

ICSEW Executive Board Agenda

[Virtual Meeting](#)

October 15th, 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"/> 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 checked="" type="checkbox"/> Danica Mitchell, Treasurer <input checked="" type="checkbox"/> TJ Canfield, Communications Chair <input type="checkbox"/> Vacant, Communications Chair <input checked="" type="checkbox"/> Connie Becker, Conference and Meeting Production Co-Chair <input checked="" type="checkbox"/> Brooke Nutt, Conference and Meeting Production Co-Chair <input checked="" type="checkbox"/> Stephanie Goedecke, Legislation and Policy Co-Chair <input type="checkbox"/> Chalee Batungbacal, Legislation and Policy Co-Chair <input checked="" type="checkbox"/> Allison Everett, Engagement Co-Chair <input type="checkbox"/> Leia Althausser, Engagement Co-Chair <input checked="" type="checkbox"/> Masozi Nyirenda, Special Projects <input type="checkbox"/> Kassandra Drake, Special Projects <input checked="" type="checkbox"/> Allison Spector, Special Projects <input checked="" type="checkbox"/> Alice Thorell, 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, BRG Liaison (OFM) <input checked="" type="checkbox"/> DeLynn VanDriel 	
<p>Introductions and Mingle (All)</p> <ul style="list-style-type: none"> • Joined by DeLynn VanDriel, who was interested in special projects (Power Automate support) 	1:00-1:10
<p>Agenda Item – Policy Review and Updates (Janet and Alyssa)</p> <ul style="list-style-type: none"> • Going through policies, procedures and reviewing bylaws • Will schedule time to go through each sub-committee's policies and procedures with the sub-committee leads • Checking for alignment with current activities, and also making sure we’re doing everything we’re supposed to be • Process: review/revise, open for comments for 7 days for executive board, take it to general membership, open for 7 days comment, close • Meeting with one sub-committee per month, 1-2 hours. Starting with Engagement Committee. • Folder of policies/procedures • Call out: could use some help going through policies/procedures and organizing • If sub-committee leads could go through their own policies in advance, this would be helpful (action item) • Reviewed the one that was finished for Treasurer it was approved 	1:10-1:25

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<ul style="list-style-type: none"> We will let General members know in November the plan and then send to the current members after that meeting for the 7-day review process. 	
<p>Agenda Item – Subcommittee Meetings on ICSEW Calendar Reminder (Alex, Janet, and Alyssa)</p> <ul style="list-style-type: none"> As we discussed last time, ICSEW needs to be the organizer of sub-committee meetings so that they show up on the shared calendars. If you need help with this, reach out to Alexandra Another benefit of this is that individual’s names don’t get attached to the scheduler and you don’t receive as many updates/replies 	1:25-1:30
<p>Treasurer Report (Danica)</p> <ul style="list-style-type: none"> No updates – everything lookin’ good! 	1:30-1:40
<p>Subcommittee Updates:</p> <p>Communications (TJ)</p> <ul style="list-style-type: none"> Re-establishing the group after the change up of membership Becoming more formal and organized with the sub-committee meetings Feeling successful with GovDelivery; social media needs a little help to keep up with workload Also need help to update website Social media channels: Facebook, LinkedIn, Instagram, and X Would be helpful to break roles out into social media lead, webmaster, in addition to communication lead Open question of which sub-committee “owns” the YouTube, as the content comes from Conference but seems like it should come from Communications. TJ requested that all posting go through Communications to avoid to duplication <u>Question:</u> is there a way to communicate with agencies? To boost engagement <ul style="list-style-type: none"> Side task would be creating a list – Alyssa might take this up. Not sure if Communications or Engagement (future agenda item) 	1:40-1:50
<p>Break (10 minutes)</p>	1:50-2:00
<p>Subcommittee Updates (cont’d):</p> <p>Conference and Meeting Production (Connie and Brooke)</p> <ul style="list-style-type: none"> November General Meeting <ul style="list-style-type: none"> Will hear from Joan Robison again for part 2 of previous topic Tried to reach out to Junior League of Olympia a couple of times; so far no response Agenda for November meeting is pretty solidified Would like to highlight an awareness month for each General Membership Meeting – did this for the first time last meeting with Hispanic Heritage Month Sovereign BRG will do a report-out for 10 minutes Would like to highlight a sub-committee each time (max 20 minutes) - to help build awareness and pique interest Conference <ul style="list-style-type: none"> Following up on payments and thank yous Last year there was a recap brochure sent to the sponsors, Connie would be interested in help making this happen again Raised \$57,000, which comes close to covering our annual budget It was very successful! 😊 Already have 164 feedback responses 	<p style="text-align: center;">Conference: 2:00-2:30</p> <p style="text-align: center;">All others (10 min per): 2:30-3:00</p>

