



WASHINGTON STATE
EXECUTIVE ASSISTANTS GROUP

2010 MINUTES
GOVERNOR CHRISTINE GREGOIRE ADMINISTRATION

Date	Time/Location	Agenda	Attend	Notes
Jan. 6, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Roundtable Speaker, Arun Raha, ERFC	12	Get testimonials from EA's.
Feb. 2, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speaker, Ronda Fullerton, DOT	12	Society of Government Meeting Professionals Plain Talk – Jay Raish Membership Committee – responsible for coordinating testimonials and statements to highlight the benefits of membership.
March 3, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Roundtable Speaker, Richard Shelman, EAP	10	Membership Survey Committee formed.
April 7, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Election of Officers	12	Correspondence Guidelines – hosted on EAG website along with Gov's guidelines.
May 5, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Roundtable	11	Discussed webmaster and membership chair should be considered to serve on the Board. Combined executive correspondence with the Governor's correspondence guidelines. Coordinated with the Governor's Office Constituent Services.
June 10, 2004	Spring Planning Location: Phoenix Inn, Olympia	General Business EAG Mission Statement Business meeting Speakers, Betty Everitt Lochner and Jolynne Anderson	Members Present were not include in minutes	EAG Mission statement – Betty Everitt Lochner facilitated proposal <i>We are professionals who provide resources, networking and support to our members. We value a confidential and inspiring environment.</i> Managing Stress – Jolynne Anderson Bylaw changes. Adding webmaster(s) and Membership Coordinator positions to Board. Budget for spring session and fall conference added for approval.
July 7, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speaker, Tina VanderWall, DOP	Members Present were not include in minutes	Temporary layoff/hiring freeze presented.
Aug. 4, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speaker, Betty Everitt Lochner	12	Finalized mission statement. <i>The mission of the Executive Assistants Group is to contribute to the success of our profession by providing</i> <ul style="list-style-type: none"> ▪ <i>Best Practices</i> ▪ <i>Access to information and emerging issues in state government</i>

Date	Time/Location	Agenda	Attend	Notes
				<ul style="list-style-type: none"> ▪ <i>Ongoing specialized training and support</i> Add “We value a confidential and inspring environment” on the agenda and other publications.
Sept. 2, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Roundtable Discussion	14	
October 2010	Fall Conference			
Nov. 3, 2010	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speaker, Rhonda Hunter, Ecology	20	Special election for vacant Chair Elect position set for Dec. meeting. Presentation on Meeting the Governor’s Challenge: Agency Employees Lower Carbon Footprints
Dec. 1, 2004	Time: 8:20-10am Location: River’s Edge	Holiday Meeting	17	Election of Vice Chair.



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Executive Assistants Group Minutes January 6, 2010

Members Present

Kami Madsen, Employment Security Department
Pat Schmidtkofer, Department of Licensing
Jay Raish, Board of Industrial Insurance Appeals
Loy McColm, Board of Education
desirée Carson, Economic and Revenue Forecast Council
Mary Anderson, Employment Security Department
Robin Riley, Indeterminate Sentence Review Board
Betsy Hagen, Higher Education Coordination Board
Ashlee Frye, Health Care Facilities
Susan Yeager, Fish and Wildlife Commission
Nicole Stauffer, Public Disclosure Commission
Kathleen Turnbow, Caseload Forecast Council

Call to Order

The meeting was called to order by the Chair - Nicole Stauffer. The minutes from the October Meeting were adopted. The Fall Conference was held in November and the Holiday Gathering was held in December. Therefore, there were no minutes for those months. The financial report was adopted as well.

Membership Update

Pat provided a membership update. Mary Anderson is now at Employment Security and desirée Carson is back with the Economic and Revenue Forecast Council. Julie Keown with the Supreme Court is a new member to the group.

Pat and Loy met with the Executive Committee to discuss conducting some one-on-one contact with prospective members. They would like to outline the benefits of membership and would find it helpful to have testimonials from members in the group on how the group has helped them in their professional development.

