



WASHINGTON STATE
EXECUTIVE ASSISTANTS GROUP

2004 MINUTES
GOVERNOR GARY LOCKE ADMINISTRATION

Date	Time/Location	Agenda	Attend	Notes
Jan. 2004	No meeting was held			
Feb. 4, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speaker, Andrea Sandstrom, IAAP	18	Program – International Association of Administrative Professionals (IAAP)
March 3, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Roundtable Speakers, Scott Turner, NGA, and Brian Malarky, Exec Ethics Board	20	NGA requested for EAs to volunteer to work at the annual meeting hosted in Seattle. Registration form and background check will be performed. A four-day commitment is needed. Training – Ethics Update.
April 7, 2004	Time: 9-11am Location: Insurance Bldg & Governor's Mansion	General Business Election of Officers Tea w/Mona Locke	29	Tour of Executive Residence (Mansion) Tea w/Mona Locke
May 5, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Roundtable Speaker, Tom Sweeney, EAP	12	Training: Change, Conflict and Communication. Committee formed: audit, Fall Conference, Spring Conference, Membership.
June 4-5, 2004	Spring Planning Location: Ft. Worden		13	Proposed Bylaw changes. Changing the terms of office for secretary and treasurer. Skills Resource Database survey to create the document.
July 7, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speaker, Carol Jolly, Director of Gov's Policy Office	15	Results of Member Survey No need to clarify what is meant by 'mentoring'. Option of future spring planning meetings in Olympia. Keep in mind reservations for Ft. Worden must be made as early as possible with room for cancellation if necessary. Match up members to mentor new members. Boards and Commission Meeting Workshop will be held in October. Training: Transition of Locke to Gregoire.
Aug. 4, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speakers, Daniel Steebie and Renee Klosterman, DIS	13	Training: webcasting.
Sept. 1, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Roundtable Discussion	12	Email Etiquette.
Oct. 6, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speaker, Ellen O'Brien	13	Good evaluations for the Fall Conference. Training: Transition

Date	Time/Location	Agenda	Attend	Notes
	Insurance	Saunders, WTECB		
Nov. 3, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	General Business Speakers, Patty McGuire and Ted Koska, DOP	15	Suggestion to provide an annual report to the Governor on work done by the EAG. Training: Career Transition Services for Exempt Employees.
Dec. 1, 2004	Time: 8:20-10am Location: Board of Industrial Insurance	Holiday Meeting	13	Kasey Schiew, Gov's office attended.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

February 4, 2004 Minutes

MEMBERS PRESENT:

Pamela Abbott, Professional Educator Standards Board
Shellie Burnham, Governor's Office
Laura Moore, Board of Education
Jay Raish, Board of Industrial Insurance Appeals
Desirée Monroy, Office of the Forecast Council
Stevie Lucas, Sentencing Guideline Commission
Mary Reister, Workforce Training & Education Coordinating Board
Sonja Hirsch, Criminal Justice Training Commission
Theresa Rush, Health Care Authority
Barb Cleveland, Office of Administrative Hearings
Linda Fredericks, Attorney General's Office
Xyzlinda Marshall, Pollution Liability Insurance
Stevie Lucas, Sentencing Guidelines Commission
Mary Henley, Employment Security
Ellen Drumheller, Services for the Blind
Patricia Justice Driver, Lottery
Mary Anderson, Washington State Conservation Commission
Paulette Yorke, Personnel Appeals Board

CALL TO ORDER:

Co-Chairs Pam Abbott and Shellie Burnham called the meeting to order at 8:15 a.m., welcoming members and new members to the meeting. Members participated in agency sharing.

APPROVAL OF MINUTES

Motion: Moved by Mary Henley and seconded by Mary Anderson to approve the minutes of the November and December meetings as published. Motion carried.

TREASURER'S REPORT

A written report was presented showing the following balances:

Balance forward:	\$4,163.97
Expenses:	\$24.00
Balance:	\$4,139.97

OLD BUSINESS

Fall Conference 2004—Co-Chair Shellie Burnham announced that the fall conference will be held Friday, September 24, at the L&I Building in Tumwater. The conference committee will be selected during the spring conference.

Spring Conference—Mary Henley provided background information on the spring conference at Fort Worden for new members—the spring conference is a planning session for the new board members and members for the upcoming year as well as a time to relax. She suggested using the same timeline as last year. With the consensus of the members present, she will secure the facility for June 3-4 for the conference. Mary also suggested using the same theme as last year, "Come to the Sea to Breathe".

