



Date	Time/Location	Agenda	Attend	Notes
Feb. 4, 2009	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business	14	
March 4, 2009	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business Training, How to write a clear office procedure	9	
April 1, 2009	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business Roundtable: How do you manage/interact with support staff (that you may or may not supervise) in your agency?	15	
May 6, 2009	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business Training, Reducing administrative costs in our agencies	12	
June 2, 2009	Time: 8-10am Location: Board of Industrial Insurance Appeals	Spring Conference	10	Technical corrections to bylaws.
July 12, 2009	Time: 8-10am Location: Governor's Mansion	Tour of Mansion and photo op with Governor Gregoire and First Mike	29	
August 5, 2009	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business	10	Forwarding resumes and job announcements: By consensus, the group decided that the Secretary will email resumes and job announcements to the distribution list on the 1 st and 15 th of every month. If a job announcement deadline falls before the next email, it will be sent out immediately. Members shared knowledge about layoffs and furloughs.
September 2, 2009	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business Speaker, Belinda D. Stewart, Communications & Outreach Director for the Department of Corrections presented "Talking Without Using Words: What are you saying?"	16	

Date	Time/Location	Agenda	Attend	Notes
October 7, 2009	Time: 8-10am Location: Board of Industrial Insurance Appeals	General Business	10	
EAG 2009 Survey Results	Email summary sent to members on January 7, 2009		58	<p>Focus on professional networking and knowledge-sharing among members.</p> <p>Offer training not available from other sources.</p> <p>More focus/resources on issues that are unique to our positions as executive assistants.</p> <p>Emphasize and use the confidential sounding-board aspect of our organization to support each other.</p> <p>Make it more obvious what attendees will gain from EAG meetings, because for some, it's hard to justify taking time away from the office.</p>



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Executive Assistants Group Minutes February 4, 2009

Members Present

Nicole Stauffer, Public Disclosure Commission
Karen Dunn, Community, Trade & Economic Development
Xyzlinda Marshall, Pollution Liability Insurance Agency
Mary Henley, Employment Security Department
Gail Grate, Gambling Commission
Jay Raish, Board of Industrial Insurance Appeals
Pat Schmidtkofer, Department of Licensing
Loy McColm, State Board of Education
Kathleen Turnbow, Caseload Forecast Council
desiree Carson, Economic & Revenue Forecast Council
Mary Anderson, Pierce College
S J Barnsley, Board of Tax Appeals
Kami Madsen, Governor's GMAP Office
Barb Cleveland, Governor's GMAP Office

Call to Order

The meeting was called to order by Kami Madsen.

Old Business

- EA/LA Reception – Nicole noted that feedback they got was that it would be better to have this during legislative session.
- Spring Conference Agenda – committee has not met.

New Business

- Next EAG Evening Session – will be scheduled for February 24, 2009. Nicole is researching options. One suggestion was bowling.
- EAG Website Committee – Kami asked for volunteers to look over the EAG Website and make updates. A couple of suggestions – update the photo on the home page; possibly adding photos of the Board Members. Jay, desiree and Xyzlinda volunteered.
- Officers Nomination Committee – Kami asked for volunteers to serve as a Nominating Committee, for elections to take place at the May meeting. If you are interested in assisting, please contact Kami. Mary Anderson and Mary Henley volunteered to help.

Roundtable

- Karen Dunn reported that Larry Williams has been named interim director of CTED. The agency is still participating in the 4/10 pilot.

- Pat Schmidtkofer said it's good to be back with the group. Department of Licensing is considering closing 25 licensing offices statewide. They are currently doing stakeholder outreach.
- Barb Cleveland is returning to the Office of Administrative Hearings. Like other state agencies, the Governor's GMAP Office is experiencing some down-sizing.
- Gail Grate said the Gambling Commission is awaiting the Governor's announcement on Government Reform, to see if it affects the Commission.
- Mary Henley reported that the unemployment insurance claims load is up, with over 90,000 new claims in the month of December. This increase in claims is impacting the TeleCenters, where UI claims are filed.
- Mary Anderson is now with Pierce College in Tacoma.
- S J Barnsley told of a source of surplus furniture at DOT and shared some information on the DSHS Warehouse. She also shared that she has marked 20 years of not owning a car!
- Loy McColm said the State Board is busy meeting with superintendents around the state regarding graduation requirements.
- Jay Raish said the BIIA Business Member position is still vacant.
- Kathleen Turnbow reported that the Caseload Forecast Council has hired a new forecaster.
- Desiree Carson said their new director is working with staff to set goals and performance targets. They are working toward a "revenue forecast preview" in mid-February, prior to the March forecast.
- Kami Madsen said she's busy working on government reform. She'll be filling in as Larisa Benson's EA after Barb leaves.
- Nicole Stauffer said the Public Disclosure Commission has agency request legislation that would automate reporting for lobbying by public agencies and lobbyists.
- Xyzlinda Marshall has been working oil heat registrations.

