



Date	Time/Location	Agenda	Attend	Notes
May 4, 2000	Time: Location: Location: Fort Worden, Washington	Annual Training and Planning Meeting General Business Guest Speaker, Margarita Mendoza de Sugiyama, Department of Labor and Industries	14	Theme ideas for fall conference: Celebrating Successes, Leadership, Technology/Digital Government, EAG.COM (communication), Quest for Success, Quest for your Best, When the drumbeat Changes – Dance a Different Dance
June 7, 2000	Time: 8-10am Location:	General Business Guest Speaker, Don Bennett, Personal Appeals Board	9	Fall conference discussion Correspondence Guidelines available online Sweatshirts for EAG members EAG Brochure July meeting cancelled due to the state holiday
Aug. 2, 2000	Time: 8-10am Location:	General Business Guest Speaker, Dave Fallen, Caseload Forecast Council	13	Discussion centered primarily upon Spring Conference, Correspondence Guidelines, Fall Conference and sweatshirts. During the fall conference discussion there was information shared regarding the ethics of giving door prizes and goodie bags at conferences. It was decided since EAG is non-profit and the door prizes were under \$25 that the group is within the ethical guidelines as far as the dollar amount of the door prizes. Individuals receiving door prizes should be aware of the ethics laws and receipt of door prizes.
Sept. 6, 2000	Time: 8-10am Location:	General Business Speaker, John Van Gorkom, Health Care Facilities Authority	13	Governor Locke issued new Executive Correspondence guidelines which will not be included on the disks with EAG guidelines. A member suggested EAG buy sample sweatshirts and then members could buy the samples from EAG. There was also conversation regarding whether to wear at the fall conference, but it was decided that the conference is more dressy attire and not appropriate for sweatshirts. Membership discussion – suggestions regarding outreach efforts for increased membership participation included: holding an open house (although all meetings are open to new members); personal invitation to attend meetings by phone; conduct a phone survey to those EA's who do not attend meetings; and mentoring – pair an existing EA with a new member. Volunteers were gathered to serve on a membership committee. There was discussion about the purpose of EAG, and further discussion about whether an alternate should be appointed when an EA could not attend. This item was tabled for discussion at a future meeting.

Date	Time/Location	Agenda	Attend	Notes
				The October meeting was cancelled due to the fall conference.
Nov. 1, 2000	Time: 8-10am Location:	General Business Speaker, Joy St. Germaine, Department of Ecology, presented on mentoring programs	19	<p>The membership committee presented information and stated the main efforts of the committee would be focusing on assembling a welcome packet, increasing visibility of meetings and activities, calling new or non-participating EAG members to invite to a meeting, and creating a mentoring program. A roster was passed around with a challenge for each member to call someone who hasn't participated recently and invite them to the January meeting.</p> <p>Regarding alternates, the bylaws were shared and it was brought to attention that it refers to membership being open to any executive assistant or "designee." Therefore, members agreed that designees were allowed to attend meetings for agency representation.</p>

Executive Assistants Group

Business Meeting

Fort Worden, Washington

May 4, 2000

MINUTES

Members Present:

Mary Anderson, Caseload Forecast Council
Patricia Anderson, Department of Services for the Blind
Shellie Burnham, Western WA Growth Management Hearings Board
Jean Ciallella, Human Rights Commission
Kathy Cleeves, Department of Health
Jean Fisher, Health Care Facilities Authority
Patsi Justice, Washington State Lottery
Betty Mackey, Office of Financial Management
Mary Mendoza, Utilities and Transportation Commission
Mary Henley, Employment Security Department
Mary Reister, Workforce Training & Education Coordinating Board
Pat Schmidtkofer, Department of Licensing
Russ Snelson, Indeterminate Sentence Review Board
Paulette Yorke, Personnel Appeals Board

Guests:

Margarita Mendoza de Sugiyama, Department of Labor and Industries

Call to Order:

The meeting was called to order by Mary Mendoza, Chair.

Minutes:

The minutes of the April 5, 2000 meeting were approved as distributed.