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- Connie will put together a summary of feedback in a few weeks
- She will also put together a summary of the conference for the next Annual Report – which would be very helpful because by the time the Annual Report comes out in the summer, the previous conference is long gone
- Lessons learned (see also [SharePoint Word doc](#))
 - Might want to include trigger warnings on sensitive presentations
 - Some people wanted watch parties for the in-person, as a hybrid option
 - Not all of the response questions useful – having comments to explain answers a lot
 - Positive feedback about disability and inclusion efforts
 - Breaking out into break out rooms lost 50 people
- Alice will do a thematic analysis of the survey responses
- Will discuss at the next Conference Sub-Committee meeting who will get the prizes, and then how to get them to them
- Also discussed sending the speaker gifts

Legislation and Policy (Stephanie and Chalee)

- Between sessions, it’s naturally slow
- They meet every six weeks
- Planning a Q&A session
- Looking to switch gears a bit – rather than only waiting for bill reviews, we could also be proactive and start asking for things we care about or reach out to representatives when we see things we want
- Be clear though: no lobbying on behalf of ICSEW
- Lobbying, if done individually, needs to be done on their own time. ICSEW’s mission is to inform the governor of things that could impact state employees.

Engagement (Allison E. and Leia)

- No updates – they will have a meeting in November
- Questions about swag (see action items)

Special Projects (Masozi, Kassandra, Allison S., and Alice)

- Looking for one other person to attend the dress code workgroup (see action items)

~~**Agenda Item – Coaching Ourselves – Energy (Connie)**~~

Agenda Item – Reviewing Power Automate (Janet)

- From survey responses, we have information on who was interested in what sub-committees
- This comes out as a spreadsheet of email addresses
- Deirdre had made a process that turned this information into a table by sub-committee and emailed it to ICSEW, which was nice because it could then be forwarded to sub-committee leads
- This is being handled manually but having it taken care of automatically would be nice
- Another process that is currently under Power Automate but needs to be updated:
 - If they have attended before, they get meeting invites for the future
 - If they have never attended before, they get future meeting invites and also the New Employee Orientation
- Would be great to have similar Power Automate workflows for Conference reminders in the future

Time
permitting

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<p>Agenda Item Last Minute Agenda Item</p> <ul style="list-style-type: none"> • Janet brought up using Special Projects as a way to improve the workload for regular sub-committee members. • Inquiry to the ICSEW mailbox about mentorship opportunities: <ul style="list-style-type: none"> ○ Mentorship Advisory Committee is no more ○ Masozi and Indira might be good resources (WIN has a mentorship program) ○ Alyssa E. was able to share resources related to the inquirer’s specific agency – thank you Alyssa! 	
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Action Items	Owner	Completion Date
Review policies/procedures for your sub-committee and identify things you have questions about	Sub-committee leads	
Make a list of needs from sub-committees to provide opportunities for special project folks – this has already been made, needs to be filled out: Ad Hoc Work.xlsx (sharepoint.com)	All	
Annual Report Summary by end of the year to the roles/responsibilities for Conference sub-committee	Janet	
Would like another person for the dress code BRG workgroup	Masozi	
Follow up on Tags Swag order	Janet	
Send updated Treasurer procedure to General Membership	Janet	

Future Agenda Items	Timeline	Owner
Creating a list for boosting engagement with state agencies – cross activity between Communications and Engagement	December or February	Alyssa Woods