Old Business

- **Fall Conference Update**

Nicole reported on the feedback received from the Fall Conference.

- The conference was well received and attendees loved Lisa Olsen. The plan is to keep contact with her for future conferences.

- The rooms at the Fairgrounds were inexpensive and large. However, there were complaints about the chairs and the bathrooms.
 - Everyone loved the food. Thanks to Pam and Barb for purchasing just the right things at Costco. City Picnics did the coffee and water.
 - Thanks to Loy and Jay for researching and ordering the giveaways.
 - We received approximately 10 to 13 comments requesting a full day fall conference. The group did make a little money; however other factors will help us decide when it is time to go to a full day conference again.
- **Evening Session Update**
Loy asked the members about their thoughts for evening sessions. Folks do like to meet for dinner and discuss issues, but activities are enjoyed as well.

Topic of the Month

Nicole asked those present how they are doing in their agencies with less resources. The following feedback was received:

- Kami reported that OFM looked at what duties had to be done and re-prioritized.
- Robin reported that her agency had a brain storming session regarding what had to be done statutorily and what could be eliminated.
- Loy suggested volunteers/interns to help with lower clerical level duties.

Roundtable

Attendees provided agency updates.

Speaker

Dr. Arun Raja from the Economic and Revenue Forecast Council made a presentation that was both informative and entertaining.

Adjournment

Having no further business, the meeting was adjourned.



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Executive Assistants Group Minutes February 3, 2010

Members Present

Jay Raish, Board of Industrial Insurance Appeals
Nicole Stauffer, Public Disclosure Commission
John Brown, General Administration
Ashlee Frye, Health Care Facilities Authority
Debra Blodgett, Department of Ecology
Loy McColm, Board of Education
Kami Madsen, Employment Security Department
Melissa Johnson, Department of Corrections
Xyzlinda Marshall, Pollution Liability Insurance Agency
Sonja Hirsch, Criminal Justice Training Commission
Ellen Drumheller, Department of Services for the Blind
Susan Yeager, Fish and Wildlife Commission

Call to Order

The meeting was called to order by the Chair, Nicole Stauffer. The minutes from the January meeting and the financial report were adopted.

Discussion

We discussed whether agencies use social networking tools such as Facebook.

Presentations

Ronda Fullerton of the Department of Transportation gave a presentation on the Society of Government Meeting Professionals and how membership could be useful to EAG members.

Jay Raish of the Board of Industrial Insurance Appeals gave a presentation on Plain Talk.

Roundtable

Attendees provided agency updates.

Membership Committee

Loy McColm provided an update on the Membership Committee. They would like to have one more member on the committee. They would also like members to provide a statement of how EAG is valuable to them. These statements would be used to highlight the benefits of membership.

Adjournment

There being no further business, the meeting was adjourned.



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Executive Assistants Group Minutes March 3, 2010

Members Present

Jay Raish, Board of Industrial Insurance Appeals
Nicole Stauffer, Public Disclosure Commission
Josh Brown, General Administration
Debra Blodgett, Department of Ecology
Loy McColm, Board of Education
Eileen Bushman, Transportation Improvement Board
desiree Carson, Economic and Revenue Forecast Council
Robin Riley, Indeterminate Sentence Review Board
Betsy Hagen, Higher Education Coordinating Board
Pamela Cook, Professional Educator Standards Board

Call to Order

The meeting was called to order by the Chair, Nicole Stauffer.

Employee Assistance Program (EAP) Orientation

Richard Shelman made a presentation about the free services provided by the Employee Assistance Program (EAP).

Contact numbers for the EAP are as follows:

Seattle	206-281-6315
Olympia	360-753-3260
Spokane	509-482-3686
Toll Free	1-877-313-4455

The website address is <http://www.dop.wa.gov/EAP>

Mr. Shelman also recommended the book titled "Marginalizing Self."

