



WASHINGTON STATE
EXECUTIVE ASSISTANTS GROUP

2001 MINUTES
GOVERNOR GARY LOCKE ADMINISTRATION

Date	Time/Location	Agenda	Attend	Notes
January 3, 2001	Time: 8-10am Location: Capitol Court Building	General Business Speaker, Mary Charles, Governor's Mansion	20	<p>Charitable donations – the past few years the EAG has been contributing to charitable organizations. There has been a suggestion to re-invest those contributions back into EAG by offering training. Because there were mixed reactions from the group, a subcommittee was formed to research this issue further.</p> <p>Membership – EAG board met and discussed a list of issues/recommendations presented by the membership committee. The first recommendation was to make the definition of EA in the Bylaws consistent with the definition in the brochure. A copy of the bylaws which included a proposed/revised definition of EA was distributed. Several rewording suggestions were made and unanimously approved. A second recommendation was to revise the membership definition in regard to appointing more than one designee to attend EAG meetings. The group agreed that the EAG is an open forum for networking and sharing and should be open to more than one designee. Several rewording suggestions were made and unanimously approved.</p> <p>New meeting location – It was mentioned that the Capital Court Building would not always be available for meeting and that EAG should consider finding an alternate location. It was also discussed that meeting should commence at 8:30 a.m. instead of 8 a.m.</p>
Feb. 7, 2001	Time: 8-10am Location: Capitol Courthouse	General Business Speaker, Four Department of Licensing employees present information on the Kaizen Event (Kaizen event is described as “a cross- functional team empowered by management to study, identify and immediately implement improvements to a pre-defined process”	21	<p>Charitable Donations – the subcommittee reported back with recommendations for the group to consider. The recommendations included having a balance of at least \$2,500 before the membership makes a financial donation to a charitable organization, and having the EAG volunteer as a group to provide a community service.</p> <p>Membership Committee – The committee focused on items to be included in the new member welcome packet, modifying the member roster, creating a schedule/calendar of EAG events, revising the brochure, and drafting language for member terms and definitions in the bylaws. It was mentioned that the bylaw revisions will be on the March agenda for discussion.</p> <p>Spring Conference update included a draft agenda for review, and an amount of \$50 for registration fee was suggested based on the cost of the room, speaker, and food.</p> <p>New meeting location – There have been contacts with several agencies regarding alternate space for meetings, an alternate space would be used in the even the</p>

Date	Time/Location	Agenda	Attend	Notes
				<p>Capitol Building space is unavailable.</p> <p>The group then participated in a tour of the Governor's mansion.</p>
March 7, 2001	Time: 8-10am Location: Capitol Courthouse	General Business Guest speaker, Kit Bail, Department of Corrections, discussed her diverse career path that eventually led her to her current position.	11	<p>The main topic of discussion was the "Ash Wednesday earthquake" now formally known as the Nisqually earthquake.</p> <p>Charitable contributions – The membership unanimously agreed that providing a community service would be more beneficial and provide visibility for the EAG. Contact would be made with the united Way to add EAG to their mailing list.</p> <p>Spring Conference - Theme chosen is "Striving and Thriving".</p> <p>New meeting location announced as the Board of Industrial Insurance Appeals beginning June 1 through the end of 2001.</p>
April 4, 2001	Time: 8-10am Location: Capitol Courthouse	General Business Guest speaker, Kit Bail, Department of Corrections, discussed her diverse career path that eventually led her to her current position.	13	<p>Bylaw revisions – Proposed changes include: extending the term of office to two years for the Treasurer and Secretary positions; eliminating any reference to months when elections and commencement of terms occur; making the Fall and Spring Conference committees standing committees instead of ad hoc committees, and removing the section that refers to ad hoc committees. A draft of the revised bylaws will be presented to the members at the conference for approval.</p> <p>June meeting date – There was a request to change the June meeting to the 13th rather than the 6th due to conflict with the ICSEW conference. It was also suggested to change July meeting date to the 11th due to the holiday. It was unanimously agreed that both meeting dates will be changed accordingly.</p>
May 1, 2001	Time: Location: Location: Lacey Community Center	Spring Conference	22	<p>Bylaws, with amendments, were unanimously approved.</p> <p>EAG Mission & Goals – the membership committee asked the group to brainstorm on what is done in daily work that might assist in revision the mission and goals.</p> <p>Meeting Survey – A suggestion was made to consider changing the time and date of the EAG meetings, since many EAs cannot attend. It was further suggested that a survey be developed to poll members for date, location, time, parking, topics, and snacks for future meetings. A survey subcommittee was developed.</p> <p>Guest speakers – It was recommended that the group have a speaker every other month or plan 6 per year, since not everyone is interested in monthly speakers. On the non-speaker months, we should have a training workshop or work session. It was noted that we may not have member participation if we don't have speakers at every meeting.</p> <p>Standing and ad hoc Committees were formed: Mission & Goals, Spring Conference, Budget, Fall Conference, Membership, Caring, and Survey.</p> <p>Fall Conference themes were suggested: What's Leadership Got to Do With It; Give, Go, Grow; New Age Leadership; Beam Me Up; 2001: Space Odyssey; Seeds for Success.</p>