Treasurer's Report:

Current balances are: \$5,211.15 in checking; \$50.00 in savings. Mary Reister will pay the expenses from the Spring Conference and then turn the books over Paulette Yorke.

2000 EAG Fall Conference Planning:

The following committee assignments were made:

Conference Chair:	Shellie Burnham
Facilities Coordinator:	Paulette Yorke; Betty Mackey
Speakers:	Pat Schmidtkofer; Mary Reister; Trish Anderson; Jean Ciallella
Evaluations:	Kathy Cleeves
Program/Publications:	Mary Anderson; Trish Anderson (ESD will print)
Registration:	Mary Henley; Betty Mackey
Goodie Bags/Gift Baskets:	Trish Anderson; Mary Reister; Mary Henley
	NOTE: Suggestions for Goodie Bags included pens, pads (similar to ones from Fort Worden) and (tote) bags
Sweatshirts/T-shirts:	Betty Mackey

Themes:

Celebrating Successes
Leadership
Technology / Digital Government
EAG.COM (communication)
Quest for Success
Quest for your Best
When the Drumbeat Changes, Dance a Different Dance

Speakers:

Mona Locke
Christine Gregoire
Dr. Constance Rice
Marty Brown
Diversity – Dance Theater (closing)
Rafael Colon (motivational)
Mary Selecky, Dept of Health
Dr. Maxine Hayes, Sandwich Generation (repeat from last year)
Albert Mensah – Humor
Vince Covello – Communication expert/risk
Danny Delacomb
Margarita Mendoza de Sugiyama
Melissa & the Wonder Breads
Dr. Pat Schwab - Humor

Workshop Topics:

ICSEW (Pay Equity)
Carrie Gibson – Cultural Understanding
Sue Hedrick – L&I Correspondence Guidelines

2000-01 Monthly Programs/Speakers:

Kit Bail (previously Indeterminate Sentence Review Board)
Marty Brown – OFM
Personnel Appeals Board
ICSEW – Pay Equity
Utilities & Transportation Commission
Quality Initiatives – Lottery, OFM, Health Care Facilities Authority
Field Trips . . . ESD Pierce County TeleCenter or a WorkSource Office
Mentoring – Joy St. Germain @ Ecology or Sandra Davis @ Revenue
Meredith Rafferty – OFM
Nan Hendrickson – Growth Management Board
Taking Time for You
Feng Shui – Patti Hayes @ DOH
Mary Charles – Mansion Coordinator (tour?)
Holiday or Summer Social Gathering

Review/Update EAG Brochure:

Appropriate updates to the EAG brochure will be made and the 1999-00 programs will be added and the brochure will be printed.

General Discussion:

Shellie Burnham asked EAG members to share policies their agencies have with regard to Computer Software Piracy, Records Privacy and Telephone Customer Service.

Adjournment:

Having no further business, the meeting was adjourned.

Executive Assistants Group

Monthly Meeting

June 7, 2000

MINUTES

Members Present:

Mary Mendoza, Utilities and Transportation Commission
Shellie Burnham, Western WA Growth Management Hearings Board
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Russ Snelson, Indeterminate Sentence Review Board
Joyce Norris, Department of Transportation
Ilene Nelson, Department of Personnel
Monica Cooper, State Auditor's Office
Judy Lamm, Health Care Authority

Guests:

Don Bennett, Personal Appeals Board

Call to Order:

The meeting was called to order by Mary Mendoza, Chair. Introductions were made, with brief highlights of agency activity.

Minutes:

The minutes of the May 4, 2000 meeting were approved with minor changes.

Treasurer's Report:

Current balances are: \$3,761.77 in checking; \$50.00 in savings. There is still one outstanding registration from the Spring 2000 Conference and Mary Reister is working on collecting it.

New Business:

- Spring 2001 Conference is tentatively scheduled for Thursday, May 3 in Olympia. Locations suggested included the Lacey Community Center or St. Placids. Details will continue to be discussed at future meetings.