The Washington State correspondence guidelines need to be updated. Previously, Gary Fugere had committed to partnering with the EAG to update and combine two separate documents. Gary has now left the Governor's Office and given that information, we decided to proceed with updating the original document that EAG had put together. Volunteers for this committee are: Jay Raish, Pat Schmidtkofer, Karen Dunn, Gail Grate, Nicole Stauffer, Kami Madsen, and Mary Anderson.

Training – How to Write a Clear Office Procedure

Due to time constraints, our topic of the month will be moved to the March meeting.



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Executive Assistants Group Minutes March 4, 2009

Members Present

Nicole Stauffer, Public Disclosure Commission
Xyzlinda Marshall, Pollution Liability Insurance Agency
Jay Raish, Board of Industrial Insurance Appeals
Pat Schmidlkofer, Department of Licensing
Loy McColm, State Board of Education
Patty Davis, Recreation and Conservation Office
Robin Riley, Indeterminate Sentence Review Board
Kristi Haines, State Investment Board
Jackie Oien, Lt. Governor's Office

Call to Order

The meeting was called to order by Nicole Stauffer.

Old Business

- EAG Evening Session – Nicole Stauffer said the event was cancelled due to illness and will be re-scheduled in March or April.
- Spring Conference Agenda – Kami Madsen was not able to attend the meeting due to illness and will share notes at the next meeting.

New Business

- Nicole Stauffer noted recent changes the Board made to the layout of the agenda. Many of those in attendance thought was that the changes are all positive.

Roundtable

- Jackie Oien shared that this may be her last meeting due to staffing changes at her agency. She said the economy is hitting the budget in their agency.
- Kristi Haines is working with several new board members, and in a transition period while waiting for a new director to be appointed.
- Robin Riley said she is working on WACs and waiting for a new board member to be appointed.
- Pat Schmidlkofer said the DOL is closing 24 offices around the state and increasing on-line services.
- Nicole Stauffer shared information about a potential scam dealing with copier toner. Her office is also waiting for a new commission member to be appointed.
- Patty Davis said that things in her agency are going smoothly.

- Loy McColm said her agency is dealing with making additional cuts to fill the budget gap.
- Jay Raish said that her agency is waiting for a new board member as well.
- Xyzlinda Marshall shared information about a bill that eliminates the Oil Heat Advisory Council, which is affiliated with her agency.

Jackie Oien asked that the February 4, 2009 minutes be corrected to show that she was in attendance.

Jay Raish said she had a correction for the minutes as well, and would email Mary Henley with the information.

Training – How to Write a Clear Office Procedure

Nicole Stauffer shared some tips and tricks she's picked up for writing an easy-to-follow office procedure , and provided a "tip sheet" for attendees to keep as a resource.



Executive Assistants Group
Minutes
April 1, 2009

Members Present

Kami Madsen, Governor's GMAP Office
Nicole Stauffer, Public Disclosure Commission
Xyzlinda Marshall, Pollution Liability Insurance Agency
Mary Henley, Employment Security Department
Jay Raish, Board of Industrial Insurance Appeals
Pat Schmidkofer, Department of Licensing
Patty Davis, Recreation and Conservation Office
Robin Riley, Indeterminate Sentence Review Board
Kristi Haines, State Investment Board
Sonja Hirsch, Criminal Justice Training Commission
Gail Grate, Gambling Commission
Kathleen Turnbow, Caseload Forecast Council
Stevie Peterson, Sentencing Guidelines Commission
Jessica Burkhart, LEOFF 2 Board
S J Barnsley, Board of Tax Appeals

Call to Order

The meeting was called to order by Xyzlinda Marshall, Past Chair. The minutes of the March 6, 2009 meeting and the financial report were approved as distributed.

