

# ICSEW BOARD MEETING

## MEETING MINUTES

**LOCATION:** ZOOM  
**DATE:** 4/21/2026  
**ATTENDEES:** See final page  
**TIME:** 1:00PM

### I. INTRODUCTION AND MINGLE 1:00-1:10

- i. Carrie joining as treasurer
- ii. Samantha Smithingell stepping down
- iii. Alice in process of being new chair, Cassandra new vice chair in the new year

### II. ACTION ITEM FOLLOW UP 1:00-1:20

Action Item	Owner	update
Position Descriptions for Board Chairs &	Janet	Interviewing folks for Engagement and treasurer. Recommendation for chair: Alice T. co-chair: Cassandra D.
Anything in the next newsletter	Get to Birgit	
Survey about meeting times – GovDelivery description	Janet	Updated: needs to make a decision on what we are going to pick. Will work with Alice and Cassandra. Next action item
Annual Report team: will let the sub-coms know what they need and when they want the info by	everyone	
Annual Award improvement	Convo during the april mtg	
Add the attendance link to the meeting invites. <a href="https://forms.cloud.microsoft/g/bfrQRq2gF2">https://forms.cloud.microsoft/g/bfrQRq2gF2</a>	Admins (chels will complete)	Done
Draft wording for general meeting time change	Janet	Next general
Set up BRG Liaison meeting with Janet and team	Chels	Done
Treasurer: Budget estimates from book club engagement career development, meeting production and conference and expected sponsorships	Sub-Coms	

### III. SUBCOMMITTEES

- i. Communications 1:20-1:30
  - i) Got newsletter out
  - ii) Looking for someone to do social media/website content creation
  - iii) Will not be renewing contract with 3 girls and bright bird media, going to DES
- ii. Special Projects 1:40-1:50
  - i) Career development
    - (1) 6/30 next lunch and learn – will incur CART and ASL fees - GLOBO
      - (a) From bias to belonging
      - (b) Event Details:
      - (c) Title: From Bias to Belonging: Understanding Appearance in the Workplace
      - (d) Date: Tuesday, June 30, 2026
      - (e) Time: 12:00 PM – 1:30 PM
      - (f) Format: [Zoom/Virtual]
    - (2) Historian
      - (a) Put on pause due to work capacity
    - (3) Logo design – still looking
    - (4) Zoom backgrounds – Julie Hyde [OFM-Teams-ICSEW Members-Special Projects - Documents](#)
    - (5) Cross BRG dress code workshop
      - (a) 4/30 12-1pm
    - (6) 680 people signed up for pay equity lunch and learn
    - (7) Looking for new special project leads, Cassandra becoming Vice Chair and Masozi's term is ending but can stay around as needed to onboard
- iii. Conference & Meeting Production 1:50-2:00
  - i) Conference
    - (1) Working on theme ideas
    - (2) Working on setting SMART goals for the subcommittee
    - (3) Submitted budget
    - (4) Searching for new cochair to replace Alice as she moves to Chair
  - ii) Meeting
    - (1) May
      - (a) EAP presentation
      - (b) DEI empowerment conference
      - (c) Budget

- (d) Special projects
- (e) Communications
- (f) AANHPI heritage month
- (2) July in person!!! 7/21 8:30-3:30
  - (a) Office of governor
  - (b) Senator Twina Nobes
  - (c) Latosha Black
  - (d) Shelly Willis
  - (e) awards
  - (f) Annual budget
  - (g) Disability pride month
  - (h) Lunch & Portraits
  - (i) Capitol tour/garden tour

**IV. BREAK 2:00- 2:10**

- i. Engagement & Bookclub 2:10 – 2:20
  - i) Book club starts today, hosted by ICSEW
    - (1) Heaven and Earth Grocery Store
  - ii) Engagement
    - (1) Have forms out for volunteers for PSRW & HAPPEN celebration
    - (2) Thinking about swag
    - (3) Save the date for conference for PSRW or July meeting
    - (4) Media releases for Youtube
- ii. Leg and Policy
  - i) Have a meeting scheduled in May
    - (1) First one since session ended
      - (a) Next steps for policy development
  - ii) Chalee looking over someone to take over her chair

**V. TREASURER REPORT 2:30-2:50**

- i. Discussion of budget for speakers vs free state speakers
- ii. Cart and ASL costs
- iii. Significant savings in changes in zoom account and dropping survey monkey for forms
- iv. Looking at sponsorships, especially outside of the state

**VI. ACTION ITEM REVIEW 2:50-3:00**

Action Item	Owner	Due Date
-------------	-------	----------

Make decision about changing meeting times	Subcommittee/chair	May meeting
Draft wording for general meeting times	Janet/Alice/Kassandra	May meeting
Annual Report	Subcommittees/special projects	ongoing
Anything to get in newsletter	Get to Birgit	General membership meeting
Save the dates documents (include showing Sam Z older examples)	Janet/Alice/Sam	May
TAGS (Women owned) /Color Graphics (Minority and Women owned)	Janet +	ASAP
Add Alice to engagement and Communications subcommittee meetings	Hallie	ASAP

## **Executive Board Members**

- Janet McIntosh, Chair
- Samantha Smithingell, Vice-Chair
- Chelsea Wright, Co-Executive Secretary
- Hallie Sutter, Co-Executive Secretary
- Danica Mitchell, Co-Treasurer
- Samantha Salazar, Co-Treasurer
- TJ Canfield, Communications Co-Chair
- Birgit Miller, Communications Co-Chair
- Alice Thorell, Conference and Meeting Production Co-Chair (Conference)
- Leia Althausser, Conference and Meeting Production Co-Chair (Conference)
- Sandra Allen, Conference and Meeting Production Co-Chair (Meeting)
- Aunna Moss, Conference and Meeting Production Co-Chair (Meeting)
- Chalee Batungbacal, Legislation and Policy Co-Chair
- Michelle Stillings, Legislation and Policy Co-Chair
- Vacant, Engagement Co-Chair
- Connie Becker, Engagement Co-Chair
- Masozi Nyirenda, Special Projects
- Kassandra Drake, Special Projects
- Amy Hatfield, Special Projects
- Nika Psith- Special Projects
- Jennifer Whittemore, Book Club
- Te Young, Book Club
- Jeanne Colvin, Governor's Office Liaison
- VACANT, Women's Commission
- Anastassia Hunter-Gardner BRG Liaison
- Carrie Phelps treasurer

Guests:

- Samantha Zee