Guest Speaker:

Don Bennett, Executive Secretary of the Personnel Appeals Board, gave an overview of the Personnel Appeals Board. He provided information on the mission, organization, and appeals process.

Old Business:

- Fall 2000 Conference is scheduled for October 5, 2000. It was unanimously agreed that the conference theme will be "When the Drumbeat Changes, Dance a Different Dance," a slogan taken from the book authored by Albert Mensah, with permission. Mr. Mensah will be our closing speaker. The book is being rotated among EAG members and should be returned to Shellie. Planning meetings are being scheduled. Shellie is the Fall Conference Chair. Mary Anderson has agreed to do the graphics for the materials.
- Correspondence Guidelines - Shellie provided copies of the Washington Correspondence Guidelines as well as the Governor's guidelines to the group. She mentioned that they were also available online at www.wa.gov/correspondence. Barb will send an email to the EAG.
- Sweatshirts - There was discussion about designing sweatshirts for EAG members. The cost per shirt would be approximately \$20-25 plus tax. This item will be discussed at the next meeting.
- Spring 2000 Conference Final Report - Mary Mendoza handed out the evaluation summary. Overall the comments were positive. It was suggested we do something different about the food when we do go back to Fort Worden.
- EAG Brochure - The draft EAG brochure was reviewed and minor changes were made. Appropriate updates will be made to the brochure and sent for publication.

General Discussion:

Due to the Fourth of July holiday, it was agreed to cancel the July EAG meeting. The next meeting is scheduled for August 2. Barb will send an e-mail to the EAG.

Adjournment:

Having no further business, the meeting was adjourned.

Executive Assistants Group

Monthly Meeting

August 2, 2000

AMENDED MINUTES

Members Present:

Mary Mendoza, Utilities and Transportation Commission
Shellie Burnham, Western WA Growth Management Hearings Board
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security Department
Mary Anderson, Caseload Forecast Council
Russ Snelson, Indeterminate Sentence Review Board
Joyce Norris, Department of Transportation
Ilene Nelson, Department of Personnel
Kathy Cleeves, Department of Health
Mary Reister, Workforce Training & Education Coordinating Board
Suzee Smith, Washington State Patrol
Patricia Anderson, Services for the Blind
Tammy Owings, Interagency Committee for Outdoor Recreation
Henri Gonzales, Department of Agriculture

Guest:

Dave Fallen, Caseload Forecast Council

Call to Order:

The meeting was called to order by Mary Mendoza, Chair. Mary welcomed two new members to the meeting, Tammy Owings and Henri Gonzales. Introductions were made with brief highlights of agency activity. Mary presented Joyce Norris with a pen set for her service as Chair of EAG during 1999-00.

Minutes:

The minutes of the June 7, 2000 meeting were approved as distributed.

Treasurer's Report:

Current balances are: \$3,124.81 in checking; \$50.00 in savings. Paulette noted a typographical correction on the total income for the spring conference registration.

Guest Speaker:

Dave Fallen, Executive Director of the Caseload Forecast Council, talked about his career and gave an overview of the history and purpose of the Caseload Forecast Council.

Old Business:

- Spring Conference: The 2001 Spring Conference is scheduled for May 3, 2001 (tentatively) at the Lacey Community Center. Shellie will reserve the space within the next six months.
- Correspondence Guidelines: Shellie mentioned Central Stores still has correspondence guidelines from the Lowry administration. Central Stores has agreed to put the guidelines on CD and update them for the Locke administration. The guidelines (CD) will be included in the packets for the Fall Conference. They will also be available for purchase from Central Stores for a minimal cost.
- Sweatshirts: We will plan to look at the catalog and make some decisions at the next meeting.
- Fall Conference: The 2000 Fall Conference is scheduled for October 5, 2000 at the Labor & Industries Building. Several speakers have been secured which include: Mona Locke; Patty Hayes - Feng Shui; Linda Bremer; and Albert Mensah. Other speakers being considered include: Brian Walter and the Righteous Mothers. Mary Anderson shared draft samples of the conference registration and program brochure. Joyce shared some information regarding the ethics of giving door prizes and goodie bags at conferences. It was decided since EAG is non-profit and the door prizes were under \$25, then we were within the ethical guidelines as far as the dollar amount of the door prizes. Individuals receiving door prizes should be aware of the ethics laws and receipt of door prizes. Trish will contact Patsy at the Lottery regarding this issue and report back at the next meeting. Paulette is checking into the food and beverage selections. Updates will be provided at the next meeting.

