ICSEW Executive Board Agenda
Virtual Meeting
November 19th, 2024 | Time 1:00pm – 3:00pm

Main Outcomes	

	Executive Board Members ☒ Janet McIntosh, Chair ☒ Alyssa Woods, Vice-Chair ☒ Hilary Browning, Co-Executive Secretary ☐ Alexandra Washburn, Co-Executive Secretary ☒ Danica Mitchell, Treasurer ☒ TJ Canfield, Communications Chair ☐ Vacant, Communications Chair ☒ Connie Becker, Conference and Meeting Production Co-Chair ☐ Brooke Nutt, Conference and Meeting Production Co-Chair ☒ Stephanie Goedecke, Legislation and Policy Co-Chair ☐ Chalee Batungbacal, Legislation and Policy Co-Chair ☒ Allison Everett, Engagement Co-Chair ☒ Leia Althauser, Engagement Co-Chair ☒ Masozi Nyirenda, Special Projects ☐ Kassandra Drake, Special Projects ☐ Allison Spector, Special Projects ☒ Alice Thorell, Special Projects ☐ Melissa Littleton, Governor's Office Liaison Guest: ☒ Joy Collins	
1.	**Introductions and Mingle** (All)	1:00-1:10

2.	**Agenda Item** – Analysis of Conference Feedback (Alice T)
	
	• Thematic Analysis of following questions
	• What about the conference went well for you? What did you enjoy?
	    ○ 157 respondents
	    ○ 118 positive about speakers and content
	    ○ 21 people appreciated that the conference was virtual
	    ○ 20 commented it was well organized
	    ○ 12 people appreciated the networking and solidarity/belonging
	    ○ 7 people liked that it was recorded
	    ○ 5 people liked the music
	• Do you have suggestions on ways we can approve the conference?
	    ○ 78 respondents
	    ○ 42 had general or no comments
	    ○ 31 commented on the virtual delivery (appreciated virtual and free)
	    ○ Some people liked breakout rooms, others didn't
	    ○ Topic suggestions: menopause, burn out, neurodivergence
	    ○ Times on public agenda didn't align
		1:10-1:20

	○ 6 people made comments on the forms ○ Several people asked for PowerPoint ahead of time for accessibility - Is there anything ICSEW can do to make meetings and other content more accessible? ○ 29 respondents ○ Provide written materials ○ Closed captioning and transcription ○ The virtual option made it more accessible - Presentation Analysis – coded by positive/negative/mixed/constructive/negative ○ Vast majority of comments were positive ○ Most attendees like the presentations the best of the whole agenda - Takeaways: very positive - Some lessons learned: ○ Provide trigger warnings ○ Provide PowerPoints/other materials in advance ○ Presenters should run their presentations through spell check and aim for 8th grade or lower ○ Mixed feelings on breakout rooms	
3.	**Agenda Item** – Review of policy/procedures for retirement - Policy/procedure 340.1: using LISTSERV ○ Suggested to retire as we do not officially use LISTSERV anymore, but rather use other tools ○ LISTSERV is outdated ○ 340-ListServ-Communications-Policy.pdf ○ 340.1-ListServ-Communications-Procedure.pdf ○ Board voted to retire	1:20-1:30
4.	**Treasurer Report** (Danica) - We have spent most of our meeting room and support budget - Everything else is looking fine - Zoom subscription is also spent, but we don't need to spend any more - We have a monthly $20 CTS fee for website: this was not on the OFM report for October, was this paid? Danica is going to reach out to Rudy Kleinhans to check into it. - Connie and Alyssa to follow up on HCA and DRS – they have not paid yet (action items)	1:30-1:40
5.	**Break (10 minutes)**	1:40-1:50
6.	**Subcommittee Updates:** **Communications** (TJ) - Sending out survey to current members of sub-committee to rebuild capability, gauge interest - Found someone who is interested in being webmaster - Committed to making sure long-tenured committee members don't get burned out – if you hear that they are, let TJ know - At the group's request, TJ removed the membership roster from the website. New membership structure no longer aligns with keeping a roster on our website. **Conference and Meeting Production** (Connie and Brooke) - They will begin work on wrapping up conference information for annual report - Most prizes are mailed out - Working on paying contracts	1:50-2:50 (10 minutes each, Engagement = 20 minutes)

	• Won't have more sub-committee meetings for Conference until January
	• Meeting content and speakers are planned out through May
	• In each month we would like to highlight each month: Women's History Month, Black History Month, etc.
	
	Legislation and Policy (Stephanie and Chalee)
	
	• Long session starts January 13th
	• There's a session kickoff meeting in January, then weekly meetings
	• Goal this year is to do more to update people on bills they were tracking (what happened at the end?)
	
	Engagement (Allison E. and Leia)
	
	• They have updated Public Outreach Subcommittee Policy (Policy 800), which will be renamed to Engagement Subcommittee Policy.
	• Presented the updated policy to Board. Board voted to approve Policy 800.
	• Membership Subcommittee Policy (Policy 630) was voted to be retired because it has been superseded by the updated Policy 800.
	• They will be reviewing attendance policies in December
	• Board discussed who does the inventory tracking – is it this committee or the Treasurer? Decided to leave this question until they address the Supply and Asset Management policy (220 and 220.1).
	• Discussed what special project needs should be promoted at the next New Employee Orientation?
	• Slides for New Employee Orientation shared
	
	Special Projects (Masozi, Kassandra, Allison S., and Alice)
	
	• Having a kick off meeting January 14th at 10 AM
	• Will be focusing on meeting frequency, areas of need in ICSEW
	• Focus area: dress code workgroup, career development
	• Other areas of interest:
	    o Power Automate (solved)
	    o Webmaster (potentially solved)
	    o Historian. The historian sub-committee already exists but is not active.
	    o Policy review updates	

7.	**Agenda Item** – Book Club (Janet) • Book club is currently being co-chaired by WIN • If people are interested, they are being directed that way • ICSEW has funds, and so we may want to make a sub-committee for the book club. A lot of the other BRGs do not have funding for this	2:50-3:00
8.	**Agenda Item Last Minute Agenda Item**	

ICSEW Executive Board Agenda

Action Items	Owner	Completion Date
Follow up with DRS and HCA to make sure they paid in for conference	Alyssa Woods and Connie Becker	
Remove the Teams portion from the ICSEW Board Meetings	Hilary Browning	
Have a conversation with Te and Jennifer about book club sub-committee	Janet McIntosh	

Future Agenda Items	Timeline	Owner
How to capture attendance for sub-committees	December Meeting	Janet McIntosh
More in-depth discussion about Book Club as part of ICSEW	December Meeting	Guests: Te Young and Jennifer Whittemore