Forming EAG Special Committees

Nicole asked for volunteers to serve on the following three committees:

- **Officer Nomination Committee** – Chair Elect and Secretary/Historian
Nicole, Loy, Jay, Robin and Kami will serve on this committee and are hoping to have a list of candidates for the April 2010 EAG Meeting.

- **Spring Conference Planning Committee** – Loy will Chair this committee. Other committee members are Debra, Pamela, Betsy & Nicole.
- **Membership Survey Committee** – The results of this survey will provide information for scheduling activities and presentations. Jay, Nicole and Eileen will be working on this committee.

Roundtable

Attendees provided agency updates

Adjournment

There being no further business, the meeting was adjourned.



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Executive Assistants Group Minutes April 7, 2010

Members Present

Jay Raish, Board of Industrial Insurance Appeals

Nicole Stauffer

Loy McColm, Board of Education

Eileen Bushman, Transportation Improvement Board

desiree Carson, Economic and Revenue Forecast Council

Robin Riley, Indeterminate Sentence Review Board

Pamela Cook, Professional Educator Standards Board

Gail Grate, Washington State Gambling Commission

Jana Greer, Public Disclosure Commission

Xyzlinda Marshall, Pollution Liability Insurance

Pat Schmidtkofer, Department of Licensing

Melissa Johnson, Department of Corrections

Call to Order

The meeting was called to order by the Chair, Nicole Stauffer.

Welcome New Members

Welcome Jana Greer from the Public Disclosure Commission.

Election of Officers

Candidates: Debra Blodgett, Chair Elect

Betsy Hagen, Secretary/Historian

With a unanimous vote of 12-0, Debra Blodgett was elected Chair Elect and Betsy Hagen was elected Secretary/Historian. Debra and Betsy will begin their terms at the Spring Conference.

Spring Conference Update

The Spring Conference Committee reported on their planning progress and ideas.

- Free room at the Phoenix with a \$15 Deli Buffet
- Facilitator from the Higher Education Board for the Strategic Planning portion of the conference
- Stress management presentation from Jolynne Anderson at Ecology. The committee is also working on obtaining other speakers.
- Topics for Business meeting: New ideas for monthly agenda

The group decided there would not be a regular meeting in June – possibly a brown bag lunch

Correspondence Guidelines

Currently, there is a link on the EAG Website for both the EAG Correspondence Guidelines and the Governor's Correspondence Guidelines. Jay will send the link to Robin to send to the membership. There will be further discussion regarding hosting the Governor's Correspondence Guidelines.

Webmaster

Should the webmaster be a Board position? This will be discussed at the May 2010 meeting.

Roundtable

Attendees provided agency updates

Adjournment

There being no further business, the meeting was adjourned.



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Executive Assistants Group Minutes May 5, 2010

Members Present

Jay Raish, Board of Industrial Insurance Appeals
Nicole Stauffer
Debra Blodgett, Department of Ecology
Loy McColm, Board of Education
Eileen Bushman, Transportation Improvement Board
desiree Carson, Economic and Revenue Forecast Council
Robin Riley, Indeterminate Sentence Review Board
Betsy Hagen, Higher Education Coordinating Board
Jana Greer, Public Disclosure Commission
Ashlee Frye, Health Care Facilities
Gail Grate, Washington State Gambling Commission

Call to Order

The meeting was called to order by the Chair, Nicole Stauffer.

Introduction of New Board Members

Nicole introduced and welcomed the new Board Members that will assume their duties at the Spring Conference.

Chair:	Loy McColm
Chair Elect:	Debra Blodgett
Past Chair:	Nicole Stauffer
Treasurer:	Jay Raish
Secretary:	Betsy Hagen

Spring Conference Update

Loy, Debra, and Betsy provided a Spring Conference update.