NEW BUSINESS

Workshop—Following the discussion of the spring conference, the major topic suggested, "Transitions" was moved to workshop status. Consensus of those present was to hold the workshop either the last week in April or between May 7 and 15. Suggested speaker was Mimi Welch.

April Meeting—Desirée Monroy has arranged for the EAG to have tea with Mona Locke at the Governor's Mansion during the April 7 meeting. We will meet at Shellie Burnham's office in the Insurance Building at 9:30 a.m., hold a short meeting, and then have a tour of the mansion prior to having tea with Mrs. Locke. You will need to let Shellie know as soon as possible if you will be attending.

Elections—Co-Chair Shellie Burnham provided information on the upcoming elections. Unless current officers wish to run again, all positions are up for election. Contact Stevie Lucas, Chair of the Membership Committee (956-2113; steviel@sgc.wa.gov) by the middle of March with nominations or if you are interested in serving as an officer.

National Governors Association Meeting—Co-Chair Shellie Burnham announced that at the March meeting Scott Turner, Department of Personnel, will be present to provide information on the volunteers needed to help with the National Governors Association meeting to be held July 17-19, 2004, in Seattle. Betty Mackey, former executive assistant in the Governor's Office, will be working with the sponsors of the meeting. The meeting will bring governors and their families from nearly all states to the meeting in Seattle.

Evening Session—Mary Anderson provided information on the evening session to new members—the meetings are times when executive assistants can discuss issues off the record and confidential to solicit help from other assistants. Consensus of the members present was to hold the sessions every three months, on the last Tuesday, at Tumwater Valley Bar and Grill, starting at 5:30 p.m. Dates for the rest of the year are February 24, May 25, August 24, and November 30. Mark your calendars and plan to attend.

PROGRAM

Desirée Monroy introduced Andrea Sandstrom and Lorna and Henry Rubenaker (cameraman) who presented information on the benefits of belonging to the International Association of Administrative Professionals (IAAP) which has been in existence since 1942.

- ✓ Networking Opportunities
- ✓ Seminars and Conferences
- ✓ Publications
- ✓ Personal and Professional Development Resources
- ✓ Online Services (www.iaap-hq.org; www.olympia.freesavers.com)
- ✓ Professional Certification
- ✓ International Organization
- ✓ Local Chapter Benefits
- ✓ Certification—Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) internationally recognized

The local Olympia chapter meets on the 4th Tuesday of each month at the Lacey Timberline Library at 5:30 p.m. Dues are \$12.50 per year for the chapter; \$15.00 per year for the division; and \$53.00 per year for the international organization.

Members present were invited to join at no cost for the chapter and division level until Friday, February 6. The one time service fee (\$15.00) and international dues would have to be paid.

A copy of the presentation is on file with the minutes.

Next meeting is March 3, starting at 8:00 a.m.

Meeting adjourned at 9:55 a.m.

Approved as corrected: March 3, 2004



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

March 3, 2004 Minutes

MEMBERS PRESENT:

Pamela Abbott, Professional Educator Standards Board
Shellie Burnham, Governor's Office
Laura Moore, Board of Education
Desirée Monroy, Office of the Forecast Council
Stevie Lucas, Sentencing Guideline Commission
Jay Raish, Board of Industrial Insurance Appeals
Barb Cleveland, Office of Administrative Hearings
Xyzlinda Marshall, Pollution Liability Insurance
Ellen Drumheller, Services for the Blind
Patricia Justice Driver, Lottery
Mary Anderson, Washington State Conservation Commission
Eileen Bushman, Transportation Improvement Board
Kasey Schiewe, Governor's Office
Tammy Owings, Outdoor Recreation/Salmon Recovery
Kathleen Turnbow, Caseload Forecast Council
Judy Secker, Health Care Facilities
Mariah Laamb, Energy Facilities Site Evaluation Council
Robyn Bryant, Environmental Hearings Office
Linda Hamilton, Office of Financial Management
Susannah Karlsson, Central Puget Sound, Growth Management Hearings Board (via phone)

CALL TO ORDER:

Co-Chairs Pam Abbott and Shellie Burnham called the meeting to order at 8:20 a.m., welcoming current and new members to the meeting. Members were asked to introduce themselves.