Old Business

- Spring Conference – will be held during the first week of June in place of our regular monthly meeting. The Committee is looking for a free space. Agenda will include a business meeting, planning for the next year and a review of the bylaws. Barbara Burgener will facilitate.

New Business

- Election of Officers – contacts are being made of potential officers for 2009-10. There are three positions to be filled – Chair-elect (three year commitment), Treasurer (two year commitment) and Secretary (one year commitment). Elections will take place at the May meeting.
- July Meeting – Kami reported that the July meeting will be moved a week to July 15 and that we'll meet at the Governor's Mansion. The Governor will be available for a photo opportunity with EAG members.

Roundtable

- Stevie Peterson thanked everyone for their condolences and kind thoughts following the death of her mother. The Sex Offender Policy Board now resides within her agency.
- Xyzlinda Marshall has been busy working on identifying the contents of some materials recently found in her office.

- Jay Raish said that the BIIA now has a new business member appointed to their board.
- Jessica Burkhart said that her small agency is busy this legislative session.
- Robin Riley reported that the ISRB is watching two bills this session – HB 1281- addressing the rights of victims, survivors and witnesses of crimes and SB 5190- Making technical corrections to community custody provisions. They are waiting for a new board member to be appointed.
- Mary Henley said that Employment Security is currently paying extended UI benefits under two different programs, which could provide up to 46 additional weeks of benefits for unemployed workers. The state and federal stimulus packages temporarily increased weekly benefit amounts by about \$60. Call volumes in the TeleCenter remain high, but not as many busy signals.
- Nicole Stauffer reminded everyone that conversations during the roundtable are confidential. She commented that the PDC suffered some significant cuts in the budget packages and that the options to implement the cuts are limited and staff reductions are likely if the proposed budgets are passed.
- Pat Schmidtkofer said that DOL has gotten some push-back on their plan to close licensing offices around the state. They will now close only 9 offices in the metropolitan areas.
- Sonja Hirsch is helping to plan a first-ever Public Service Recognition Week event in Seattle on May 7.
- Gail Grate said they are watching a bill that would consolidate the Gambling Commission within the Department of Licensing.
- Kristi Haines said her agency currently has an acting executive director. The Board is reviewing the roles and responsibilities of the executive director position before beginning the recruitment.
- Kathleen Turnbow said the House Budget cuts about 8.4% of their budget.
- Patty Davis said that her agency supports five boards and councils. The House and Senate budgets for her agency are similar.
- Kami Madsen said she's filling the roles of executive assistant, office manager and program assistant. They are down 7 staff. Performance analysts and deputies group both meet this week. On behalf of OFM, Kami shared that agencies should be aware of spending, particularly on meetings.
- S J Barnsley said her agency is looking for additional ways to reduce spending with the hope of saving an FTE.

Roundtable updates raised a question about how boards/commissions/agencies are handling yearly “retreats” or other off-site meetings. EAs who plan such events reported their agencies are holding this year’s events in Olympia in free or low-cost facilities when possible. Some have cancelled.

There was also discussion on cost-saving ideas, such as double-sided printing (some agencies have mandated this), reducing travel costs, furniture replacement, etc.

Topic of the Month – How do you manage/interact with support staff (that you may or may not supervise) in your agency?

Attendees shared helpful suggestions for working with agency support staff, whether we supervise them or not. Tips ranged from regular communication, an offer of assistance when needed, regular meetings.

Adjournment

Having no further business, the meeting was adjourned.



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Executive Assistants Group Minutes May 6, 2009

Members Present

Kami Madsen, Governor's GMAP Office
Nicole Stauffer, Public Disclosure Commission
Loy McColm, State Board of Education
Pamela Cook, Professional Educator Standards Board
desirée Carson, Economic & Revenue Forecast Council
Xyzlinda Marshall, Pollution Liability Insurance Agency
Mary Henley, Employment Security Department
Jay Raish, Board of Industrial Insurance Appeals
Kristi Haines, State Investment Board
Kathleen Turnbow, Caseload Forecast Council
Stevie Peterson, Sentencing Guidelines Commission
Jessica Burkhart, LEOFF 2 Board

Call to Order

The meeting was called to order by Kami Madsen, Chair. The minutes of the April 1, 2009 meeting and the financial report were approved as distributed.

There was an inquiry about including detailed roundtable updates in the minutes. After discussion, all agreed that minutes would only include roundtable updates if they pertained to job postings, appointments and best practices.