- The Spring Conference will be held June 10th at the Phoenix Inn
- The room is being provided at no cost
- Lunch will be \$15.00 per person
- Betsy Everitt Lochner will help with the group's vision/mission as well as working towards our strengths
- Jolynne Anderson will provide stress management tips
- The cost of the conference will be \$25.00, which will include lunch, morning refreshments, and afternoon snack boxes
- desiree will provide tips to Eileen who will facilitate "Speed Networking"
- \$320.00 will be needed from the general budget to offset costs

Nicole made a motion to approve the budget for the Spring Conference. Gail – 2nd. The motion was approved unanimously (11-0).

Bylaws Discussion

There will be a bylaws discussion during the business meeting portion of the Spring Conference. Members of the group brought up topics that will affect the bylaws.

- Why isn't the Webmaster a member of the Board?
- Why isn't the Membership Chair a member of the Board?

Discussion ensued including terms for both these positions. These topics will be discussed at the Spring Conference. desiree offered to prepare draft bylaws for the Webmaster portion.

EAG Brochures

Jay asked if anyone knew what happened with the EAG Brochures. She stated that a lot of work went into the brochures and they didn't go anywhere. desiree will see what she has and forward to the members.

Correspondence Guidelines

Jay reported that the Governor's Office wanted to combine the Governor's Correspondence Guidelines with the EAG Correspondence Guidelines. The EAG Guidelines contain information that the Governor's Guidelines do not. After discussion with the group, Jay will let Constituent Services know the EAG has agreed to adopt the Governor's Guidelines as the official document with the idea that the EAG will maintain input and the additional sections will be included.

Roundtable

Attendees provided agency updates.

Adjournment

There being no further business, the meeting was adjourned.

Executive Assistant's Group Spring Conference
Unleash Greatness – Transforming Your Life at Work and at Home
Thursday, June 10, 2010
8:00 a.m. – 4:00 p.m.
Phoenix Inn
Minutes

Nicole Stauffer welcomed members to the conference. She honored the 2009-2010 board members: Loy McColm, Kami Madsen, Jay Raish, and Robin Riley.

Loy McColm, Chair, introduced the 2010-2011 board members: Debra Blodgett, Chair Elect; Jay Raish, Treasurer; Betsy Hagen, Secretary; and Nicole Stauffer, Immediate Past Chair.

Betty Everitt Lochner, Cornerstone Coaching and Training, facilitated our EAG Mission Statement interactive session. The draft is as follows:

EAG Mission Statement

We are professionals who provide resources, networking, and support to our members.
We value a confidential and inspiring environment.

Additional ideas are welcome – please bring them to the July 7 EAG Meeting. Final decisions will be voted on at the August 4 meeting.

The conference continued as Ms. Lochner presented an additional session on “Working Toward Your Strengths.” Her power point presentation is attached.

“What would happen if we studied what was right with people instead of what was wrong?”
-Donald O. Clifton, Ph.D.

Lunch and a networking session followed.

Jolynne Anderson facilitated a “Managing Stress” session.

Business Meeting

- Financial Statement
 - Checking Balance: \$4,771.77; Savings Balance: \$50.00
- Review of Bylaws
 - Discussion ensued
- Approval to purchase Survey Monkey short-term subscription
 - Tabled
 - Will review last survey and results
- Discussion of Webmaster and Membership Chair positions on the Board
 - Proposed changes:

ARTICLE V. OFFICERS

SECTION 1. OFFICERS. The elected officers of the organization shall be the Past Chair, Chair, Chair-Elect, Treasurer, Secretary/Historian, Webmaster, and Membership Coordinator.

SECTION 2. TERM OF OFFICE. The term of office for elected positions shall be one year, except for the offices of Webmaster, Treasurer, and Secretary/Historian, and Membership Coordinator, which may be for a longer period of time at the discretion of the general membership. The Webmaster position requires an additional 6 month overlap transition period when the office changes hands.

SECTION 8. WEBMASTER. Develops, reviews, uploads, and maintains Web pages with up-to-date information and events on the EAG website.