NATIONAL GOVERNORS' ASSOCIATION CONFERENCE

Scott Turner, Department of Personnel, and Arlene Smith, Associate Volunteer Coordinator, presented information on the need for volunteers to work during the National Governors Association conference to be held in Seattle July 16-19, 2004. They are expecting approximately 1,200 governors, spouses and families, and staff members to attend. Volunteers are needed for registration, credentialing, and social events as well as possibly helping with youth and spouse programs. An orientation will be held Thursday evening, July 15.

Mr. Turner and Ms. Smith distributed a volunteer registration form. First consideration will be given to those who can work all four days. The form will be emailed the EAs present at the meeting. The forms are due by April 2; filling out and submitting the form indicates implied consent for the background check that will be performed by the Washington State Patrol.

Volunteers from the Olympia area will be housed in Seattle during the conference. Those working during the day are eligible to participate in the evening events as guests.

ETHICS PRESENTATION

Brian Malarky, Executive Director of the Executive Ethics Board, provided update information on ethics rules and guidelines to the members present. He noted that the latest edition of Ethics: A Principled Approach to the Ethics in Public Service Act (copy on file with these minutes) is available from his office or online. They have added a remedy section after each section on the major parts of the law—objectivity, selflessness, stewardship, transparency, and integrity.

Mr. Malarky answered several questions dealing with airline frequent flyer miles, gifts received from vendors (potential contractors), gifts received at Christmas, and door prizes. Key point: the agency employer has first right of refusal on gifts. If you have received a promotional certificate from a hotel you are contemplating using and want to check it out, have someone, not involved in the decision, whose judgment you trust do the onsite visitation to the hotel. They can use the promotional certificate. You could use the certificate to finalize arrangements after the decision has been made.

Linking to other web pages—If you are linking your web site to others, make sure the link goes to a page that does not carry political information. If at all possible, enter into an agreement with the linked site that they will not put any political information on the page the link directs the user to. Also include a disclaimer with the link that directs the user to report to your webmaster if the link is dead or goes to a political message. You should check your web links at least quarterly to make sure they are live and where they lead.

Mr. Malarky noted that when an employee is disciplined for an ethics violation by his/her agency, that is not necessarily the end of the story. There could be action taken by the Ethics Board that, because of their backlog, could be a year or two later. If your agency is contemplating a disciplinary action, it is best to check with Mr. Malarky to see if the discipline contemplated would meet Ethics Board standards. He can be contacted by phone (360-664-0871) or email (ethics@atq.wa.gov).

Following the presentations, members were asked to give agency updates. Because of the lateness of the hour, other agenda items were tabled until next month.

APPROVAL OF MINUTES

Motion: Moved by Mary Anderson and seconded by Kathleen Turnbow to approve the minutes of the February meeting as corrected. Motion carried.

Next meeting is April 7, starting at 9:00 a.m. We will be meeting in the Insurance Building (4th Floor Conference Room until 10:00 a.m. We will then go to the Governor's Mansion for a tour and tea with Mona Locke. If you plan on attending this meeting, let Desirée Monroy (DesireeM@DOR.WA.GOV) know in advance (March 31).

Meeting adjourned at 10:15 a.m.

Minutes approve: April 7, 2004



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

April 7, 2004 Minutes

MEMBERS PRESENT:

Pamela Abbott, Professional Educator Standards Board
Shellie Burnham, Governor's Office
Laura Moore, Board of Education
Desirée Monroy, Office of the Forecast Council
Stevie Lucas, Sentencing Guideline Commission
Jay Raish, Board of Industrial Insurance Appeals
Barb Cleveland, Office of Administrative Hearings
Cathy Mack, Professional Educator Standards Board
Xyzlinda Marshall, Pollution Liability Insurance
Ellen Drumheller, Services for the Blind
Mary Anderson, Washington State Conservation Commission
Eileen Bushman, Transportation Improvement Board
Tammy Owings, Outdoor Recreation/Salmon Recovery
Kathleen Turnbow, Caseload Forecast Council
Judy Secker, Health Care Facilities
Mariah Laamb, Energy Facilities Site Evaluation Council
Robyn Bryant, Environmental Hearings Office
Linda Hamilton, Office of Financial Management
Linda Fredericks, Attorney General's Office
Sonja Hirsch, Criminal Justice Training Center
Desiree Robinson, State Board of Health
Aletta Early, Department of Fish & Wildlife
Shirley Corbett, Gambling Commission
Mary Reister, Workforce Training Board
Majel Boudia, Public Employees Relations Commission
Paulette Yorke, Personnel Appeals Board
Cindy Jorgensen, Parks & Recreation
Pauli Larson, Parks & Recreation
Kasey Schiewe, Governor's Office