Old Business

- Spring Conference. Registration materials will be out on May 6, 2009. The agenda will include a business meeting in the morning and a facilitated discussion in the afternoon. Brian Willett from OFM will facilitate.

New Business

Election of Officers - Congratulations to our 2009-10 officers!

Chair: Nicole Stauffer, Public Disclosure Commission
Chair-Elect: Loy McColm, State Board of Education
Treasurer: Jennifer S. (Jay) Raish, Board of Industrial Insurance Appeals
Secretary: Robin Riley, Indeterminate Sentence Review Board

Kami Madsen will assume the role of past-Chair.

Training – desirée Carson from the Economic and Revenue Forecast Council presented on reducing administrative costs in our agencies. By being observant of agency costs, reviewing bills and implementing some changes in her agency, she was able to save over \$6000 this biennium. The changes included printing double-sided and black and white, reducing mailing costs whenever possible, eliminating print subscriptions, etc. A copy of her presentation is included with these minutes.

Roundtable

Attendees provided agency updates. We welcomed first time attendee Pamela Cook from the Professional Educator Standards Board.

Adjournment

Having no further business, the meeting was adjourned.



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Executive Assistants Group
Spring Conference
Meeting Minutes
June 2, 2009

Members Present:

Mary Anderson, Pierce College
Terry Bergener, Department of Health
Barb Cleveland, Office of Administrative Hearings
Pamela Cook, Professional Educator Standards Board
Ashlee Frye, Health Care Facilities Authority
Kami Madsen, Governor's GMAP Office
Xyzlinda Marshall, Pollution Liability Insurance Agency
Loy McColm, State Board of Education
Robin Riley, Indeterminate Sentence Review Board
Nicole Stauffer, Public Disclosure Commission

Call to Order:

The meeting was called to order by the new Chair – Nicole Stauffer. Nicole thanked the outgoing Executive Committee for all their hard work and contributions to the group. The new Executive Committee was introduced:

Chair: Nicole Stauffer
Chair-Elect: Loy McColm
Past Chair: Kami Madsen
Treasurer: Jennifer S. (Jay) Raish
Secretary: Robin Riley

Technical Corrections to Bylaws

- **Article III - Membership**

Current Language: Participation in the EAG is encouraged for up to one year after vacating the position of executive assistant.

Proposed addition: If the member is currently serving a Board Term and vacates the position of executive assistant, they will serve out the remainder of their term.

Motion: Mary Anderson moved to accept the proposed addition to language in Article III – Membership with regard to serving board member terms. Loy McColm – 2nd.

Decision: Motion carried 9-0 and approved.

- **Article VI – Elections**

Current Language: Election of officers shall take place annually, prior to the Spring Conference, at the meeting of the membership.

Proposed addition: The term of office for incoming officers begins at the Spring Conference.

Motion: Mary Anderson moved to accept the proposed addition to the language in Article VI – Elections with regard to when the term of office begins. Barb Cleveland – 2nd.

Decision: Motion carried 9-0 and approved.

- **Article VII – Committees – Budget**

Current Language: Ensures financial records are audited every three years. Proposes yearly budget to membership for approval. Assists conference chairs with budgets.

Proposed changes: Ensures financial records are audited every three years. Assists conference chairs with budget. Proposes event budgets to membership for approval.

Motion: Xylinda Marshall moved to accept the proposed changes in language to Article VII – Committees – Budget. Kami Madsen – 2nd.

Decision: Motion carried 9-0 and approved.

- **Article VIII – Finances:**

1. Current Language: All funds of the EAG shall be deposited in an account designated for this purpose. Disbursements shall be by check signed by the Treasurer and the Chair. Funds generated by EAG activities shall be used for purposes that further the goals of the EAG.

Proposed change: Funds generated by the EAG activities shall be used for purposes that further the goals of the EAG. All funds of the EAG shall be deposited in an account designed for that purpose. Disbursements shall be by check signed by any two Board Members as long as one of the signing Board Members is not receiving the reimbursement.

Motion: Mary Anderson moved to accept the proposed change in language in Article VIII – Finances with regard to funds and check signing. Xylinda Marshall – 2nd.

Decision: Motion carried 9-0 and approved.

2. Current Language: The Executive Committee shall have the authority to approve expenditure of EAG funds, not to exceed \$50. Expenditures greater than \$50 shall have the approval of the membership.