SECTION 9. MEMBERSHIP COORDINATOR: Duties may include: maintain the current EAG roster, provide nametags for monthly meetings, produce and send letters to directors/managers/future members regarding EAG, production of an EAG brochure, provide the availability of WEB X for monthly meetings, and provide refreshment options.

SECTION 10. ATTENDANCE. Elected officers of the EAG shall attend no less than three-fourths of the monthly EAG meetings. Any elected officer not attending three-fourths of the monthly meetings may be removed from office.

- Discussion ensued.
- **Motion: Kristi Haines moved to adopt the changes. Jana Greer seconded the motion. The motion was approved unanimously as presented.**

Pat Schmidlkofer is currently the Membership Coordinator and will continue in this role for the current term. Loy will contact desiree Carson and Melissa Johnson to determine their interest in the Webmaster position. A vote will be taken at the July meeting to appoint the Webmaster for this current term.

- Meeting logistics – discussion and idea session for future meetings
 - Pat Schmidlkofer and Eileen Bushman will follow-up with agency preferences and report to the board
 - Brown Bag Lunch sessions
 - Tele-conferencing
 - Video conferencing; WEBEX
 - Fun evening events; unstructured
 - Bowling
 - Crafting
 - Etc.

- Review of Committees
 - Membership
 - New member letter – Eileen Bushman, Jay Raish and Pat Schmidlkofer will update
 - Discussion of shirt, pens, calendar purchases – once per year, special events, etc.
 - Pat Schmidlkofer requested EAG members send membership testimonials by June 25.
 - Testimonials may include the benefit of attending meetings and conferences
 - Budget
 - Discussion ensued
 - Fall and Spring Conference chairs be part of the budget committee
 - Proposed change:

BUDGET. Ensures financial records are audited every three years. Assists conference chairs with budgets. Proposes event budgets to membership for approval. **Insert New Section:** The chair, treasurer, fall conference chair, and spring conference chair participate in this committee.

- **Motion: Kami Madsen and Kristi Haines moved to adopt the changes to the bylaws. Jana Greer seconded the motion. The motion was approved unanimously as presented.**
- Fall Conference
 - Co-Chairs, Kami Madsen and Kristi Haines
 - Conference Committee: Eileen Bushman, Pat Schmidlkofer, Loy McColm, Debra Blodgett, Mary Anderson, Pamela Cook, Betsy Hagen
- Spring 2011 Conference
 - Conference Chair, Robin Riley
 - Conference Committee: Loy McColm, Debra Blodgett, Gail Grate, Mary Anderson, Pat Schmidlkofer, Betsy Hagen

Moving Forward

- In addition to promoting new membership, Mary Anderson reminded the group to focus on the active members also.

The conference adjourned at 3:45 p.m.

Respectfully Submitted,

Betsy Hagen, EAG Secretary

Executive Assistant's Group - July Meeting
Wednesday, July 7, 2010
8:00 a.m. – 10:00 a.m.
Board of Industrial Appeals, Olympia
Minutes

Debra Blodgett, Chair-Elect, welcomed members to the meeting and asked for introductions of new members. Roundtable networking was started as the speaker from DOP was running late.

Tina VanderWal from Department of Personnel gave an update and answered questions from those in attendance relating to the temporary layoff/hiring freeze.

Business meeting

Fall Conference Dates:

Kristi Haines gave an update on the Fall Conference planning. Some of the members of the Fall Conference Planning Committee met on July 6th and had decided that October 7th was the best date for the conference. They also decided that they would go with the two – half day sessions rather than a full day for the conference. Some facilities under consideration are Lacey Community Center and New Market Skills Center. Loy mentioned that she had used New Market and that she believed she could get the facility at no cost. The contact person for New Market is Shelly Byington. Kristi asked members to give her ideas for speakers as well.