CALL TO ORDER:

Co-Chair Pam Abbott called the meeting to order at 9:02 a.m., welcoming current and new members to the meeting. Members were asked to introduce themselves and provide agency updates. Items of interest included:

- ✓ Chief for a Day program being sponsored by the Criminal Justice Training Center, May 11 (Contact Sonja Hirsch for more information.)

- ✓ POG2 (Priorities of Government) Budget information. Information on the book, The Price of Government: Getting the Results We Need in an Age of Permanent Fiscal Crisis by David Osbourne and Peter Hutchinson, is on file with these minutes. Washington State's efforts comprise the first chapter.
- ✓ Bring Your Daughter to Work Day
- ✓ Employee Recognition Events

APPROVAL OF MINUTES

Motion: Moved by Shellie Burnham and seconded by Mary Anderson to approve the March minutes. Motion carried

TREASURER'S REPORT

Treasurer Kathleen Turnbow reviewed the written report sent to members prior to the meeting. There is a balance of \$4,116.97 in the EAG checking account.

WORKSHOPS

Co-Chair Shellie Burnham reviewed the upcoming April 14 and May 11 workshops on transitions and resume writing and interviewing. Marilyn McCabe will be the presenter for both workshops. Members were encouraged to sign up if they have not already done so.

SPRING CONFERENCE

The Spring Conference will be held June 3-4 at Fort Worden. This is open to Executive Assistants only and is a time for renewal and planning for the upcoming year. Information will be coming out shortly regarding the conference. In the past the cost has been \$75 or under, all inclusive, for the two days.

ELECTION OF OFFICERS FOR 2004-2005

Stevie Lucas presented the slate of candidates for election as officers for 2004-2005:

Co-Chairs:	Barb Cleveland and Jay Raish
Co-Vice Chairs:	Judy Secker and Xyzlinda Marshall
Treasurer:	Kathleen Turnbow
Secretary:	Laura Moore

A unanimous ballot was cast by members present.

Motion: Moved by Shirley Corbett and seconded by Mary Anderson to approve the election of the 2004-2005 officers. Motion carried.

Meeting adjourned at 10:10 a.m. Following adjournment, members were given a tour of the Executive Mansion and were treated to refreshments with First Lady Mona Lee Locke.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

May 5, 2004 Minutes

MEMBERS PRESENT:

Pamela Abbott, Professional Educator Standards Board

Shellie Burnham, Governor's Office

Laura Moore, Board of Education

Jay Raish, Board of Industrial Insurance Appeals

Barb Cleveland, Office of Administrative Hearings

Xyzlinda Marshall, Pollution Liability Insurance

Kathleen Turnbow, Caseload Forecast Council

Judy Secker, Health Care Facilities

Mariah Laamb, Energy Facilities Site Evaluation Council

Robyn Bryant, Environmental Hearings Office

Desiree Monroy, Forecast Council

Mary Henley, Employment Security

CALL TO ORDER:

Co-Chairs Jay Raish and Barb Cleveland called the meeting to order at 8:26 a.m.

PRESENTATION

Tom Sweeney, Employee Advisory Service, presented the 3Cs: *Change, Conflict and Communication*. Mr. Sweeney provided a handout containing information on stress management, three myths of conflict, and tips for fighting fear, depression, and what you can do to help yourself.

Change is a constant.

External—no control

Internal—you control

Importance to person—how it affects me

Coping Strategies—how will I deal with the problem

Resilience—will help you fight back

Employee Advisory Service—mental health service of the State of Washington. Three types of service provided—voluntary, suggested by employer, mandated by employer.

How do changes come at you? How do you cope with distress? Over-react, react, and respond. Who you are determines how you handle change.

Warning signs of unmanageable stress on the professional level: confusion, self-doubt, isolation, withdrawn, short fuse.

Practice self-care: physical, health, mental, emotional, social, spiritual, behavioral, time management, information. Suggested reading: *What Color Is Your Parachute* by Richard Boles.

