

ICSEW Executive Board Agenda

[Virtual Meeting](#)

August 5th, 2024 | Time 10:00am – 12:00pm

Main Outcomes	
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	<p><u>Executive Board Members</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Janet McIntosh, Chair <input checked="" type="checkbox"/> Alyssa Woods, Vice-Chair <input checked="" type="checkbox"/> Hilary Browning, Co-Executive Secretary <input checked="" type="checkbox"/> Alexandra Washburn, Co-Executive Secretary <input type="checkbox"/> Danica Mitchell, Treasurer <input checked="" type="checkbox"/> Simone Smith, Communications Chair <input checked="" type="checkbox"/> TJ Canfield, Communications Chair <input checked="" type="checkbox"/> Connie Becker, Conference Co-Chair <input type="checkbox"/> Stephanie Goedecke, Legislation and Policy Co-Chair <input type="checkbox"/> Chalee Batungbacal, Legislation and Policy Co-Chair <input type="checkbox"/> Vacant, Professional Development Co-Chair <input checked="" type="checkbox"/> Allison Everett, Public Outreach Co-Chair <input type="checkbox"/> Leia Althausser, Public Outreach Co-Chair <input checked="" type="checkbox"/> Masozi Nyirenda, Special Projects <input checked="" type="checkbox"/> Kassandra Drake, Special Projects <input type="checkbox"/> Allison Spector, Special Projects <input checked="" type="checkbox"/> Melissa Littleton, Governor’s Office Liaison <p>Guest:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indira Melgarejo, BRG Liaison (OFM) 	
1.	<p>Introductions and Mingle (All)</p> <ul style="list-style-type: none"> • Icebreaker – what are your summer plans? • New members: Hilary Browning and Alexandra Washburn (executive co-secretaries) 	10:00-10:10
2.	<p>Agenda Item – Next General Meeting: September (Janet)</p> <ul style="list-style-type: none"> • Need someone to lead networking and mingling • This is an opportunity for subcommittees to meet 	10:10-10:20
3.	<p>Agenda Item – Public Outreach/Membership merge and rebrand (Janet, Allison E., and Leia)</p> <ul style="list-style-type: none"> • Considered rebranding to “Engagement” committee – however concerns about scope creep. “Engagement” can be a broad term and may encourage people to push a lot of responsibilities onto this subcommittee. • A charter could help define roles and responsibilities. One-page charters for each subcommittee was a popular idea. • Allison E. offered to create charter for engagement committee • Connie (aside) – asked about executive sponsorship <ul style="list-style-type: none"> ○ Background: historically, each agency had an ICSEW sponsor but no longer quite as necessary now that membership is more open 	10:20-10:30

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	<ul style="list-style-type: none"> ○ Still beneficial for encouraging participation, sharing information internal to the agencies, etc. ● ICSEW new member orientation meeting tomorrow, Allison E., Alyssa, and Leia will help out 	
4.	<p>Agenda Item – Conference/Professional Development merge and rebrand (Janet and Connie)</p> <ul style="list-style-type: none"> ● Professional Development has been a misnomer, as this committee has been more focused on event planning: running and planning the meetings. ● Professional Development and Conference used to be one committee, but it was too much, and the work has changed now that we're remote. ● Ideas floated for the position were "Producer" or "Coordinator" ● Conclusion: combine and rename. Executive Board to rename – see Action Items for renaming form. This to be decided by end of August. 	10:30-10:40
5.	<p>Agenda Item - 1:1 reminders, followed by Role and Responsibility 2:2 Meetings</p> <ul style="list-style-type: none"> ● Plan is to do two sets of meetings: <ul style="list-style-type: none"> ○ Longer 1.5-hour meetings with Alyssa and sub-committee chairs ○ Also meet 1:1 with every board member including the sub-committee chairs as well as those who don't have official roles 	10:40-10:50
6.	Break (10 minutes)	10:50-11:00
7.	<p>Agenda Item – Conference (Connie)</p> <ul style="list-style-type: none"> ● Updates: <ul style="list-style-type: none"> ○ \$53,000 in sponsorship money so far ○ Finalizing the list of speakers ○ Complete brochure should be available next meeting ○ In 10 days should be able to send out registration ○ Need 2 people to commit to running tech ● Spokane in-person is Oct 10th 8:30-noon ● All details located in Conference folder in Teams 	11:00-11:10
8.	<p>Agenda Item – Board Retreat</p> <ul style="list-style-type: none"> ● August 20th from 9 – Noon. To include coffee and breakfast @ Harbor House ● Discussed past technical issues at Harbor House, NRB or 1500 Jefferson are backup locations ● Re-sent the sign-up instructions during the meeting – note that the Emergency Operations Center needs the sign up a couple of weeks in advance <ul style="list-style-type: none"> ○ In-person: Alexandra, Hilary, Alyssa, Cassandra (TJ tentative in-person) ○ Virtual: Allison, Melissa, Simone, Connie ● If you were not able to attend the July meeting and still need your certificate and book, let Janet know 	11:10-11:20
9.	<p>Agenda Item – Dress Code workgroup (Kassandra)</p> <ul style="list-style-type: none"> ● Creating a working document that agencies can use for inclusive dress code ● Draft charter will be shared with Executive Board within a week ● Primary focus is to avoid gendered standards 	11:20-11:30
10.	Agenda Item Last Minute Agenda Item	11:30-11:40

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11.	<p>Subcommittee Updates</p> <ul style="list-style-type: none"> • Public outreach – tabled at an event a week or two ago • Washington Immigrant Network (WIN) Statewide Book Club (interest form here https://forms.office.com/g/zqLf9wF2E3) running August – October. • Janet – attending ‘DEI at DFW’ event with Deidre to talk about ICSEW on the 6th. Open invitation to present on ICSEW at other agency events. 	11:40-11:55
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Action Items	Owner	Completion Date
Janet will make a form to propose names for this new committee. Board will have roughly a week to decide. Make a decision by the week of the 26 th . Form link here: https://forms.office.com/Pages/ResponsePage.aspx?id=F-LQEU4mCkCLOfFfwSfXLcpOrp87mlZOsfvpodIBWFFURUw1STNSUU1EVkoxTUFMSThDVkVPMVJVWS4u	Janet	8/5
Executive board members to use the above form to vote for new committee name.	All	8/23

Future Agenda Items	Timeline	Owner