Webmaster Board Position:

Debra outlined what had been discussed and decided at the Spring Conference regarding the Webmaster position. The members voted to add the Webmaster position to the Board. Debra asked if there were any other members interested in the position. There was no other expressed interest or nominations. Debra Blodgett made a motion to accept Melissa Johnson from DOC as the Webmaster. Desiree' Carson seconded the motion. The motion passed unanimously. Mary Anderson and Xylinda Marshall will be backup to Melissa.

Budget Report:

Jay Raish updated the members on the budget. Checking Balance is 4,374.45; Savings Balance is \$50.00.

Mission Statement:

Debra reminded members of the work that had been done to update the mission statement at the Spring Conference. Betty Lochner will be attending the August EAG meeting to continue the process of refining our mission statement. Members were asked to review and bring comments with them for the discussion next month.

Roundtable Networking:

The remaining members gave updates from their agencies.

The meeting was adjourned at 10:00 a.m.



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Executive Assistant's Group - August Meeting
Wednesday, August 4, 2010
8:00 a.m. – 10:00 a.m.
Board of Industrial Appeals, Olympia
Minutes

Members Present

Loy McColm, State Board of Education
Pamela Cook, Professional Educator Standards Board
Kami Madsen, Employment Security Department
Pat Schmidtkofer, Department of Licensing
Nicole Stauffer, EAG Board member
Eileen Bushman, Transportation Improvement Board
Xyzlinda Marshall, Pollution Liability Insurance Agency
desiree Carson, Economic and Revenue Forecast Council
Jay Raish, Board of Industrial Insurance Appeals
Mary Anderson, Employment Security Department
Melissa Johnson, Department of Corrections
Kristi Haines, Washington State Investment Board

Loy McColm called the meeting to order at 8:20 a.m.

Business Meeting

Loy McColm shared that a new member from OSPI, Janet Culik, will begin attending in September.

EAG Mission Statement

Betty Everitt Lochner led the group through a review of the work done on the EAG mission statement at the 2010 Spring Conference. She facilitated discussion on finalizing the mission statement. The group discussed the need to define and expand upon the terms "resources, networking, and support" in a way that clearly communicates to executive assistants and their bosses the benefits that EAG provides to its members. Those present also discussed making the mission statement a more active statement, rather than a definition. The mission statement the group developed for final approval at the September 1, 2010 meeting is:

The mission of the Executive Assistants Group is to contribute to the success of our profession by providing:

- *Best Practices*
- *Access to information and emerging issues in state government*
- *Ongoing specialized training and support*

desiree Carson suggested keeping the statement "We value a confidential and inspiring environment" on the agenda and elsewhere in EAG materials.

Jay Raish suggested putting the mission statement on the agenda, and on all other EAG materials as well.

Everyone agreed with those suggestions, and the Board will work on adding it to EAG materials after the vote in September.

Attendees shared agency updates in a round table session.

Loy McColm adjourned the meeting at 10:15 a.m.



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EAG Meeting Minutes

Wednesday, September 2, 2010

8:00 a.m. – 10:00 a.m.

BIIA

Present:

Barb Cleveland, Administrative Hearings
Ashlee Frye, Washington Health Care Facilities Association
Lindsey Trimble, Code Reviser's Office
Pat Schmidtkofer, Department of Licensing
Gail Grate, Washington State Gambling Commission
Betsy Hagen, Higher Education Coordinating Board
Jana Greer, Public Disclosure Commission
Robin Riley, Indeterminate Sentence Review Board
Loy McColm, State Board of Education
Janet Culik, Office of the Superintendent of Public Instruction
Kristi Haines, Washington State Investment Board
Eileen Bushman, Transportation Improvement Board
Kami Madsen, Employment Security (via phone)

Loy McColm facilitated the meeting.