Date	Time/Location	Agenda	Attend	Notes
				<p>Mentoring – a suggestion was made to schedule time outside of the workplace, after hours, to get together and discuss issues that are unique to EAs.</p> <p>EAG discusses need for a PO BOX for conference registrations.</p> <p>A question was raised regarding whether we should send cards or flowers to members who may be ill; having a baby, etc...this item is delegated to the Caring Committee.</p>
June 13, 2001	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business Guest Speaker, Rhonda Penrose, founding member of EAG, explained how the EAG was created and discussed its growth and accomplishments during her tenure.	15	<p>Suggestion is made to separate the business meeting and hold a half-day conference rather than a full day.</p> <p>PO Box is approved unanimously.</p> <p>Community involvement – Day of caring announced, there is a \$5 fee (or \$50 minimum) which would come out of the EAG budget. It was noted that some agencies may support employee involvement, but can choose whether to pay or not. Other options include a pilot program the Food Bank is beginning and would need volunteers to work one evening a month. Another suggestion is the Martin Luther King community project and the “other” bank at the YWCA. Other options were discussed and more information on those options would be provided after further research.</p>
July 11, 2001	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business	13	<p>EAG will pay the \$50 registration fee for the Day of Caring.</p> <p>EA Correspondence Guidelines have not been updated since 1999.</p> <p>EAG Survey Results – 58 out of 90 EAs responded. Based on the results, the meeting will remain on Wednesday mornings. An evening work session will be held ever quarter at a designated location. Many responses indicated the need for more workshops and brown bag sessions.</p>
Aug. 5, 2001	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business Correspondence Tracking Combined Fund Drive Taking Minutes Conference Rooms	17	<p>Fall Conference registration has increased to \$75 to cover costs.</p> <p>Members volunteered to develop a list of available agency conference rooms to use as a resource.</p> <p>A suggestion was made to have table tents available at the meetings so new members can associate a name with a face.</p> <p>The first evening networking session is scheduled on August 16.</p>
August 16, 2011	Time: 6-8pm Location: Casa Mia, Conference Room, Olympia WA	Discussion	10	<p>Topics discussed:</p> <p>When do we let the employer know we are retiring? It was determined that 30 days was sufficient notice to tell an employer you are retiring.</p> <p>How to handle personality conflicts within the office? There was an in-depth discussion on this subject.</p>
Sept. 5, 2001	Time: 8-10am	General Business	10	

Date	Time/Location	Agenda	Attend	Notes
	Location: Board of Industrial Insurance Appeals	Speakers, Ron Holtcamp, Campaign Executive, and Paulette Bryant, Campaign Executive Thurston County provided an overview of the 2001 CFD campaign		
Oct. 3, 2001	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business Speaker, Trooper Ryan Spurling, Washington State Patrol Academy, gave a presentation on developing skills for self defense.	13	Day of Caring – The first venture into community service was very successful.
Nov. 7, 2001	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business Speaker, Greg Smith, Development Director of Washington Electronic Disease Surveillance System, Department of Health, gave a presentation on the difference between chemical and biological terrorism.	16	Fall Conference Results – Overall the conference rated a 91% success rate. EAG Website – it is reported that a website is being developed.



EXECUTIVE ASSISTANTS GROUP

January 3, 2001 Amended Minutes

Members Present:

Mary Mendoza, Utilities and Transportation Commission
Shellie Burnham, Western WA Growth Management Hearings Board
Mary Anderson, Caseload Forecast Council
Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security Department
Joyce Norris, Department of Transportation
Mary Reister, Workforce Training & Education Coordinating Board
Betty Mackey, Office of Financial Management
Suzee Smith, Washington State Patrol
Ilene Nelson, Department of Personnel
Russ Snelson, Indeterminate Sentence Review Board
Danielle French, Board of Industrial Insurance Appeals
Loy McColm, Department of Corrections
Rebecca Jensen, Services for the Blind
Vicki Jackson, Office of the Forecast Council
Pamela DeKay, Professional Education Standards Board
Cyndee Baugh, Washington Department of Veterans Administration
Patricia Anderson, Department of Natural Resources
Kelly Bast, Department of Natural Resources
Heather Boe, Washington State Board of Health

Guest:

Mary Charles, Governor's Mansion

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: Cyndee Baugh, Department of Veterans Administration; and Kelly Bast, Department of Natural Resources.

MINUTES:

Minutes were not prepared from the December meeting since it was our Holiday meeting.

TREASURER'S REPORT:

Mary Mendoza reported that the current balances are: \$1,526.73 in checking; and \$50.00 in savings. A question was raised about where EAG revenue comes from. Registration fees collected for the fall conference make up the EAG budget. The financial statement for December 2000 was unanimously approved.

GUEST SPEAKER:

Mary Charles, Coordinator for the Governor's Mansion, shared a glimpse of *Life at the Mansion*. Mary encouraged members to schedule a tour of the mansion.

NEW BUSINESS:

Charitable Donations – MaryM. mentioned that for the past few years the EAG has been contributing to charitable organizations. There has been a suggestion to re-invest those contributions back into the EAG by offering training. Mary asked the group what their preference would be and there were mixed reactions from the group. MaryM. requested that a subcommittee be formed to research this issue further. Mary Henley, Mary Anderson, and Joyce Norris volunteered.

Governor's Correspondence Unit Agency Contact Meeting – Joyce reported that the Governor's office held a correspondence unit agency contact meeting. Several members indicated that they did not receive an invitation to the meeting. It was suggested to contact Lan at the Governor's office to add your name and agency to the contact list. Betty Mackey sent an email to the EAG with the web address for the new correspondence guidelines, which are now online. Some members did not receive Betty's email; Barb will send it out to the EAG list. MaryM. solicited ideas for creating and maintaining an electronic correspondence log system.

Membership - MaryM. reported that the EAG Board met and discussed a list of issues/recommendations presented by the Membership Committee. The first recommendation was to make the definition of EA in the Bylaws consistent with the definition in the brochure. MaryA. provided copies of the bylaws which included a proposed/revised definition of EA, as well as moving it from one section to another. Several rewording suggestions were made and unanimously approved.

A second recommendation was to revise the membership definition in regard to appointing more than one designee to attend EAG meetings. The group agreed that the EAG is an open forum for networking and sharing and should be open to more than one designee. Several rewording suggestions were made and unanimously approved.

Rebecca Jensen volunteered to review the Bylaws for punctuation corrections.

Sweatshirts – Shellie announced that members can still order sweatshirts.

New Meeting Location – MaryM. mentioned that there is a possibility that we won't always be able to have our meetings in the current location (Capital Court Building) and suggested that we should consider finding an alternate location. Shellie will contact Kathy Cleeves (DOH); Betty Mackey will contact L&I; Trish Anderson will contact DNR; Mary Henley also mentioned her agency (ESD) may have space. There was also discussion about starting the meetings at 8:30am instead of 8:00am. This item will be discussed at the next meeting.