Job Conflict:

- Employee specific concerns
- Personal stress carry over
- Burnout
- Employee personality conflict
- Teamwork concerns

If you are experiencing problems, contact the Employee Advisory Service at 360-753-3260 (Olympia); 206-281-6315 (Seattle); 509-482-3686 (Spokane); or <http://hr.dop.wa.gov/eas.html>.

Pam and Drew Abbott joined the meeting.

Kathleen Turnbow presented Pam Abbott and Shellie Burnham with engraved vases on behalf of the outgoing board members. Gifts were presented to outgoing board members by Pam and Shellie.

APPROVAL OF MINUTES

Motion: Moved by Desiree Monroy and seconded by Mary Henley to approve the minutes of the April meeting. Motion carried.

TREASURER'S REPORT

Kathleen Turnbow reported a balance of \$3,973.90.

SPRING CONFERENCE

Mary Henley updated everyone on the Spring Conference to be held June 3-4 at Fort Worden. Registration is the same as last year: \$75. Ms. Henley noted that next year's committee needs to look at increasing the registration fee. Following a discussion on the need for additional funds, it was

Motion: Moved by Laura Moore and seconded by Mariah Lamb to allow the conference committee an additional \$750 for expenses. Motion carried.

COMMITTEE SURVEY

The committee survey was presented.

Audit: Pam Abbott, Kathleen Turnbow, Mary Anderson

Fall Conference: Pam Abbott, Mary Anderson, Shellie Burnham, Pauli Larsen, Mary Henley, Desiree Monroy, Barb Cleveland

Spring Conference: Mary Anderson, Mary Henley, Pauli Larsen, Cindy Jorgensen, Shellie Burnham
Membership: Barb Cleveland, Pauli Larsen, Mariah Lamb

Chairs of the committees will be as follows:

Audit: Kathleen Turnbow

Fall Conference: Pam Abbott and Shellie Burnham

Spring Conference: Mary Henley and Mary Anderson

Membership: Mariah Lamb

Agency updates were provided by those in attendance.

Meeting adjourned at 10:30 a.m.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

June 4, 2004 Minutes
Fort Worden Retreat

MEMBERS PRESENT:

Judy Secker, Health Care Facilities
Xyzlinda Marshall, Pollution Liability Insurance
Shellie Burnham, Governor's Office
Laura Moore, Board of Education
Stevie Lucas, Sentencing Guideline Commission
Mary Anderson, Washington State Conservation Commission
Tammy Owings, Outdoor Recreation/Salmon Recovery
Mary Reister, Workforce Training Board
Cindy Jorgensen, Parks & Recreation
Pauli Larson, Parks & Recreation
Mary Henley, Employment Security
Heather Peters, Governor's Office of Indian Affairs
Russ Snelson, Indeterminate Sentence Review Board
By Phone
Jay Raish, Board of Industrial Insurance Appeals
Barb Cleveland, Office of Administrative Hearings

CALL TO ORDER:

Mary Henley opened the meeting at 8:55 a.m. with an ice breaker. Co-Vice Chair Judy Secker began the agenda. Co-Chairs Barb Cleveland and Jay Raish were on speaker phone for the meeting.

POSSIBLE SPEAKERS/TOPICS FOR MEETINGS IN 2004-05

- ✓ *Webcasting*—Dept. of Information Services
- ✓ Chief Lowell Porter, WSP; Maj. General Timothy Lowenberg, National Guard Association of Washington; or designees
- ✓ *Seattle Visitor & Convention Bureau*
- ✓ *Effective Writing*—Theresa Scott, St. Placid Priory
- ✓ *Records Retention/Public Disclosure*—Chip Holcam, Assistant Attorney General
- ✓ *Stress Management*
- ✓ *Transition*—Ellen O'Brien Saunders/Mary Henley
- ✓ *Self Defense*—Al Wolslegle, Parks and Recreation

POSSIBLE ROUNDTABLE TOPICS

- ✓ Recognition Events/Ideas
- ✓ Email Communication/Etiquette
- ✓ Executive Assistant Role
- ✓ Planning for Support Staff Events
- ✓ Software/Computer Tips & Tricks

POSSIBLE WORKSHOP TOPICS

- ✓ Sustainability
- ✓ Commission/Board Meeting Setup

POSSIBLE FUTURE TOPICS

- ✓ Merit System Rules
- ✓ Personnel Changes
- ✓ Civil Service Reform—Effect on Exempt Positions
- ✓ Fair Labor Standards Act (Overtime)
- ✓ Leadership Training (needs definition)

FALL CONFERENCE

The Conference will be held Friday, **September 24**, at Labor & Industries Building in Tumwater.