Proposed change: The Executive Committee shall have the authority to approve expenditure of EAG funds, not to exceed \$200. Expenditures greater than \$200 shall have the approval of the membership.

Motion: Kami Madsen moved to accept the proposed change in language in Article VIII – Finances with regard to spending limits. Pamela Cook – 2nd.

Decision: Motion carried 9-0 and approved.

EAG Website: Pamela Cook asked who is responsible for posts to the web. Currently, Mary Anderson maintains the website. Nicole Stauffer will take over the website maintenance.

Budget Committee: Nicole Stauffer asked former Treasurer Barb Cleveland about the existence of the Budget Committee. Barb Cleveland responded that the committee only exists when it is needed for audits, etc. The Budget Committee is made up of the Treasurer and volunteers.

Training Schedule for 2009-2010: Nicole Stauffer asked for input on the type of training the membership would like to receive in the coming year. The following suggestions were given:

Budget

How to Give a Good Presentation
Legislature
Outlook Tips
Meeting Minutes
Robert's Rules
Support Staff

Mary Anderson congratulated the past Executive Committee for using membership to make presentations to the group.

Fall Conference Planning Committee Volunteers: The following have volunteered to be a part of the Fall Conference Planning Committee:

Nicole Stauffer	Pamela Cook
Loy McColm	Xylinda Marshall
Mary Anderson	Barb Cleveland
Kami Madsen	Ashley Frye
Robin Riley	

Lisa Olson can be used for the Fall Conference keynote speaker. Potential venues include Labor and Industries and Pierce College.

Round Table Discussion:

- Evening EAG Sessions: Loy McColm reported an interest in more evening sessions. The group came up with the following ideas for evening sessions:

Ceramics – Loy McColm	Book Club – Pamela Cook
Bowling	Cookbook – Ashlee Frye
Beading	Card Making
Scrapbooking	

Nicole Stauffer stated it was nice to have these sessions at member's homes. Those interested in a Book Club should submit book ideas to Pamela Cook. Those interested in a Cookbook should submit recipes to Ashlee Frye.

- July EAG Meeting: Kami Madsen reminded everyone that the July 2009 EAG Meeting will be held on July 15, 2009 at the Governor's Mansion.
- Fuel Cards: Members asked for input on what services can be obtained with the use of the fuel card. The answer is different depending on whether your agency owns or leases their vehicles. Procedures for use of the fuel cards could be a project for the EAG in the future.

EAG Organizational Discussions (Facilitated by Brian Willett)

- **Mentorship Program:**

Question Posed: Should the EAG create a formal mentorship program for administrative staff or do we feel our current options are meeting the demand well?

Nicole Stauffer reported that the EAG currently offers the Fall Conference to all administrative personnel and expects EAs to share knowledge from the meetings with staff in their agencies.

Discussion ensued. The membership present stated that, although they thought it was a great idea, there were not enough resources to create and run a formal mentorship program. The membership has chosen not to move forward with a formal mentorship program. However, a small group has decided to work on a pilot program to bring in administrative staff in addition to the fall

conference. Volunteers for that pilot program are Nicole Stauffer, Loy McColm, Robin Riley, Terry Bergener and Pamela Cook. A meeting will be scheduled to discuss the next course of action.

EAG Membership Discussions (Facilitated by Brian Willett)

- **Honorary Membership**

Question Posed: Should a program be created to honor members for extraordinary contributions to the EAG?

The membership present fully agreed to honorary memberships. Discussion ensued and members stated it was important to establish nomination criteria.

The following criteria were suggested:

1. Nominations would be made by members in writing.
2. Nominations would include details about the nominee's contributions to EAG.
3. The nominee must have served at least one term on the Executive Committee.
4. Nominee must be retired or in a non-EAG position.
5. Honorary Members can serve on committees, but do not have voting rights and cannot be on the Executive Committee.

Motion: Mary Anderson moved to establish draft criteria for the next business meeting in order to create an honorary membership as a way to recognize members who have contributed in an extraordinary way to the development of the membership. Loy McColm – 2nd.

Decision: Motion carried 9-0 and approved.

- **Membership Agencies**

Question posed: Should we change or clarify what kinds of agencies are eligible for membership to the EAG?

Mary Anderson asked the membership to ask themselves what they could give to the EAG rather than what they could get from the EAG.