OLD BUSINESS:

Spring Conference Planning – Shellie reported that the Spring Conference is scheduled for May 1 and will be held at the Lacey Community Center. The following committees have been formed: *Food* (Barb Cleveland-chair, Mary Reister, Cyndi Baugh, Vicki Jackson); *Speaker/Agenda* (Joyce Norris, chair; Shellie Burnham, Kathy Cleeves); *Registration* (Mary Anderson-chair, Mary Henley, Trish Anderson, Pam Dekay). If you have ideas or suggestions for any of the committees, please contact the chair of that committee.

NEXT MEETING:

The next meeting will be held on February 7 and will begin at 9:00am instead of 8:00am. We will convene at our usual meeting place (Capital Court Building) and then tour the Governor's Mansion at 10:00am.

ADJOURNMENT:

Having no further business, the meeting was adjourned.



EXECUTIVE ASSISTANTS GROUP

February 7, 2001 Minutes

Members Present:

Mary Mendoza, Utilities and Transportation Commission
Shellie Burnham, Western WA Growth Management Hearings Board
Mary Anderson, Caseload Forecast Council
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Joyce Norris, Department of Transportation
Suzee Smith, Washington State Patrol
Russ Snelson, Indeterminate Sentence Review Board
Danielle French, Board of Industrial Insurance Appeals
Loy McColm, Department of Corrections
Pamela DeKay, Professional Education Standards Board
Patricia Anderson, Department of Natural Resources
Monica Cooper, State Auditor's Office
Kathy Cleeves, Department of Health
Jean Fisher, Health Care Facilities Authority
Tammy Owings, Interagency Committee for Outdoor Recreation
Mollie Timm, Liquor Control Board
Frances Munez Carter, Liquor Control Board
Julie Snyder, State Auditor's Office
Jude Cryderman, Office of Administrator for the Courts
Laurel Mitchell, Secretary of State's Office

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: Mollie Timm and Frances Munez Carter, Liquor Control Board; Julie Snyder, State Auditor's Office; Jude Cryderman, Office of Administrator for the Courts; and Laurel Mitchell, Secretary of State's Office.

Shellie asked if members had commute trip reduction policies, would they please share them with her.

MINUTES:

The minutes of the January 3, 2001 meeting were approved with amendments under New Business – Charitable Donations.

TREASURER'S REPORT:

Paulette reported that the current balances are: \$1819.30 in checking; and \$50.00 in savings.

OLD BUSINESS:

Charitable Donations – Joyce reported that a subcommittee of Mary Henley, Mary Anderson, and Joyce Norris met recently and discussed the issue of charitable donations. She provided a handout which listed discussion items and recommendations for the group to consider. The

recommendations included having a balance of at least \$2,500 before the membership makes a financial donation to a charitable organization, and having the EAG volunteer as a group to provide a community service.

Membership – Joyce reported that the Membership Committee met last week. The committee focused on items to be included in the new member welcome packet, modifying the member roster, creating a schedule/calendar of EAG events, revising the brochure, and drafting language for member terms and definitions in the bylaws. She mentioned that the bylaw revisions will be on the March agenda for discussion.

She also noted that elections for new officers will be held this Spring, and encouraged everyone to be thinking about offices. The next Membership Committee meeting is scheduled for February 28 at 6:30pm at Mary Anderson's house.

Spring Conference Update – Shellie reported that plans for the Spring Conference are progressing. She provided a draft agenda for review. Based on the cost of the room, speaker, and food, an amount of \$50 was suggested as the registration fee. Barb reported that the Food Committee meets on February 8 to plan the menu. It was decided the registration packets should be out by April 1 with an April 25 deadline.

Sweatshirts – Shellie announced that members can still order sweatshirts (please contact her if you wish to order).

New Meeting Location – Shellie reported that there have been contacts with several agencies regarding alternate space for our meetings. The alternate space would be used in the event the Capitol Building space is unavailable. She asked members to email her with any suggestions on alternate meeting space.

NEXT MEETING:

The next meeting will be held on March 7 beginning at 8:00am.

ADJOURNMENT:

Having no further business, the business portion of the meeting was adjourned. The group then participated in a tour of the Governor's mansion.



EXECUTIVE ASSISTANTS GROUP

March 7, 2001 Minutes

Members Present:

Mary Mendoza, Utilities and Transportation Commission
Shellie Burnham, Western WA Growth Management Hearings Board
Mary Anderson, Caseload Forecast Council
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Joyce Norris, Department of Transportation
Russ Snelson, Indeterminate Sentence Review Board
Mary Henley, Employment Security Department
Danielle French, Board of Industrial Insurance Appeals
Jean Fisher, Health Care Facilities Authority
Tammy Owings, Interagency Committee for Outdoor Recreation

CALL TO ORDER:

The meeting was called to order by Mary Mendoza, Chair. Introductions were made with brief highlights of agency activities. The main topic of discussion was the Ash Wednesday earthquake.

MINUTES:

The minutes of the February 7, 2001 meeting were unanimously approved.

TREASURER'S REPORT:

Paulette reported that the current balances are: \$1819.30 in checking; and \$50.00 in savings. These balances reflect all revenues collected from the fall conference and sweatshirt purchases.

GUEST SPEAKER:

Kit Bail, Department of Corrections, discussed her diverse career path that eventually lead her to her current position with the Department of Corrections.

OLD BUSINESS:

Charitable Donations – MaryM. suggested that a decision needs to be made regarding the subcommittee's recommendations on charitable donations. The recommendations were to (1) have a balance of \$2500 before the membership considers making a financial donation to a charitable organization; and (2) have the EAG volunteer as a group to provide a community service. The membership unanimously agreed that providing a community service would be more beneficial and provide visibility for the EAG. MaryH. will contact United Way to add the EAG to their mailing list.

Spring Conference Update – Shellie reported that we need to finalize our conference theme and let the speaker know what to present. There was discussion regarding potential themes and presentation content. The theme, "Striving and Thriving" was chosen. MaryH. will contact DeAnne Bennett to clarify the focus of her presentation. MaryA. is working on drafting the

brochures/registration forms and meeting packets. Barb reported that Casa Mia will be providing the lunch. She also reported that Linda Fredericks is checking into the breakfast options.