The Committee members are Shellie Burnham, Pauli Larsen, Mary Henley, Pam Abbott, Mary Anderson, Desiree Monroy, Barb Cleveland, Xyzlinda Marshall, Judy Secker, and Tammy Owings.

Speakers to date: Paul Westleman, author of Stone Soup; and Ray Ledgerwood.

It was suggested that rather than have a gift bag, provide attendees with gift certificates.

COMMITTEES FOR 2004-05

Membership: Mariah Lamb, Chair; Barb Cleveland, Pauli Larsen, Judy Secker.

It was decided to leave it up to the Membership Committee to provide ideas on what to give new members and bring the ideas to the Board.

Budget: Kathleen Turnbow, Pam Abbott, Mary Anderson

Spring Conference: Mary Henley, Mary Anderson, Cindy Jorgensen, Pauli Larsen, Shellie Burnham, Heather Peters, Xyzlinda Marshall, Mary Reister

NEWSLETTER/WEBSITE

The Newsletter is published quarterly. Anyone with ideas for articles or who wanted to submit an article was asked to contact Mary Anderson or Shellie Burnham.

A discussion was held on what to include on the EAG website. Suggestions included locating new members; photos of members; software tips/tricks; agency column. Articles, suggestions, tips/tricks can be submitted to Mary Anderson at executiveassistantsgroup@comcast.net. Mary and Shellie will be sending the deadlines for submission of articles, etc., to the group.

BYLAWS REVISION

Motion: Moved and seconded to accept the Bylaws revision changing the terms of office for the Secretary and Treasurer. Motion carried.

EVENING EVENTS

Mary Anderson stated that only 5 or 6 members attend. No minutes are taken; these are confidential meetings. They are held quarterly and provide an opportunity for members to discuss issues that need to remain confidential. Occasionally they will be held at a member's home rather than a restaurant. It was also suggested to have an EAG Social Lunch Hour.

SPRING CONFERENCE 2005

A discussion was held on the location and purpose (retreat and planning meeting for EAG members) of the Spring Conference. The survey will be checked to see if any of those wanting the conference in Olympia regularly attend or have attended the conference at Fort Worden. The Spring Conference is a retreat/planning conference as opposed to the Fall Conference which features speakers and break out sessions on various topics. The Fall Conference is also open to support staff.

Laura Moore will be writing an article on this year's Spring Conference. Mary Reister was added to the Spring Conference Committee. Hyak was suggested as an alternate location to Fort Worden.

NEW BUSINESS

Shellie Burnham proposed surveying the EAG membership for those willing to share expertise on various topics related to work, i.e., software tricks/tips, use of various software, etc. This will form a database that can be called up on the EAG website and people contacted for help with problems.

Meeting adjourned at 11:45 a.m. for a tour of Fort Worden. The tour began with a slide show presented by Kate Burke, Manager of Fort Worden. Ms. Burke took several members on the tour around the facility; other members toured the Commandant's Home at the end of Officers' Row.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

July 7, 2004 Minutes

MEMBERS PRESENT:

Mary Anderson, Conservation Commission
Shellie Burnham, Governor's Office
Barb Cleveland, Office of Administrative Hearings
Ellen Drumheller, Services for the Blind
Mary Henley, Employment Security
Mariah Laamb, Energy Facilities Site Evaluation Council
Xyzlinda Marshall, Pollution Liability Insurance
Desiree Monroy, Forecast Council
Tammy Owings, IAC/SRFB
Jay Raish, Board of Industrial Insurance Appeals
Mary Reister, WTECB
Judy Secker, Health Care Facilities Authority
Kathleen Turnbow, Caseload Forecast Council
Kristi Walters, State Investment Board
Susan Yeager, Fish & Wildlife Commission

CALL TO ORDER:

Co-Chairs Jay Raish and Barb Cleveland called the meeting to order at 8:20 a.m.

Agency updates were provided by those in attendance.

APPROVAL OF MINUTES

Motion: Moved by Mary Henley and seconded by Mary Reister to approve the minutes of the June 4, 2004 meeting, amended to read "Fair Labor Standards Act" under the Possible Future Topics section. Motion carried.