After discussion, the membership decided that the current status of agencies attending EAG is acceptable.

Wrap-Up

- Nicole Stauffer will send out information for work session on the Pilot Program.
- Nicole Stauffer will draft criteria for Honorary Membership for next business meeting.
- Contact Pamela Cook for the Book Club
- Contact Ashlee Frye for the Cookbook

Adjourned



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Executive Assistants Group Minutes August 5, 2009

Members Present

Kami Madsen, Governor's GMAP Office (via telephone)
Nicole Stauffer, Public Disclosure Commission
Loy McColm, State Board of Education
Pamela Cook, Professional Educator Standards Board
Xyzlinda Marshall, Pollution Liability Insurance Agency
Jay Raish, Board of Industrial Insurance Appeals
Mary Anderson, Pierce College
Dianne Scott, Economic and Revenue Forecast Council
Ashlee Frye, Health Care Facilities Authority
Robin Riley, Indeterminate Sentence Review Board

Call to Order

The meeting was called to order by Nicole Stauffer, Chair. The minutes of the June 2, 2009 meeting were amended and approved as well as the financial report.

Old Business

- **Review of Spring Conference** - Nicole Stauffer provided an overview of the following actions taken at the Spring Conference.
 - Board Members will serve the remainder of their term if they are no longer eligible for membership in the EAG through a job change or layoff.
 - New Officers will start their term at the Spring Conference.
 - A yearly budget will not be proposed to the membership for approval. However, conference Budgets and expenses over \$200 will be taken to the membership for approval.
 - The Bylaws were updated and amended.
 - Outreach to administrative staff was discussed.
 - Mary Anderson was voted in as the first honorary member.

New Business

- **EAG Designee Discussion** - Prior to the July meeting at the Governor's Mansion, members asked the Executive Committee if designees could attend meetings in their place. Discussion ensued and the following was decided:
 - When a designee attends an EAG meeting in the place of the Executive Assistant, it is the responsibility of the Executive Assistant to connect

- with that designee before and after the meeting to provide meeting materials and inform them of the confidential nature of the meetings.
- If the Executive Assistant chooses a full time designee to attend the meetings, the Executive Committee will make sure the designee is aware of the confidential nature of the meetings.

The EAG must submit a designee's name to the Executive Committee. The full time designee will be added to the distribution list.

- **Forwarding Resumes and Job Announcements** – The amount of resumes coming in for distribution has increased. Nicole Stauffer asked members present how they felt about receiving these additional e-mails. The majority did not mind receiving these e-mails. By consensus, the group decided that Robin Riley, Secretary will e-mail resumes and job announcements to the distribution list on the 1st and 15th of every month. If a job announcement deadline falls before the next e-mail, it will be sent out immediately. The group will re-evaluate this process in three months.

Knowledge Sharing

- **Layoffs and Furloughs** – Members discussed Layoffs and Furloughs.
 - Furloughs (Leave Without Pay) is better for the employee as it does not affect retirement, leave, or the anniversary date. However, it does affect social security retirement benefits.
 - Layoffs or partial layoffs are better for the employer. The hours are reduced and fewer benefits are paid to the employee.

Retiring Members

- Mary Henley will be retiring in September. She is one of the founding members of the EAG and we all appreciate the contribution she has made to this group.

Roundtable

Attendees provided agency updates. We welcomed first time attendee Dianne Scott from the Economic and Revenue Forecast Council.

Adjournment

Having no further business, the meeting was adjourned.



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Executive Assistants Group Minutes September 2, 2009

Members Present

Kami Madsen, Governor's GMAP Office (via telephone)
Nicole Stauffer, Public Disclosure Commission
Pat Schmidlkofer, Department of Licensing
Xyzlinda Marshall, Pollution Liability Insurance Agency
Jay Raish, Board of Industrial Insurance Appeals
Mary Anderson, Pierce College
Mary Henley, Retired and formerly of the Employment Security Department
Monica Cooper, Auditor's Office
Debra Blodgett, Department of Ecology
Kathleen Turnbow, Caseload Forecast Council
Loy McColm, Board of Education
Barb Cleveland, Office of Administrative Hearings
Nancy Watkins, General Administration
Kristi Haines, Investment Board
Patty Davis, Recreation and Conservation Office
Robin Riley, Indeterminate Sentence Review Board

Call to Order

The meeting was called to order by Nicole Stauffer, Chair. The minutes of the August 5, 2009 meeting were amended and approved as well as the financial report.