Elections – The membership/nomination committee will send out an email soliciting for nominations for volunteers to serve as board officers. Nominations for new officers will be announced at the April meeting.

New Meeting Location – Shellie reported that beginning June 1 the EAG meetings will be held at the Board of Industrial Insurance Appeals through the end of 2001.

NEXT MEETING:

The next meeting will be held on April 4 from 8-10 a.m. in the Capitol Court Building.

ADJOURNMENT:

Having no further business, the meeting was adjourned.



EXECUTIVE ASSISTANTS GROUP

April 4, 2001 Minutes

Members Present:

Mary Mendoza, Utilities and Transportation Commission
Shellie Burnham, Western WA Growth Management Hearings Board
Mary Anderson, Caseload Forecast Council
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Joyce Norris, Department of Transportation
Mary Henley, Employment Security Department
Jean Fisher, Health Care Facilities Authority
Tammy Owings, Interagency Committee for Outdoor Recreation
Mary Reister, Workforce Training & Education Coordinating Board
Pamela DeKay, Professional Educator Standards Board
Frances Munez Carter, Liquor Control Board
Kathy Cleeves, Department of Health

CALL TO ORDER:

The meeting was called to order by Mary Mendoza, Chair. Introductions were made with brief highlights of agency activities. Mary M. and Shellie B. mentioned that they have changed jobs.

MINUTES:

The minutes of the March 7, 2001 meeting were unanimously approved. Mary M. reminded the group about our commitment to provide community services this year. Mary H. mentioned she will have information about volunteering and will share at the Spring Conference.

TREASURER'S REPORT:

Paulette reported that the current balances are: \$1819.30 in checking; and \$50.00 in savings. Mary M. noted that the revenue collected for sweatshirt purchases was considered "pass through" monies.

OLD BUSINESS:

Bylaw Revisions – Joyce reported that the membership committee met and made several proposed changes to the bylaws. The proposed changes include: extending the term of office to two years for the Treasurer and Secretary positions; eliminating any reference to months when elections and commencement of terms occur; making the Fall and Spring Conference Committees standing committees instead of ad hoc committees, and removing the section that refers to ad hoc committees. A draft of the revised bylaws will be presented to members at the conference for approval.

Elections – Mary H. reported that the current slate of nominees for 2001 board officer positions are: Mary A. for Chair; Shellie Burnham and Kathy Cleeves for co-Vice Chairs; Paulette Yorke for Treasurer; and Barb Cleveland for Secretary/Historian. Mary H. opened the floor for additional nominations. Shellie nominated Pam DeKay for co-Vice Chair, and withdrew her own nomination. No further nominations were suggested. The group unanimously approved the

election of Mary Anderson for Chair; Pam DeKay and Kathy Cleeves for co-Vice Chairs; Paulette Yorke for Treasurer; and Barb Cleveland for Secretary/Historian. Congratulations!

Spring Conference Update – Shellie reported that the arrangements for the conference have been finalized and everything is all set. Mary A. will make name tags and table tents for the tables. Barb reported that the food arrangements have been finalized.

NEW BUSINESS:

June Meeting Date – Mary M. mentioned that she had a request to change the June meeting date to the 13th instead of the 6th, since the ICSEW conference is being held that week. It was also suggested to change our July meeting date to the 11th due to the holiday. It was unanimously agreed that both meeting dates will be changed accordingly.

NEXT MEETING:

The next meeting will be held on May 1 at the Lacey Community Center in conjunction with the Spring conference.

ADJOURNMENT:

Having no further business, the meeting was adjourned.



EXECUTIVE ASSISTANTS GROUP

May 1, 2001 Minutes from Business Meeting
of EAG Spring 2001 Conference

Members Present:

Mary Mendoza, Utilities and Transportation Commission
Shellie Burnham, Western WA Growth Management Hearings Board
Mary Anderson, Caseload Forecast Council
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Joyce Norris, Department of Transportation
Jean Fisher, Health Care Facilities Authority
Mary Reister, Workforce Training & Education Coordinating Board
Pamela DeKay, Professional Educator Standards Board
Kathy Cleaves, Department of Health
Ilene Nelson, Department of Personnel
Cyndee Baugh, Department of Veterans Affairs
Pat Schmidtkofer, Department of Licensing
Debbie Meyer, Department of Social & Health Services
Rene Pacana, Parks & Recreation
Danielle French, Board of Industrial Insurance Appeals
Laurel Mitchell, Secretary of State
Pam Martin, Arts Commission
Patricia Davis, State Library
Linda Fredericks, Attorney Generals Office
Patricia Justice, Lottery Department
Wambli Zephier, Governors Office of Indian Affairs

CALL TO ORDER:

The meeting was called to order by Mary Anderson, recently elected Chair. Introductions were made with brief highlights of agency activities. Mary introduced and welcomed the newly elected board members, as well as the new members attending the conference. Shellie Burnham remarked that being an active and involved member of EAG has great benefits and is very rewarding.

On behalf of the EAG, Mary Anderson presented Mary Mendoza with a gift of thanks for her service as Chair of EAG for the past year.

MINUTES:

The minutes of the April 4, 2001 meeting were unanimously approved.

TREASURER'S REPORT:

Paulette reported that the current balances are: \$2744.73 in checking; and \$50.00 in savings.

OLD BUSINESS:

Bylaw Approval – The group reviewed the latest draft of the bylaws which included amendments from our April 4 meeting. The bylaws, with amendments, were unanimously approved.

PLANNING SESSION:

EAG Mission & Goals – The Membership Committee recommended that it was time to review and consider updating our mission and goals. A suggestion was made to change “Executive Assistant” to “executive professional support,” the intent being to get away from the word “assistant” and better define our professional role. The majority agreed to leave the name as is.

Joyce Norris asked the group to brainstorm on what we do in our daily work, that might assist in revising the mission and goals of EAG. Following is a list of items that were suggested:

- mentor
- network
- education/training
- communication
- problem solving
- issue resolution
- conflict
- develop and maintain standards and professionalism
- resolution of confidential issues unique to EAs
- confidentiality of group

Joyce mentioned that the Membership Committee would consider these suggestions and draft some language for the mission and goals. This item will be discussed at our July meeting.