Motion: Moved by Mary Henley and seconded by Shellie Burnham to approve the minutes of the May 5, 2004 meeting as presented. Motion carried.

TREASURER'S REPORT

Kathleen Turnbow reported a balance of \$2,771.69.

RESULTS OF MEMBER SURVEY

Xyzlinda Marshall reviewed the results of the most recent EAG member survey. She provided a chart that depicted the survey results broken out by those who regularly attend EAG meetings and those who do not regularly attend meetings.

- Survey responses indicate that there is a need to clarify what is meant by "mentoring."
- The group discussed the option of holding future spring planning meetings in the Olympia area. There was general agreement that we should remain open and flexible in this regard. We need to keep in mind that reservations at Fort Worden need to be made early and, when necessary, cancellations need to be made in a timely manner.
- Discussion of mentoring for new members resulted in the agreement that the Membership Committee will coordinate this. Xyzlinda will provide a list of names of those who volunteered to Mariah. Efforts will be made to match mentors from agencies of similar size, type, etc. Mary Anderson volunteered to be the mentor for new EAG member Kristi Walters.

Mary Anderson reported that efforts are still underway for the Board and Commission Meeting workshop and that it will possibly be held in October. Mary will contact those who responded to her original e-mail and will have more information out soon.

SPRING CONFERENCE

Judy Secker distributed a handout and reported on the activities at the Spring Retreat and Planning Meeting at Fort Worden. Attendees agreed the event was enjoyable and productive and that they liked the meeting location.

- There were 13 attendees.
- Barbara Burgener's session "Change Your Focus, Change Your Life" was well received.
- Good ideas were provided for workshops and speakers. A speaker from DIS will discuss webcasting at the August meeting. Judy would like to make a presentation on e-mail etiquette in September or October. Judy and Xyzlinda will work through the other suggestions that were given. Mary Anderson asked that Judy or Xyzlinda send her the list of possible speakers.
- The roster of committee members was developed.
- Good discussions were held on the EAG newsletters and the EAG website.

Judy explained that she is working with Beverley Burdette at Department of Personnel in an effort to come up with an accurate EAG roster. She expects to have a report to review by the end of the day.

FALL CONFERENCE

Shellie Burnham announced that the EAG Fall Conference is scheduled for Friday, September 24. She is planning on sending out an e-mail soon so that people can save the date.

The conference committee would like the group to consider raising the registration fee for the conference from \$75 to \$85. The additional funds would be used to pay for speakers, if needed. A draft agenda and possible speakers were discussed. Discussion will continue at the next meeting.

PRESENTATION

Carol Jolly, Coordinator for the Governor's Executive Policy Office and lead for transition preparations, spoke about process for the departure of Governor Locke and staff and the arrival of a new administration.

There are three main components in the transition process:

1. Facilities

Includes exiting the current staff and ensuring that facilities are clean and ready for the Governor-Elect's team. This process is handled primarily by Department of General Administration and Office of Financial Management.

2. Information Transfer

Involves passing on documentation of how the state is organized. The first level of information will be passed on to the Governor Elect's team. This information will focus on brevity. Large agencies will be limited to 14 pages and 5 topics. Small agencies will be limited to 2 pages. The information will then be distributed on CDs.

A second level of information to be passed on will include what a new agency director or potential new agency director would need to know. This will be limited to 20 pages. An outline is expected to be finalized in the next two weeks.

Enterprise wide notebooks will also be developed on topics such as IT systems, security preparedness and Washington Works.

More detailed information can be developed and maintained by individual agencies.

3. Taking Care of People

Training will be available for those who may not have jobs after the transition. The Department of Personnel is helping to organize training on developing resumes, interviewing, and dealing with change.

Staff from the National Governor's Association will be leading a training program for Executive and Small Agency Cabinet directors. The training will be held on July 26 at the Knox Administrative Center in Olympia. Contact Shellie Burnham for additional information.

Meeting adjourned at 10:20 a.m.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

August 4, 2004 Minutes

MEMBERS PRESENT:

Barb Cleveland, Office of Administrative Hearings
Ellen Drumheller, Services for the Blind
Mary Henley, Employment Security
Mariah Laamb, Energy Facilities Site Evaluation Council
Xyzlinda Marshall, Pollution Liability Insurance
Desiree Monroy, Forecast Council
Jay Raish, Board of Industrial Insurance Appeals
Kathleen Turnbow, Caseload Forecast Council
Theresa Rush, Health Care Authority
Sonja Hirsch, Criminal Justice Training Center
Stevie Lucas, Sentencing Guidelines Council
Heather Peters, Governor's Office of Indian Affairs
Laura Moore, State Board of Education

CALL TO ORDER:

Co-Chairs Jay Raish and Barb Cleveland called the meeting to order at 8:20 a.m.

