


ICSEW Executive Board Agenda

[Virtual Meeting](#)

January 21st, 2025 | Time 1:00pm – 3:00pm

Main Outcomes	
----------------------	--


	<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 type="checkbox"/> Vacant, Co-Executive Secretary <input type="checkbox"/> Alexandra Washburn, Co-Executive Secretary <input checked="" type="checkbox"/> Danica Mitchell, Treasurer <input 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 type="checkbox"/> Allison Everett, Engagement Co-Chair <input checked="" type="checkbox"/> Leia Althausser, Engagement Co-Chair <input checked="" type="checkbox"/> Masozi Nyirenda, Special Projects <input type="checkbox"/> Kassandra Drake, Special Projects <input type="checkbox"/> Allison Spector, Special Projects <input checked="" type="checkbox"/> Alice Thorell, Special Projects <input checked="" type="checkbox"/> Melissa Littleton, Governor’s Office Liaison <p>Guest:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birgit Miller <input type="checkbox"/> Tawni Andrews <input type="checkbox"/> Amanda Benson 	
1.	Introductions and Mingle (All)	10 minutes
2.	<p>Agenda Item – How to capture attendance for sub-committees (Janet)</p> <p>Janet shared a spreadsheet located in the General Membership Teams Channel under General Files/Sub-committee Attendance. Moving forward, the subcommittees will use this form to capture attendance..  Sub-committee Attendance.xlsx</p>	10 minutes
3.	<p>Treasurer Report (Danica)</p> <p>Danica shared the FY 2025 Finance Update. This will be shared in the General Membership Teams Channel for accessibility.</p> <p>She updated us on last quarters expenses alongside the expenses to date. Any updates that others may want to make to the Q4 2024 Report should be shared with Danica no later than January 31st.</p> <p>We also quickly touched on the topic for the Boards plans to update the website. It is not currently in the budget, but we have recruited a webmaster to manage and update the website in the meantime.</p>	10 minutes

ICSEW Executive Board Agenda

4.	<p>Subcommittee Updates:</p> <p>Communications (TJ)</p> <p>Birgit asked that the Board review the Communications Calendar to ensure the activities are up to date. She also shared that she is working on the Equal Pay Proclamation and has already submitted the Women’s History Proclamation. Additionally, she shared that any updates or communications that are sent to her be in a simple format for easy distribution.</p> <p>Conference and Meeting Production (Connie and Brooke)</p> <p><u>Conference:</u></p> <p>Had first meeting of 2025 on January 15th. Conference meetings are 1st Thursday of the month at 11 am and 3rd Friday of the month at 1 PM. Their goals for Feb are to select a theme, start a call to action, identify and invite focus group members (BRGs), and talk about securing venues for the in-person day. They are also developing teams to assist with working on planning topics such as speakers, music, marketing, sponsorships, networking, prizes, graphic designer, and tech.</p> <p><u>Meeting Production:</u></p> <p>Meeting Production is seeking a special speaker for the July in-person General Membership meeting. The hope is to invite Gov. Ferguson as a special speaker, but they are also open to suggestions for a special speaker in lieu of Gov. Ferguson. They are seeking a caterer, preferably a woman owned company.</p> <p>Legislation and Policy (Stephanie and Chalee)</p> <p>Legislative session has started, and meetings are being held every Wednesday. The goal is to share a bill alert out once a week and to be sent out via GovDelivery. Birgit currently sends out the GovDelivery Bill Alerts, but Janet will be the backup.</p> <p>Engagement (Allison E. and Leia)</p> <p>Engagement has no update since the last meeting. Next week Engagement will be meeting with the state book club to work on how Engagement can support this group.</p> <p>Leia will be attending a DEI meeting hosted by the DOC in February to share about ICSEW and how to get involved.</p> <p>Special Projects (Masozi, Cassandra, Allison S., and Alice)</p> <p>Masozi shared an overview of the Special Projects subcommittee and what their group accomplishes.</p> <p><u>Career Development:</u> Looking for people who are interested in participating in building and facilitating career development workshops.</p> <p><u>Historian:</u> Looking for one or more people to lead past ICSEW document review, disposal, and digitization.</p> <p><u>Webmaster:</u> Looking for one or more people to assist in managing and maintaining the ICSEW website.</p> <p><u>Cross BRG Dress Code Workgroup:</u> Currently has 3 ICSEW representatives and are looking for 1-2 alternatives.</p> <p><u>Annual Report:</u> Led by Allison Spector, there are no needs at this time.</p> <p><u>Power Automate:</u> General Meeting registration flow has been fixed. Meeting roster responses flow is now also working. Subcommittee interest flow is still not working.</p> <p>Janet inquired about if there is a way to optimize attendance at the conference using power automate. This will continue to be discussed.</p>	10 minutes each
----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------

ICSEW Executive Board Agenda

5.	Break (10 minutes)	
6.	<p>Agenda Item – Policy Review (Janet):</p> <p>400 Conference and Meeting Production Subcommittee Policy – Reviewed and Approved</p> <p>120.1 Appointment of Board Members Procedure – Asked Board Members to review prior to next Board meeting.</p> <p>120 Appointment of Board Members Policy- Asked Board Members to review prior to next Board meeting.</p> <p>210 Contracts and Purchasing Policy – Did not review, move to next agenda</p> <p>210.1 Contracts and Purchasing Procedure – Did not review, move to next agenda</p> <p>610 Agency Representation Policy – Asked Board to review prior</p>	30 minutes
7.	Agenda Item Last Minute Agenda Item	

Action Items	Owner	Completion Date
Board Members should go to general membership teams channel/general/files/website changes - to verify that subcommittee page has what you would like on it (Remove,Add,Update).	All	
Board Members should review 120.1-Appointment-of-Board-Members-Procedure and 120-Appointment-of-Board-Members-Policy before the next board meeting. <input type="checkbox"/> Awaiting Board Approval	All	
Review Board Member Tenure document.  Board Member Tenure.xlsx	All	

Future Agenda Items	Timeline	Owner
Review 210 Contracts and Purchasing Policy and 210.1 Contracts and Purchasing Procedure	February	All