

# ICSEW Executive Board Agenda

[Virtual Meeting](#)

**December 17th, 2024 | Time 1:00pm – 4:00pm**

<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"/> Janet McIntosh, Chair</li> <li><input type="checkbox"/> Alyssa Woods, Vice-Chair</li> <li><input type="checkbox"/> Vacant, Co-Executive Secretary</li> <li><input checked="" type="checkbox"/> Alexandra Washburn, Co-Executive Secretary</li> <li><input checked="" type="checkbox"/> Danica Mitchell, Treasurer</li> <li><input type="checkbox"/> TJ Canfield, Communications Chair</li> <li><input type="checkbox"/> Vacant, Communications Chair</li> <li><input checked="" type="checkbox"/> Connie Becker, Conference and Meeting Production Co-Chair</li> <li><input checked="" type="checkbox"/> Brooke Nutt, Conference and Meeting Production Co-Chair</li> <li><input checked="" type="checkbox"/> Stephanie Goedecke, Legislation and Policy Co-Chair</li> <li><input type="checkbox"/> Chalee Batungbacal, Legislation and Policy Co-Chair</li> <li><input checked="" type="checkbox"/> Allison Everett, Engagement Co-Chair</li> <li><input checked="" type="checkbox"/> Leia Althausser, Engagement Co-Chair</li> <li><input type="checkbox"/> Masozi Nyirenda, Special Projects</li> <li><input checked="" type="checkbox"/> Kassandra Drake, Special Projects</li> <li><input type="checkbox"/> Allison Spector, Special Projects</li> <li><input checked="" type="checkbox"/> Alice Thorell, Special Projects</li> <li><input checked="" type="checkbox"/> Melissa Littleton, Governor’s Office Liaison</li> </ul> <p>Guests:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Te Young (DSHS)</li> <li><input checked="" type="checkbox"/> Jennifer Whittimore (DOH)</li> </ul>	
1.	<b>Introductions and Mingle</b> (All)	10 minutes
2.	<p><b>Agenda Item</b> – Board/Subcommittee role Openings (Janet)</p> <ul style="list-style-type: none"> <li>• Looking for new co-executive secretary</li> <li>• Danica is open to having a co-treasurer in March if someone wants to take on that role. Recognizes her 2-year tenure ends in June but is happy to stay on.</li> <li>• Looking into getting a webmaster – TJ and Janet are meeting with someone interested in the role</li> <li>• Item for subcommittee chairs – check ICSEW website pages for subcommittees, note things you want changed in spreadsheet. Members &gt; General &gt; Files &gt; <a href="#">Website changes</a>. By next board meeting.</li> </ul>	10 minutes
3.	<p><b>Treasurer Report</b> (Danica)</p> <ul style="list-style-type: none"> <li>• \$20 monthly CTS (WaTech) fee, hasn’t been paid past couple months, Danica is investigating.</li> <li>• Promotional &amp; public outreach line item. Went over it during replenishment</li> </ul>	15 minutes

## ICSEW Executive Board Agenda

	<p>purchase. Tags order was more than expected.</p> <ul style="list-style-type: none"> <li>• Danica predicts we may not get as much via conference sponsorships due to budget cuts</li> <li>• May offer a lower dollar amount sponsorship option and use reserve funds to continue 2025 conference as normal</li> <li>• Janet attended BRG leads meeting. SOVEREIGN (native American) BRG is starting up, struggling to procure funds. They are asking other BRGs for funds. \$5-15k? We have \$5k for “sponsorships” and could sponsor this BRG. Danica couldn’t find funds to reallocate from other categories. \$2266 left to spend on professional development? Brooke says meeting production is currently way under budget, \$7-8k due to low speaker fees at general meetings. Danica’s budget said \$1800 remaining.</li> <li>• Proposed giving entire sponsorship budget to SOVEREIGN. Checking if ticket sponsors to Women at the Capital event may be impacted by this. Spent \$565 last time.</li> <li>• Professional development budget \$3700, some spent on professional portraits at July meeting, \$2266 remaining, may use this remaining amount on Women at the Capital event. That way we can give full \$5k sponsorship fund for Sovereign. Board approves.</li> <li>• Governor’s Ball is Jan 15. Could/should board members attend?</li> <li>• Governor released the budget at 11AM this morning.</li> </ul>	
<p>4.</p>	<p><b>Subcommittee Updates:</b></p> <p><b>Communications (TJ)</b></p> <ul style="list-style-type: none"> <li>• Planning a January kickoff</li> <li>• Reminder – for anyone planning new meetings, loop in Alexandra so they’re included on ICSEW calendar</li> </ul> <p><b>Conference and Meeting Production (Connie and Brooke)</b></p> <ul style="list-style-type: none"> <li>• Waiting on payment for two of our sponsors</li> <li>• Recap of feedback shared in previous meeting</li> <li>• Meeting Production had their second meeting recently. 6 or 7 people attending, good turnout and engagement.</li> <li>• Would like to have new governor at the in-person July 2025 meeting.</li> <li>• Brooke shared agenda for upcoming January meeting: <ul style="list-style-type: none"> <li>○ TJ will talk about communications subcommittee</li> <li>○ Talk on Disability Injustice by Joslyn Nelson from Courts</li> <li>○ BUILD is tentative</li> <li>○ Lessons from BIPOC Foremothers talk by Rozie Kennedy</li> </ul> </li> </ul> <p><b>Legislation and Policy (Stephanie and Chalee)</b></p> <ul style="list-style-type: none"> <li>• Kickoff meeting week before sessions starts</li> <li>• Weekly meetings during session</li> <li>• Verifying all subcommittee members have access to materials, bill alerts, etc.</li> <li>• Action item – Janet will talk to TJ and set up meeting to bridge L&amp;P and Communication to discuss bill alert process</li> </ul> <p><b>Engagement (Allison E. and Leia)</b></p>	<p>10 minutes each (Special Projects gets 20)</p>