New Business:

There was no new business.

Adjournment:

Having no further business, the meeting was adjourned.



September 6, 2000 Minutes

Members Present:

Shellie Burnham, Wester WA Growth Management Hearings Board
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security Department
Mary Anderson, Caseload Forecast Council
Joyce Norris, Department of Transportation
Mary Reister, Workforce Training & Education Coordinating Board
Patricia Anderson, Services for the Blind
Tammy Owings, Interagency Committee for Outdoor Recreation
Jill Montgomery, Department of Fish & Wildlife
Jean Fisher, Health Care Facilities Authority
Linda Fredericks, Attorney General's Office
Betty Mackey, Office of Financial Management

Guest:

John Van Gorkom, Health Care Facilities Authority

Call to Order:

The meeting was called to order by Mary Anderson, Vice-Chair. Mary welcomed new member Jill Montgomery, Dept. of Fish & Wildlife, to the meeting. Introductions were made with brief highlights of agency activities.

Minutes:

The minutes of the August 2, 2000 meeting were approved with several amendments under Old Business.

Treasurer's Report:

Current balances are: \$1,792.92 in checking; and \$50.00 in savings. Paulette noted that she received several registration fees that are not reflected in the total income.

Old Business:

- Correspondence Guidelines - Shellie reported that the revised EAG Correspondence Guidelines are now available from Central Stores. Our guidelines will be provided in the conference packets. She noted Governor Locke recently issued new Executive Correspondence guidelines which will not be included on the disks with our guidelines. Betty is working on getting the new Executive Correspondence guidelines to Central Stores. A few members noted that they did not receive the email that included an attachment with the Governor's guidelines. Barb will send an email to the EAG list with the attachment.

- Sweatshirts - Samples of the EAG logo design and a sweatshirt catalog were passed around and members were asked to choose their favorite logo design and sweatshirt colors. Shellie suggested buying several sample sweatshirts. Members who wanted to buy the display sweatshirts would reimburse the EAG. There was discussion on whether to wear at the fall conference, but it was decided that the conference is more dressy attire and not appropriate for sweatshirts.
- Fall Conference - Mary A. shared a copy of the sample program. She mentioned there will be two separate speakers for the Feng Shui presentation. The goodie bags and door prize basket supplies have been collected. All speakers have been confirmed. There will be a bag stuffing party at Mary M.'s house on October 3.

New Business:

Membership - Joyce reported that at a meeting with Albert Mensah, he suggested that EAG consider outreach efforts for increased membership participation.

Suggestions that came forth at the meeting from members in attendance were: (1) Hold an open house (although all meetings are open to new members); (2) Personal invitation to attend meetings by phone; (3) Conduct a phone survey to those EA's who do not attend the meetings; and (4) Mentoring - pair an existing EA with a new member.

Joyce asked for volunteers who would be interested in serving on a membership committee. Mary Henley, Barb Cleveland, Mary Anderson, Trish Anderson, Mary Mendoza, and Mary Reister all volunteered to participate. There was discussion about the purpose of the EAG, and further discussion about whether an alternate should be appointed when an EA could not attend the meeting. *This item was tabled and will be discussed at the next meeting.*

Next Meeting:

There will be an October meeting due to the Fall Conference. The next meeting will be held on November 1.

Adjournment:

Having no further business, the meeting was adjourned.