Thanks to Mary Henley

Mary Henley retired from The Employment Security Department in August 2009. Jay Raish welcomed Mary and presented her with an engraved crystal vase from the group. Mary is a founding member of the EAG and has shared her wisdom and laughter with the members of this group for many years.

Welcome New and Returning Members

Pat Schmidlkofer of the Membership Committee welcomed two new members and one returning member to the group. The two new members are Debra Blodgett from the Department of Ecology and Nancy Watkins from General Administration. Our returning member is Monica Cooper from the Auditor's Office. Debra, Nancy and Monica received a group welcome!

Old Business

- **Fall Conference Update**

Nicole Stauffer provided an update of the fall conference plans:

- The Fall Conference will be held on Thursday, November 5, 2009.
 - There will be two identical half day sessions.
 - Registration will be \$50.00 per session.
 - The venue is the Thurston County Fairgrounds (free parking).
 - Lisa Olsen of Wingspan Motivation will be the speaker for both sessions.
 - Registration information will be sent out in late September or early October.
- **Correspondence Guidelines**
 Jay Raish reported that the Correspondence Guidelines are complete. She asked the group for suggestions on how to release the document. The consensus was to place the Correspondence Guidelines on the EAG Website. Bookmarks will be placed in the Fall Conference Materials listing the EAG Website address and directing people to the website to find the guidelines.

Roundtable

Attendees provided agency updates.

Guest Speaker

Belinda D. Stewart, Communications & Outreach Director for the Department of Corrections made a presentation to the group titled "Talking Without Using Words: What are you saying?" Everyone in attendance enjoyed the presentation. Thanks to Loy for arranging for Belinda to speak to our group. We all received a little re-charge.

Adjournment

Having no further business, the meeting was adjourned.



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Executive Assistants Group Minutes October 7, 2009

Members Present

Kami Madsen, Governor's GMAP Office (via telephone)
Xyzlinda Marshall, Pollution Liability Insurance Agency
Jay Raish, Board of Industrial Insurance Appeals
Loy McColm, Board of Education
Kristi Haines, Investment Board
Patty Davis, Recreation and Conservation Office
Robin Riley, Indeterminate Sentence Review Board
Gail Grate, Gambling Commission
Ashlee Frye, Health Care Facilities
Susan Yeager, Fish and Wildlife Commission

Call to Order

The meeting was called to order by the Chair-Elect Loy McColm. The minutes of the September 2, 2009 meeting were approved as well as the financial report.

New Members

There were no new members at this meeting.

Old Business

- **Fall Conference Update**

The Fall Conference Budget was reviewed and approved by the members present. Jay made a motion to approve the budget as outlined below. Loy – 2nd. Approved 10-0.

575.00	Facilities
135.00	Room Set-up/Clean-up
600.00	City Picnics
200.00	Table Snacks
200.00	Printing
200.00	Decorations
2,000.00	Give-a-ways

Ashlee Frye will host conference set up at her house. Nicole, Xyzlinda and Robin will decorate the conference facilities.

- **Evening Session Update**

Loy asked the members for ideas for the next evening session. A potluck and bowling were suggested, but the group decided to do that activity in January 2010.

Kami suggested a jewelry making party at her house on November 10, 2009. The evening will begin with a potluck at 6:30. Information for the evening sessions will be sent out to the entire group soon.

- **December Meeting**

A breakfast meeting beginning at 8:00 a.m. with a gift exchange (\$10.00 limit) will take the place of our regular meeting in December. Several restaurant suggestions were made. Once a restaurant is decided upon, the information will be sent to the entire group.

Roundtable

Attendees provided agency updates.

- Loy distributed information on the Phoenix Inn for meeting and conference use.

Outlook Tips

Outlook tips were shared by the members present.

Adjournment

Having no further business, the meeting was adjourned.

From: Mary Anderson [mailto:maryandkev@comcast.net]
Sent: Monday, June 14, 2010 6:38 AM
To: Loy McColm; raish@biia.wa.gov
Cc: maanderson@esd.wa.gov
Subject: FW: EAG Membership Survey: Summary of Results

I think this was the last survey...