Brochure – Joyce mentioned that the Membership Committee plans to revise the EAG brochure for simplicity. The format will be in narrative style. A draft brochure will be presented for comments at a future meeting.

Meeting Survey – A suggestion was made to consider changing the time and date of the EAG meetings, since many EAs cannot attend. It was further suggested that we develop a survey to poll members for date, location, time, parking, topics, and snacks for future meetings. Cyndee Baugh volunteered to take the lead on this project. Pam DeKay, Rene Pacana, Jean Fisher, and Pat Schmidtkofer volunteered to assist Cyndee. Joyce mentioned that the Membership Committee would also like to be involved. The survey subcommittee will develop the survey in May and send out to the EAG in early June.

Monthly Programs – Mary Anderson asked the group for suggestions for the 2001-02 monthly meetings and conferences. Following is a list of topics/speakers that were suggested (the member who suggested the item is in parentheses):

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| • rotate a bring your boss to meeting - Doug MacDonald, DOT (Joyce) | • 1-2 paid speakers per year |
| • sponsor 2 hour forum (Pat S) | • state library (Pat D) |
| • styles (bipolar) workshop (Mary R) | • retirement/succession planning (DOP) |
| • open house (Mary A) | • marketing EAG (Mary M) |
| • Paul Isaki (Kathy C) | • Kim Ryan, DOP (Ilene) |
| • Margarita Mendoza de Sugiyama (Mary A) | • Maxine Hayes, DOH (Kathy C) |
| • Kathy O'Kelley (Mary M) | • Brian Walter |
| • conflict resolution/mediation – John Robertson, DOP (Joyce) | • Thurston County Dispute Resolution Center |

- Freddy Williams, WSP
- Dick Thompson
- Mary Selecky, DOH (Kathy C)
- energy/drought issues
- Martha Bryan (Pat S)
- Steve Kolodney, DIS
- website assistance/maintenance
- Danny Delacombe (Pat S)
- Marty Brown, OFM
- Debbie Rough-Mak, DOP
- Kimberly Craven, GOIA – Govt. to Govt. training (Wambli)
- DeAnne Bennett
- Barb Felver
- Pat Schwab-Beam Me Up theme

It was recommended that we have a speaker every other month or plan 6 per year, since not everyone is interested in monthly speakers. On the non-speaker months, we would have a training workshop or work session. It was noted that we may not have member participation if we don't have speakers at every meeting.

Based on the survey results, we will plan to begin the new meeting schedule and agenda setting in July.

Committees – Mary Anderson mentioned that we need to form our standing and ad hoc committees. Following are the committees and members who volunteered (the subcommittees are in parentheses):

Mission & Goals – Joyce (chair), Patsy, Pat S, Jean, Pam

Spring Conference – Mary H (chair); Paulette, Pat D (registration); Kathy, Linda, Danielle (food/facilities); Laurel (speaker); Jean (evaluation); Mary A, Shellie, Wambli (program)

Budget – Paulette (chair), Pam, Pat D

Fall Conference – Shellie (chair); Jean (co-chair); Paulette, Ilene (registration); Pat S (food/facilities); Pam, Kathy, Pat S, Rene (speaker); Kathy (evaluation); Mary A, Shellie, Mary R, Kathy (program)

Membership – Joyce (chair), Mary A, Patricia A, Kathy, Mary M, Mary R, Shellie, Barb, Mary H, Paulette

Caring – Mary H (chair), Patsy

Survey – Cyndee (chair), Pam, Rene, Pat S, Jean

Fall Conference Planning – Mary Anderson asked the group to consider when we'd like to hold our Fall 2001 Conference. She also asked for suggestions for themes. Members were asked to share their ideas via email to the Fall Conference Committee members. A few ideas that were suggested at the meeting include the following (it was noted the main theme appears to be leadership):

- What's Leadership Got to Do With It
- Give, Go, Grow
- New Age Leadership
- Beam Me Up
- 2001: Space Odyssey
- Seeds for Success

Mentoring – Joyce mentioned that it is time to discuss mentoring, a topic that has been a back burner issue. She asked the group, what is our focus and how do we want to apply mentoring to the EAG. The group agreed mentoring may mean supporting one another with common issues, providing assistance/suggestions to effectively deal with problems, pairing existing members with new members for introduction to EAG. A suggestion was made to schedule time outside of the workplace, after hours, to get together and discuss issues that are unique to EAs. Jean Fisher offered her home for the first meeting. This item will be discussed at a future meeting.

Miscellaneous – It was suggested that the EAG should secure a PO Box for conference registrations - this item needs to be followed up.

A question was raised regarding whether we should send cards or flowers to members who may be ill, having a baby, etc - this item will be delegated to the Caring Committee.

Shellie mentioned that sweatshirts can still be purchased - the cost is \$26.43 if shipped directly, or \$22.43 if picked up - email your orders to Shellie and mail payment to Paulette.

Mary Anderson reminded the co-chairs that we need to send thank you cards to the speakers.

NEXT MEETING:

The next meeting will be held on June 13 at the Board of Industrial Insurance Appeals. Directions will be sent out with the meeting agenda and minutes via email.

ADJOURNMENT:

Having no further business, the business meeting portion of the conference was adjourned.



EXECUTIVE ASSISTANTS GROUP

June 13, 2001 Minutes

Members Present:

Mary Anderson, Caseload Forecast Council
Shellie Burnham, Western WA Growth Management Hearings Board
Kathy Cleeves, Department of Health
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Joyce Norris, Department of Transportation
Mary Henley, Employment Security Department
Jean Fisher, Health Care Facilities Authority
Mary Reister, Workforce Training & Education Coordinating Board
Frances Munez Carter, Liquor Control Board
Ilene Nelson, Department of Personnel
Danielle French, Board of Industrial Insurance Appeals
Loy McColm, Department of Corrections
Betty Mackey, Office of Financial Management
Pat Davis, Washington State Library

CALL TO ORDER:

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

MINUTES:

The minutes of the May 1, 2001 business meeting were unanimously approved with a correction to the June meeting date.