EXECUTIVE ASSISTANTS GROUP

November 1, 2000 Minutes

Members Present:

Mary Mendoza, Utilities and Transportation Commission
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security Department
Mary Anderson, Caseload Forecast Council
Joyce Norris, Department of Transportation
Mary Reister, Workforce Training & Education Coordinating Board
Betty Mackey, Office of Financial Management
Monica Cooper, State Auditors Office
Suzee Smith, Washington State Patrol
Ilene Nelson, Department of Personnel
Kathy Cleaves, Department of Health
Russ Snelson, Indeterminate Sentence Review Board
Danielle French, Board of Industrial Insurance Appeals
Cindy Hood, Department of Corrections
Loy McColm, Department of Corrections
Rebecca Jensen, Services for the Blind
Vicki Jackson, Office of the Forecast Council
Pamela DeKay, Professional Education Standards Board

Guest:

Joy St. Germaine, Department of Ecology

CALL TO ORDER:

The meeting was called to order by Mary Mendoza, Chair. Introductions were made with brief highlights of agency activities. Mary welcomed new members Vicki Jackson, Office of Forecast Council; Rebecca Jensen, Services for the Blind; Loy McColm, Department of Corrections; Danielle French, Board of Industrial Insurance Appeals; and Pam DeKay, Professional Education Standards Board (a newly created state agency), to the meeting.

MINUTES:

The minutes of the September 6, 2000 meeting were approved as corrected and distributed.

TREASURER'S REPORT:

Current balances are: \$1,364.55 in checking; and \$50.00 in savings. Paulette noted that there are still three outstanding registration fees in the amount of \$450.

GUEST SPEAKER:

Joy St. Germaine, Director of Employee Services, Department of Ecology, discussed the mentoring program she established and provided handouts of the materials she uses in the program. Joy mentioned she would be willing to meet with a small planning group to pursue the development of a mentoring program for EAG.

OLD BUSINESS:

Sweatshirts - Barb reported that orders are being taken for the EAG sweatshirts and are due to Shellie Burnham by November 10. An order form was passed around. The three sample sweatshirts were also available for members to purchase at the meeting.

Membership - Joyce reported that the membership committee met recently. The committee reviewed current outreach efforts and brainstormed additional outreach ideas. A list of suggested outreach ideas was provided to the EAG. The main efforts that the membership committee will be focusing on include assembling a welcome packet (which would include a redesigned/rewritten brochure), increasing visibility of meetings and activities, calling new or non-participating EAG members to invite to a meeting, and creating a mentoring program. She mentioned the membership committee will be meeting in January 2001.

Mary Henley issued a challenge to the attending EAG members to contact at least one member who hasn't participated recently and invite them to our January meeting. The roster was passed around for members to indicate who they would call. It was also recommended that an updated EAG roster be sent to the EAG. Barb will electronically distribute the roster.

Alternates - This item was brought up at our last meeting concerning whether an alternate could attend the EAG meetings in place of the EAG member. Mary A. shared a copy of the EAG bylaws. In Article II, Section 1, it refers to membership being open to any executive assistant or "designee." Therefore, members agreed that designees were allowed to attend meetings for agency representation.

Fall Conference Debriefing - Kathy Cleeves shared a copy of the evaluation results from the Fall Conference. Mary M. read an appreciation email received from Albert Mensah. Overall the feedback was positive. There were some good suggestions to keep in mind for next year's conference.

Mary Reister mentioned that she is looking for someone that has access to the Personnel training system to enter the information so attendees can receive training credit. There was discussion that the responsibility should be the attendee's to inform their personnel office. A suggestion was made to add this information to future registration forms. Mary Henley volunteered to check into it.

Executive Correspondence Guidelines - Betty reported that she is almost finished with putting the updated guidelines online. They will be located on the Intranet. She will send an email to EAG members which lists the website. For EAG members who do not have access to the Intranet, the guidelines can be obtained from Central Stores.

NEW BUSINESS:

Holiday Celebration - Mary M. mentioned that since our next meeting was in December we will be having a holiday celebration in addition to our meeting. Members agreed to do a gift exchange (gender neutral and wrapped) with a maximum limit of \$10. Mary A., Shellie, and Barb will be providing refreshments.

NEXT MEETING:

The next meeting will be held on December 6.

ADJOURNMENT:

Having no further business, the meeting was adjourned.