Business Meeting

- Membership Update
 - Pat Schmidtkofer introduced new members, Lindsey Trimble and Ashlee Frye
 - Pat discussed the new member letter revisions and new agency representatives
- Conference update
 - Kristi and Kami provided an overview of the upcoming conference
 - Thursday, October 7, a.m. and p.m. sessions
 - New Market Skills Center in Tumwater
 - Betty Lochner, keynote and workshops
 - Invitation and information will be sent to members very soon
 - Additional discussion: liability insurance, flyer, goodie bags, and budget
- Website update
 - Loy reported that a website sub-committee is working on the website – updates to the site will be coming soon
- October evening session
 - Discussion and a shout-out to look into a dinner/bowling event the end of October
 - Loy, Debra, and Betsy will schedule the date/location
- Future speaker discussion
 - Former EAG Member Panel
 - SharePoint Presentation
 - WebEX, Grant Snellgrove
 - Ethics
 - Generations in the Workplace
 - Doing more with less

- Partner w/ICSEW
- Wolfgang Optiz, Assistant Treasurer and attitude in the workplace
- Adoption of new Mission Statement
 - Loy presented the new Mission Statement
 - EAG members review the Mission Statement. **Pat Schmidtkofer moved to adopt the Mission Statement as presented. Jana Greer seconded the motion. The motion was approved unanimously as presented.**

The mission of the Executive Assistants Group is to contribute to the success of our profession by providing:

- *Best Practices*
- *Access to information and emerging issues in state government*
- *Ongoing specialized training and support*

Opportunities

- Day of Caring
 - Barb Cleveland provided information on the Day of Caring, an event sponsored by the United Way of Thurston County. Previous groups assisted by EAG are the Thurston County Food Bank, Crisis Clinic, and Left Foot Organics. On September 24, the EAG will be helping the South Sound Reading Foundation. (pre-registration for this event is required)
- Day of Empowerment
 - Betsy Hagen provided information about this professional development opportunity
 - September 24, 2010
 - Thurston County Fairgrounds
 - \$67 per person - **\$55 early bird special if paid by 9/6**
 - Workshops, exhibitors, and more
 - <http://dayofempowerment.com>
- Women's Communication Success Summit
 - Betsy provided information about this opportunity also
 - November 5-6, 2010
 - Tyee Event Center, Tumwater
 - \$275 per person – **\$225 early bird special if paid by 9/15 (lunch and snacks included)**
 - Hosted by Cornerstone Coaching and Training, Betty Lochner
 - Numerous communication presentations
 - Effective Communication
 - Conflict Skills
 - Social Media Networking
 - Facilitating Productive Meetings
 - and more!
 - Shopping and giveaways
 - <http://www.cornerstone-ct.com>

To-Do List for members: we are compiling a public meeting site location list. Please send Betsy Hagen, betsyh@hecb.wa.gov any site information you have. Thank you!

Roundtable Networking

Members participated in a networking roundtable - content is not provided in the minutes.

The meeting adjourned at 9:45 a.m.



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Executive Assistant's Group – November Meeting

Wednesday, November 3, 2010

8:00 a.m. – 10:00 a.m.

**Board of Industrial Appeals, Olympia
Minutes**

Members Present

Loy McColm, State Board of Education
Pamela Cook, Professional Educator Standards Board
Kami Madsen, Employment Security Department
Pat Schmidtkofer, Department of Licensing
Nicole Nash, EAG Board member
Eileen Bushman, Transportation Improvement Board
Xyzlinda Marshall, Pollution Liability Insurance Agency
Jay Raish, Board of Industrial Insurance Appeals
Mary Anderson, Employment Security Department
Kristi Haines, Washington State Investment Board
KayLyne Newell, Accountability and Performance (GMAP)
Debra Blodgett, Department of Ecology
Gail Grate, Gambling Commission
Robin Riley, Indeterminate Sentence Review Board
Jana Greer, Public Disclosure Commission
Danice Ragland, Board for Volunteer Firefighters
Janet Culik, Superintendent of Public Instruction
Ashlee Frye, Washington Health Care Facilities Authority
Jessica Burkhart, LEOFF Plan 2 Retirement Board
Betsy Hagen, Higher Education Coordinating Board

Loy McColm called the meeting to order at 8:00 a.m.