TREASURER'S REPORT:

Paulette reported that the current balances are: \$2352.59 in checking; and \$50.00 in savings. She noted that we are still waiting to receive payment on two Spring conference registrations, and the bill from the speaker.

OLD BUSINESS:

Spring Conference Evaluation Results – Kathy reported that she received only four evaluations. Of these, the results were generally positive. Everyone seemed to enjoy the location, food, decorations, and networking. A suggestion was made to separate the business meeting and hold a half-day conference rather than a full day. The group also discussed the location for next year's conference. *This issue will be discussed at a future meeting.*

GUEST SPEAKER:

Rhonda Penrose, founding member of EAG, explained how the EAG was created and discussed its growth and accomplishments during her tenure.

Rhonda works part time for TVW and invited the EAG on a tour of the facility. *A tour of TVW will be scheduled for a future meeting.*

NEW BUSINESS:

New Committees – Mary Anderson recapped the member composition of the new committees that were developed at the Spring conference business meeting and reminded members that volunteers are still be accepted for one or more committees.

Mission & Goals – Joyce mentioned that the subcommittee has not yet met, but will be doing so soon.

EAG Survey – Jean Fisher provided copies of the draft survey for review. Various changes were suggested. Jean will forward the suggestions to Cyndee to finalize the survey. Barb will send the survey out to the EAG. Completed surveys will be returned to Barb and forwarded to Rene Pacana for compilation. *Results will be shared at the July meeting.*

Fall Conference – The fall conference will be held on October 24 at the Labor & Industries building in Tumwater. The fall conference subcommittee will meet soon to begin planning.

PO Box – Paulette reported that a PO box for the EAG would cost approximately \$25 month. The PO Box would mainly be used for collection of conference registrations, and would be maintained by the EAG treasurer. Purchase of a PO Box for the EAG was unanimously approved.

Community Involvement – Mary Henley provided the group with options for community involvement. She looked into the day of caring set for Friday, September 14, 2001 from 9am-3pm and asked the group their preference. The group narrowed their selection to either painting or sorting and distribution. There is a \$5 fee (or \$50 minimum) which would come out of the EAG budget. It was noted that some agencies may support employee involvement, but can choose whether to pay or not. Mary will follow-up with an email after she contacts the Day of Caring staff.

Other options include a pilot program the Food Bank is beginning and would need volunteers to work one evening a month. Volunteers would be needed after September. Mary Henley also suggested the Martin Luther King community project and the “other” bank at the YWCA. Another suggestion was to donate our professional clothing to the YWCA, Clothes Closet Program, DSHS and ESD Workfirst project, or a DOC program for women offenders entering the workforce.

Mary Henley will provide more information on these options after further research.

NEXT MEETING:

The next meeting will be held on July 11 at the Board of Industrial Insurance Appeals (BIIA). All meetings through the end of December 2001 will be held at the BIIA.

ADJOURNMENT:

Having no further business, the meeting was adjourned.



EXECUTIVE ASSISTANTS GROUP

July 11, 2001 Minutes

Members Present:

Mary Anderson, Western WA Growth Management Hearings Board
Shellie Burnham, Office of Financial Management-Executive Policy
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security Department
Mary Reister, Workforce Training & Education Coordinating Board
Danielle French, Board of Industrial Insurance Appeals
Jay Raish, Board of Industrial Insurance Appeals
Loy McColm, Department of Corrections
Kathleen Turnbow, Caseload Forecast Council
Linda Fredericks, Attorney General's Office
Pat Schmidtkofer, Department of Licensing
Nancy Moen, Utilities & Transportation Commission

CALL TO ORDER:

The meeting was called to order by Mary Anderson, Chair. Introductions were made with brief highlights of agency activities. Mary welcomed new members: Kathleen Turnbow, Caseload Forecast Council; Nancy Moen, Utilities & Transportation Commission; and Jay Raish, Board of Industrial Insurance Appeals.

MINUTES:

The minutes of the June 13, 2001 meeting were unanimously approved.

TREASURER'S REPORT:

Paulette reported that the current balances are: \$2352.59 in checking; and \$50.00 in savings. She noted that we are still waiting to receive payment on two Spring conference registrations, and the bill from the speaker. Paulette reported the EAG has a new post office box. The address is PO Box 4275, Tumwater, WA 98501.

OLD BUSINESS:

Day of Caring – Mary Henley reported the day of caring is set for September 14 from 9am-4pm. The event is sponsored by the United Way of Thurston County. She is seeking nine volunteers to participate in the day of caring. A volunteer release form will need to be completed and returned to Mary by July 20. Volunteers will either be working at the local food bank or painting in the community. EAG will pay for the \$50 registration fee.

EA Correspondence Guidelines – Shellie mentioned the EA correspondence guidelines haven't been updated since 1999. A question was raised whether we should continue publishing the guidelines since most of the information is contained in the Governor's correspondence guidelines. It was agreed to continue publishing the EAG guidelines. Mary Henley, Linda Fredericks, Loy McColm, Shellie Burnham, and Betty Mackey (by nomination) volunteered to work on this task.

NEW BUSINESS:

EAG Survey Results – Mary Anderson reported the survey results. 58 out of 90 EAs responded to the survey. Mary noted there were many good ideas/suggestions in the responses. Based on the results, the meeting will remain on Wednesday mornings. An evening work session will be held every quarter at a designated location. Many responses indicated the need for more workshops and brown bag sessions. Suggestions included providing refreshments at the meetings. It was decided to solicit a volunteer at each meeting to bring refreshments. Mary mentioned the EAG Board will discuss the ideas/suggestions brought up in the surveys. It was suggested that a summary of the survey results be sent to the EAG.

Fall Conference Update – Shellie Burnham reported the fall conference committee will be meeting after the EAG meeting today. *An update will be provided at the next meeting.*

TVW Tour – Mary Anderson suggested this item be revisited in the Fall. *This item will be discussed at a future meeting.*

NEXT MEETING:

The next meeting will be held on August 1 at the Board of Industrial Insurance Appeals (BIIA). All meetings through the end of December 2001 will be held at the BIIA.