## ICSEW Executive Board Agenda

	<ul style="list-style-type: none"> <li>• Policy review for Agency Representation procedure, to become Membership Procedure</li> <li>• New policy ad-hoc subcommittee with a couple people that are well-versed in policy. Policy is “what we want to do”, procedure is “how we want to do it”. Janet proposes splitting up Membership Procedure into separate policy and procedure documents. Weekly meetings for policy review happening on Fridays.</li> </ul> <p><b>Special Projects</b> (Masozi, Cassandra, Allison S., and Alice)</p> <ul style="list-style-type: none"> <li>• Kickoff meeting in January, will schedule ongoing meetings after</li> <li>• Power Automate group has 4 people now, has met twice so far. Figuring out what flows exist and what we want them to do.             <ul style="list-style-type: none"> <li>○ Prioritizing subcommittee interest email send flow based on form responses</li> <li>○ Changing meeting attendance form for 2025. Board provided feedback on how they want 2025 form to look.</li> <li>○ Action item – Alice and team will work on new 2025 form for Meeting Attendance in next couple weeks, send to Janet, Brooke, Leia, Allison for feedback. Then fix Power Automate flow that uses this form (subcommittee interest email, calendar invites sent to members, etc.).</li> <li>○ Action item – when above is done, Brooke will work on feedback form.</li> </ul> </li> </ul>	
5.	<b>Break (10 minutes)</b>	
6.	<b>Agenda Item</b> – How to capture attendance for sub-committees (Janet) Tabling until next meeting.	20 minutes
7.	<p><b>Agenda Item</b> – Book Club (Te Young and Jennifer Whittemore)</p> <ul style="list-style-type: none"> <li>• Potential new book club subcommittee</li> <li>• Proposed during BRG leads meeting</li> <li>• Have ICSEW coordinate/manage the Book Club, have different BRGs “host”. Next is HAPPEN.</li> <li>• Avoid issues with people being “missed” when it’s a certain BRG’s turn but book club members aren’t a part of that BRG</li> <li>• Charter is 75% done, want to attend next BRG leads meeting to present idea to the other BRGs</li> <li>• Should Book Club be its own subcommittee? Be a part of the Engagement subcommittee?</li> <li>• Have to be mindful of budgetary impact. Such as book buying. Budget planning will happen in March, start gathering info in February.</li> <li>• Will depend on BRG buy-in at next BRG leads meeting</li> <li>• Actions items:             <ul style="list-style-type: none"> <li>○ Janet will reach out to Indira and other BRG leads to request time for Te and Jennifer to share Book Club idea</li> <li>○ Talk to engagement co chairs with Te and Jennifer to figure out if it’s better to place in engagement subcommittee versus form a new subcommittee. Janet will schedule.</li> </ul> </li> </ul>	20 minutes

## ICSEW Executive Board Agenda

	<ul style="list-style-type: none"> <li>○ If we get BRG buy-in, write up procedure, send to board?</li> </ul>	
8.	<p><b>Agenda Item</b> – Policy Review – Engagement, Conference/Meeting Prod, Board Member (Janet)</p> <p>Tabling until next meeting.</p> <p>Please look at the Board Members Procedure and provide feedback in the meantime</p> <p>Engagement and Conference/Meeting Production have made changes. Engagement did mostly strikethroughs/additions. Conference/Meeting Production took pieces of Conference and Professional Development (which was the former name of Meeting Production) policies to develop a new one.</p>	30 minutes
9.	<p><b>Agenda Item Last Minute Agenda Item</b></p> <p>Swag inventory workbook? Does anyone remember this?</p> <p>New 'Merchandise Inventory' under Financials channel in Exec Board team. Pictures of swag, inventory, location.</p> <p>Would like to have someone from the engagement subcommittee to work with Janet to update merchandise inventory to ensure it's correct</p> <p>Don't need to track office supplies via this list – just swag</p>	5 minutes

Action Items	Owner	Completion Date
Janet will talk to TJ and set up meeting to bridge L&P and Communication to discuss bill alert process	Janet	
Work on new 2025 form for Meeting Attendance in next couple weeks, send to Janet, Brooke, Leia, Allison for feedback. Then fix Power Automate flow that uses this form (subcommittee interest email, calendar invites sent to members, etc.).	Power Automate team	1/31/2025
When work associated with above action item is done, Brooke will work on feedback form.	Brooke	
Janet will reach out to Indira and other BRG leads to request time for Te and Jennifer to share Book Club idea. Talk to engagement co chairs with Te and Jennifer to figure out if it's better to place in engagement subcommittee versus form a new subcommittee. Janet will schedule. If we get BRG buy-in, write up procedure, send to board.	Janet	

Future Agenda Items	Timeline	Owner
How to capture attendance for sub-committees	January	Janet
Policy Review – Engagement, Conference/Meeting Prod, Board Member	January	Janet