet and Connie</p> <ul style="list-style-type: none"> • Connie reviewed the draft agenda of the Pro Dev conference and Speaker and a summary of sponsorship and costs. • Connie says we are on track for a successful conference. 	15 min
9.	<p>Agenda Item Board Member Term Limits: Deirdre and Janet</p> <ul style="list-style-type: none"> • The board echoed agreement that a term limit policy would be good to convey the need for consistency and participation and a way to allow others to try something new. <ul style="list-style-type: none"> ○ Potentially having term dates align with Transition Meeting – the conversation about transition would need to happen well in advance to plan accordingly. • Bring this topic back in September/October. • Allison Everett said this could potentially be tracked by membership. 	15 min
10.	<p>Agenda Item Tracking Subcommittee Membership: Janet and Alyssa</p> <ul style="list-style-type: none"> • Roster to be used to help build communication and determine who has attended in the last 6 months. • To see how many people have been attending to build metrics on participation and celebrate involvement. 	15 min
11.	<p>Agenda Item Annual Report: Allison Spector</p> <ul style="list-style-type: none"> • Reviewed the draft annual report. • Allison will be presenting this report at the July meeting. • Board members should review the draft and give input to Allison Spector no later than 7/1. 	15 min
12.	<p>Subcommittee Updates</p>	20 min

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13.	Last Minute Agenda Item	5 min
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Action Items	Owner	Completion Date
Danica - follow up to find out line items for expenditures.	Danica	
Meet with communications on process clarification and execution on General Membership Meeting Preview / Summary	Janet	
Connie will create a subcommittee form for attendance/ Janet will create a power automate email for attendance.	Connie/ Janet	
All board members should review annual report draft and give input by 7/1	All	
All subcommittee chairs should review Roles and Responsibilities Excel spreadsheet and review/edit their tab and the master calendar for accuracy. **Contact Connie or Alyssa if you cannot locate it within Teams.**	All	

Future Agenda Items	Timeline	Owner
Mission, Vision, Values <ul style="list-style-type: none"> Circle back with DES to see if they will lead the strategic planning. 	September Board Meeting	Janet and Alyssa
Board Member Term Limits	September/ October	Janet and Alyssa