Mary

From: Henley, Mary [mailto:MHenley@ESD.WA.GOV]
Sent: Wednesday, January 07, 2009 4:27 PM
To: Abbott, Pam; Aldridge, Jo; Anderson, Mary; Anderson, Mary; Andreas, Angie (EWGMHB); Barnsley, SJ; Bast, Kelly; Bergener, Terry (DOH); Berns, Denise; Boudia, Majel; Boyd, Pamela; Bradley, Kelly (DIS); Brauer, Karla (WTB); Bryant, Robyn; Bryant, Ruthann; Burkhardt, Jessica (LEOFF); Burkhardt, Kelly; Burnham, Shellie (DOR); Bushman, Eileen (TIB); Calahan, Tanya; CAPAA; Carson, Desiree (DOR); Cleveland, Barb; Cook, Pamela; Cooper, Monica; Cruz, Christina; Dahmen, Lin; Dang, Jessica; Davis, Patty (RCO); Dellwo, Jeannine; Drumheller, Ellen; Dunn, Karen (CTED); EAG Mailbox; Eberle, Jennifer; Eby, Wilma (DRS); Fischer, Karen; Flynn, Beth; Gaul, Judy; Gozart, Diane K. (DOC); Grate, Gail; Greeley, Lisa; Hacker, Debbie; Hagen, Betsy; Haines, Kristi; Harris, April; Hazlitt, Tammi (OMWBE); Hedrick, Sue; Henley, Mary; Hill, Zee; Hirsch, Sonja; Hoban, Noreen; Jennings, Cindy; Jones, Gail; Jorgensen, Cindy; Kero, Peggy; Kredel, Lorri; Kuttel, Deb; Landino, Ellen (GOV); Lucas, Stevie; Luna, Alicia; Madsen, Kami; Marshall, Xyzlinda; Martin, Candace; Mattos, Liz; McColm, Loy; McGuire, Leslie (DOP); Merz, Janet; Moen, Nancy; Montoya, Tony; Nelson, Geri (GOV); Oderman, DelRae; Oien, Jackie; Owings, Tammy; Parks, Kelli; Pastore, Dianne (ECY); Payne, Vicki; Pendleton, Karen; Pettit, Roni; Pope, Leslie; Putzier, Susan (DFI); Raish, Jay; Riley, Robin; Robinson, Desiree Day (DOH); Rodriguez, Lisa L (LNI); Rush, Theresa; Sayres, Pauli (PARKS); Schmidtkofer, Pat (DOL); Schoenfeld, Elizabeth; Secker, Judy; Senn, Catherine (MIL); Sexton, Cheryl; Shillander, Michelle (WTSC); Sills, Jeanette; Smith, Suzee; Sorby, Patty; Stauffer, Nicole; Stores, Linda Kerr (GMHB); Sullivan, Kathy; Teeter, Tammy (ATG); Turnbow, Kathleen (CFC); Vanderburg, Sue; Vermillion, Alice (GOV); Villa, Belma; Wright, Teri; Yeager, Susan; Yorke, Paulette
Subject: EAG Membership Survey: Summary of Results

Greetings,

Our recent EAG Membership Survey was a great success! Thank you to the 58 members who gave us input. We received great feedback, which we will use in planning our future activities.

These are the most common messages we heard in the survey responses:

- Focus on professional networking and knowledge-sharing among members
- Offer training not available from other sources
- More focus/resources on issues that are unique to our positions as executive assistants
- Emphasize and use the confidential sounding-board aspect of our organization to support each other
- Make it more obvious what attendees will gain from EAG meetings, because for some, it's hard to justify taking time away from the office

Some people asked for a new location or date/time but, since most people said the location and time were not a problem, we decided against changing the schedule for

meetings. In our next agenda email we'll give you information on some commuting alternatives.

One thing we're doing right away in response to the survey is to change the monthly meeting agendas so we spend more time on specialized training, networking and knowledge sharing, and less time on the business portion. We are going to have both members and outside presenters provide training on specific, relevant topics that you asked for in the survey and which you will be able to take back to your office and use.

Again, "Thank You" to everyone who responded and to the Survey Committee who worked very hard to make this such a valuable resource.

Kami Madsen
EAG Chair

Members of the Survey Committee:
Jay Raish, Board of Industrial Insurance Appeals
Mary Henley, Employment Security Department
Kami Madsen, Governor's GMAP Office
Barb Cleveland, Governor's GMAP Office
Nicole Stauffer, Public Disclosure Commission