ADJOURNMENT:

Having no further business, the meeting was adjourned.



EXECUTIVE ASSISTANTS GROUP

August 1, 2001 Minutes

Members Present:

Mary Anderson, Western WA Growth Management Hearings Board
Kathy Cleeves, Department of Health
Pam Abbott, Professional Educator Standards Board
Shellie Burnham, Office of Financial Management-Executive Policy
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security Department
Mary Reister, Workforce Training & Education Coordinating Board
Danielle French, Board of Industrial Insurance Appeals
Jay Raish, Board of Industrial Insurance Appeals
Loy McColm, Department of Corrections
Kathleen Turnbow, Caseload Forecast Council
Rebecca Jensen, Department of Services for the Blind
Patricia Davis, Washington State Library
Nancy Moen, Utilities & Transportation Commission
Tammy Owings, Outdoor Recreation
Russ Snelson, Indeterminate Sentence Review

CALL TO ORDER:

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

MINUTES:

The minutes of the July 11, 2001 meeting were unanimously approved.

TREASURER'S REPORT:

Paulette reported that the current balances are: \$2312.09 in checking; and \$50.00 in savings.

NEW BUSINESS:

Fall Conference Update – Shellie reported the speakers have been confirmed for the fall conference which is set for October 24 at the Labor and Industries Building. She noted the registration fee has increased to \$75 to cover costs. It is anticipated that registration forms will be sent out by September 18.

Membership Update – Mary mentioned a membership committee meeting is being planned. The membership committee is working on revising the EAG brochure and new member packets. Future plans include creating an EAG website and newsletter. The committee is always looking for volunteers; *contact Mary if you are interested in volunteering.*

CORRESPONDENCE TRACKING:

Kathy mentioned her agency is revamping the process they use to track Governor correspondence. She asked members to share the process they use to track Governor

correspondence requests. Members offered their ideas and suggestions.

COMBINED FUND DRIVE: Kathy mentioned she is the agency coordinator for this years combined fund drive. She asked members to share their ideas and suggestions. Members shared their experiences with CFD and offered suggestions. Kathy noted that there had been an ethics ruling that CFD is now considered a business activity; therefore, agency FTEs and funding can be used to support this activity.

TAKING MINUTES: Mary shared her training on taking minutes with the group. *She will forward the notes she received from the training to the EAG.*

MISCELLANEOUS:

Conference Rooms – Mary Henley and Shellie Burnham have volunteered to develop a list of available agency conference rooms to use as a resource. *A separate email will be forthcoming from Mary and Shellie.*

Table Tents – A suggestion was made to have table tents available at the meetings, so new members can associate a name with a face. *Mary Henley has a supply of table tents and will provide them at the next meeting.*

Evening Networking Session – The first evening networking session is scheduled for August 16 beginning at 6pm at Casa Mia in downtown Olympia. *Mary will send out a flyer with the information.*

Sweatshirts – Sweatshirts are still available to purchase. If you are interested in purchasing an EAG sweatshirt, please contact Shellie Burnham.

NEXT MEETING:

The next meeting will be held on September 5 at the Board of Industrial Insurance Appeals (BIIA) in the main conference room upstairs. All meetings through the end of December 2001 will be held at the BIIA.

ADJOURNMENT:

Having no further business, the meeting was adjourned.



Thursday, August 16, 2001
6:00 PM to 8:00 PM
Casa Mia, Conference Room
Olympia, Washington

Facilitator: Mary Anderson

Attendees: Rebecca Jensen, DSB
Loy McColm, DOC
Mary Reister, WTB
Pat Davis, Library
Joyce Norris, DOT
Pam Abbot, PESB
Linda Allan, DOR
Mary Henley, ESD
Kathleen Turnbow, CFC

Topics Discussed

- When do we let the Employer know we are retiring?
It was determined by the group that thirty days was sufficient notice to tell an employer you are retiring. Most employers know when an employee would be retiring. Thirty days gives the employee the time the need to take care of any issues that may come up when retiring, such as: notification to Dept. of Retirement, necessary paperwork to be filled out, etc.
- How to handle personality conflicts within the office?
There was a in-depth discussion on this subject.

8:00 PM

Adjourned



EXECUTIVE ASSISTANTS GROUP

September 5, 2001 Minutes

MEMBERS PRESENT:

Mary Anderson, Western WA Growth Management Hearings Board
Pam Abbott, Professional Educator Standards Board
Shellie Burnham, Office of Financial Management-Executive Policy
Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security Department
Mary Reister, Workforce Training & Education Coordinating Board
Kathleen Turnbow, Caseload Forecast Council
Patricia Davis, Washington State Library
Russ Snelson, Indeterminate Sentence Review
Jean Fisher, Washington Health Care Facilities Authority

CALL TO ORDER:

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

MINUTES:

The minutes of the August 1, 2001 meeting were unanimously approved.

TREASURER'S REPORT:

Mary Anderson reported that the current balances are: \$2357.09 in checking; and \$50.00 in savings.

NEW BUSINESS:

Evening Networking Session – Mary Anderson reported that the August 16 evening networking session was successful. *Another session is planned for November 14 at 6pm at Mary Henley's house.*

Membership Committee Update – Mary Reister reported that she is the new chair of the membership committee. A committee meeting has been scheduled for September 11. The committee will be working on updating the new member welcome packets.

OLD BUSINESS:

Fall Conference Update – Shellie Burnham reported that speakers have been confirmed for the conference. Registration forms will be sent out soon. It is at the discretion of EAs to send registration forms to support staff who they feel could benefit from the training.

Day of Caring Update – Mary Henley reported that 8 EAs have signed up to volunteer for the Day of Caring and will provide assistance to the Thurston County Food Bank. The Day of Caring is set for September 14.

Sweatshirts – Sweatshirts are still available to purchase. If you are interested in purchasing an EAG sweatshirt, please contact Shellie Burnham.

GUEST SPEAKER:

Ron Holtcamp, (DSHS) Campaign Executive, and Paulette Bryant, Campaign Executive Thurston County provided an overview of the 2001 CFD campaign.