Presentation

Rhonda Hunter, Environmental Education Manager from the Department of Ecology
Meeting the Governor's Challenge: Agency Employees Lower Carbon Footprints

Fascinating presentation about climate change, global warming, and how we can help. For additional information, please contact Debra Blodgett.

Business Meeting

Membership Update:

Pat Schmidtkofer has been working diligently on updating the EAG directory. The directory is now completely updated. Pat introduced new members, KayLyne Newell and Danice Ragland. After the brochure is approved, Pat will be producing a mailing to EAG members encouraging participation.

Special Election Discussion:

Debra Blodgett, Chair Elect has resigned. The Department of Ecology has a new executive assistant, Terri North, who will be joining the EAG. A special election is in order to elect a new Chair Elect for the remainder of this term. Jana Greer and Mary Anderson were both nominated. An announcement will be sent out to all EAG members about the vacated position to see if anyone else is interested. The election will take place at the December 1 meeting. The following members volunteered to be on the Nominating Committee: Pat Schmidtkofer, Nicole Nash, and Loy McColm. Information will be sent to members prior to the December 1 meeting.

Conference Recap:

Kristi Haines and Kami Madsen provided information about the fall conference. The conference evaluation form was distributed. The conference was a complete success! Their recommendation is to begin the planning process earlier in the year. Kristi also produced a comprehensive planning packet for the next fall conference chair. Future conference chairs: Robin Riley, spring 2011 chair; Xyzlinda Marshall and desiree Carson, fall 2011 co-chairs.

Evening Sessions:

To encourage additional opportunities for EAG members, evening sessions are planned. Future evening sessions will be organized by a non-board member. Loy sent around a sign-up sheet and will contact volunteers to organize these sessions.

Website Update:

Xyzlinda Marshall provided the website update. Xyzlinda and desiree Carson have been busy with the updates. Additional help is needed to update the conference tab. Jay Raish, Jana Greer, Eileen Bushman, and Nicole Nash all volunteered to help with this process.

Send additional information/changes/additions for the website to desiree at: desireec@dor.wa.gov

December 1 Meeting:

December's meeting will take place at the River's Edge Restaurant in Tumwater. Betsy Hagen volunteered to make the necessary arrangements.

Honorary Membership Discussion:

Honorary Member Protocol Discussion: tabled until the December meeting.

Roundtable Networking

Members participated in a networking roundtable – content is not provided for the minutes.

The meeting adjourned at 10:05 a.m.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

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**Executive Assistant's Group
Wednesday, December 1, 2010
8:00 a.m. – 10:00 a.m.
The River's Edge Restaurant
Tumwater
Minutes**

Members Present

Loy McColm, State Board of Education
Kami Madsen, Employment Security Department
Pat Schmidtkofer, Department of Licensing
Nicole Nash, EAG Board member
Xyzlinda Marshall, Pollution Liability Insurance Agency
Jay Raish, Board of Industrial Insurance Appeals
KayLyne Newell, Accountability and Performance (GMAP)
Robin Riley, Indeterminate Sentence Review Board
Jana Greer, Public Disclosure Commission
Janet Culik, Superintendent of Public Instruction
Ashlee Frye, Washington Health Care Facilities Authority
Betsy Hagen, Higher Education Coordinating Board
Zee Hill, Department of Archeology and Historical Preservation
Barb Cleveland, Administrative Hearings
Desiree Carson, Department of Revenue
Ellen Drumheller, Department for the Services for the Blind
Andrew Smith, Office of the State Treasurer

Loy McColm called the meeting to order at 8:00 a.m.

Business Meeting:

The election for the chair-elect took place. Jana Greer, the only candidate for this position, was introduced and voting commenced. Voting was ratified and Jana was presented as the 2010-2011 EAG Chair-Elect.

December's meeting also included an informal holiday gathering, breakfast, and gift exchange.

The meeting adjourned at 10:00 a.m.