NEXT MEETING:

The next meeting will be held on October 3 at the Board of Industrial Insurance Appeals (BIIA) in the main conference room upstairs. Mary Reister will provide refreshments. All meetings through the end of December 2001 will be held at the BIIA.

ADJOURNMENT:

Having no further business, the meeting was adjourned.



EXECUTIVE ASSISTANTS GROUP

October 3, 2001 Minutes

MEMBERS PRESENT:

Pam Abbott, Professional Educator Standards Board
Shellie Burnham, Office of Financial Management-Executive Policy
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security Department
Mary Reister, Workforce Training & Education Coordinating Board
Kathleen Turnbow, Caseload Forecast Council
Patricia Davis, Washington State Library
Jean Fisher, Washington Health Care Facilities Authority
Jay Raish, Board of Industrial Insurance Appeals
Frances Munez Carter, Liquor Control Board
Ilene Nelson, Department of Personnel
Loy McColm, Department of Corrections

CALL TO ORDER:

The meeting was called to order by Pam Abbott, Vice Chair, who was filling in for Mary Anderson. Introductions were made with brief highlights of agency activities. Barb Cleveland noted that the 2002 EAG meetings will be held at BIIA.

MINUTES:

The minutes of the September 5, 2001 meeting were unanimously approved.

TREASURER'S REPORT:

Paulette Yorke reported that the current balances are: \$3,632.09 in checking; and \$50.00 in savings. Approximately 26 fall conference registrations have been received.

OLD BUSINESS:

Day of Caring Wrap Up – Mary Henley reported that the September 14 Day of Caring at the Thurston County Food Bank was a very successful first venture into community service. Members that volunteered during the Day of Caring shared their perspectives

of community service at the Food Bank. Mary Henley asked members to be thinking of ideas for next year's community service project and email her with suggestions.

Fall Conference Update – Mary Henley mentioned that a conference stuffing/basket building get together will be held at her house on October 17 at 6:30pm. If you have items to donate to the baskets, please provide them to Mary as soon as possible.

Sweatshirts – Sweatshirts are still available to purchase. If you are interested in purchasing an EAG sweatshirt, please contact Shellie Burnham.

NEW BUSINESS:

Holiday Meeting – Pam mentioned the December meeting is traditionally a holiday celebration with refreshments and a gift exchange. The holiday meeting will be held on December 5. The EAG will provide refreshments. Members who would like to participate in the gift exchange are asked to bring a wrapped, gender-neutral gift of \$10 or less.

2002 Spring Conference – Mary Henley mentioned she will be scheduling a subcommittee meeting to begin preparations for the 2002 Spring Conference. She raised the question of whether we should consider a change in location. Possibilities included Ocean Shores, Silverdale, Leavenworth, and Alderbrook (Shelton). The subcommittee will consider these suggestions in their planning.

Evening Networking Session – The next evening networking session will be held on November 14 at Mary Henley's house.

GUEST SPEAKER:

Trooper Ryan Spurling, Washington State Patrol Academy, gave a presentation on developing skills for self defense.

NEXT MEETING:

The next meeting will be held on November 7 at the Board of Industrial Insurance Appeals (BIIA). All 2002 meetings will be held at the BIIA.

ADJOURNMENT:

Having no further business, the meeting was adjourned.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

November 7, 2001 Minutes

MEMBERS PRESENT:

Mary Anderson, Growth Management Hearings Board
Pam Abbott, Professional Educator Standards Board
Kathy Cleeves, Department of Health
Paulette Yorke, Personnel Appeals Board
Barb Cleveland, Office of Administrative Hearings
Shellie Burnham, Office of Financial Management-Executive Policy
Mary Reister, Workforce Training & Education Coordinating Board
Patricia Davis, Washington State Library
Jean Fisher, Washington Health Care Facilities Authority
Frances Munez Carter, Liquor Control Board
Ilene Nelson, Department of Personnel
Loy McColm, Department of Corrections
Rebecca Jensen, Services for the Blind
Betty Mackey, Office of Financial Management
Linda Fredericks, Attorney General's Office
Robyn Bryant, Environmental Hearings Office

CALL TO ORDER:

The meeting was called to order by Mary Anderson, Chair. Introductions were made with brief highlights of agency activities. Mary welcomed new member, Robyn Bryant, Environmental Hearings Office.

MINUTES:

The minutes of the October 3, 2001 meeting were unanimously approved.

TREASURER'S REPORT:

Paulette Yorke reported that the current balances are: \$5,863.69 in checking; and \$50.00 in savings. She noted that conference speaker, David Goldman, and the portfolios still need to be paid (approximately \$3000). Paulette mentioned that she will be changing the format of the financial report.

NEW BUSINESS:

Fall Conference Highlights/Results – Shellie Burnham reported on the conference evaluation results. Overall the conference rated a 91% success rate. There were many useful suggestions for planning next year's conference. Shellie will send the results to Barb for electronic distribution to the EAG. Mary will check with Pam Abbott and Kathy Cleeves to see if thank you letters were sent to speakers.

MISCELLANEOUS:

History of EAG Conferences - Shellie mentioned she is still looking for information and handouts from the 1997, 1998, and 1999 Spring Conferences.

EAG Website - Shellie reported that a website is being developed. If you have any ideas, documents, tips or newsworthy information you'd like to include in the website, please send it to Shellie.

GUEST SPEAKER:

Greg Smith, Development Director of Washington Electronic Disease Surveillance System, Department of Health, gave a presentation on the difference between chemical and biological terrorism.

OLD BUSINESS:

Evening Networking Session – The next evening networking session will be held on November 14 at Mary Henley's house.

Sweatshirts – Sweatshirts are still available to purchase. If you are interested in purchasing an EAG sweatshirt, please contact Shellie Burnham.

NEXT MEETING:

The next meeting will be held on December 5 at the Board of Industrial Insurance Appeals (BIIA). This will be the EAG Holiday meeting which will include refreshments and a gift exchange (\$10 max.). Due to the New Years holiday, the January 2002 meeting will be held on January 9 at BIIA.

ADJOURNMENT:

Having no further business, the meeting was adjourned.