Agency updates were provided by those in attendance.

APPROVAL OF MINUTES

Motion: Moved by Desiree Monroy and seconded by Mary Henley to approve the minutes of the July 7, 2004 meeting as published. Motion carried.

TREASURER'S REPORT

Kathleen Turnbow reported a balance of \$1,891.76.

FALL CONFERENCE

Desiree Monroy, Mary Henley, and Xyzlinda Marshall provided an update on the planning for the fall conference. Theme for the conference is *Ripples of Change*; it will be held Friday, September 24, at the L & I Building in Tumwater. Speakers include Paul Wesselman, Slyvana Clark, and Mickey Fearn. There will be three breakout sessions, not all of which will be repeated. Breakouts will include presentations by Mr. Wesselman, Tom Sweeney, the Crisis Clinic, and a panel presentation on transition.

The committee is looking at having a taco salad with three choices (beef, chicken, or beans) for lunch along with a continental breakfast. It was suggested that the committee work with L&I caterer to have a cheese and fruit tray in the morning in place of some of the pastries. The other lunch option is chicken with broccoli.

The committee asked to have the registration fee raised from \$75 to \$85.

Motion: Moved by Mariah Laamb and seconded by Desiree Monroy to increase the registration fee for the Fall Conference to \$85. Motion carried.

MISCELLANEOUS

An email from Debbie Deibert concerning the possibility of having Vicki Lee speak to the group on the Academic Decathlon was discussed. Xyzlinda Marshall noted that she had contacted Ms. Deibert, stating that the Decathlon was not really of interest to the group, but asked if there were other subjects Ms. Lee could speak on.

Mariah Laamb and Laura Moore provided information on the volunteer work done by EAG members at the National Governors Conference in Seattle July 15-19, 2004.

PRESENTATION

Renee Klosterman and Daniel Steebie from Department of Information Services (DIS) presented information on Webcasting.

Ms. Klosterman provided background information on where DIS had been and what led to the move to Webcasting. Webcasting is like watching TV on your computer but the event can be live or encoded in a file.

Multimedia staff at DIS can convert customer video and audio media into Windows Media®, RealSystem® or Quicktime® formats. They can provide Webcasting from the studio in Lacey and several locations around the state. Customers can have participants phone in or email questions during the webcast. Information on the service can be found at <http://techmall.dis.wa.gov/services/webcasting.asp>. Viewing of the webcast is not limited to the state of Washington; it can be viewed in other states and internationally.

At the present time the cost begins at \$1,000 per hour for basic service. DIS is offering a free one hour webcast per agency at the present time. Ms. Klosterman and Mr. Steebie provided CDs for those present.

Meeting adjourned at 10:00 a.m.

Minutes as corrected: adopted September 1, 2004



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

September 1, 2004 Minutes

MEMBERS PRESENT:

Barb Cleveland, Office of Administrative Hearings
Jay Raish, Board of Industrial Insurance Appeals
Mary Henley, Employment Security
Mariah Laamb, Energy Facilities Site Evaluation Council
Xyzlinda Marshall, Pollution Liability Insurance Agency
Desiree Monroy, Forecast Council
Kathleen Turnbow, Caseload Forecast Council
Theresa Rush, Health Care Authority
Stevie Lucas, Sentencing Guidelines Commission
Linda Hamilton, Office of Financial Management
Kristi Walters, Washington State Investment Board
Mary Anderson, Conservation Commission (by phone)

CALL TO ORDER:

Co-Chairs Jay Raish and Barb Cleveland called the meeting to order at 8:18 a.m.

Agency updates were provided by those in attendance.

APPROVAL OF MINUTES

Motion: Moved by Desiree Monroy and seconded by Theresa Rush to approve the minutes of the August 4, 2004 meeting, with amendments to correct the conference theme to "Ripples of Change" under the Fall Conference update, and correct the spelling of Mariah's last name and Xyzlinda's first name. Motion-carried.

TREASURER'S REPORT

Kathleen Turnbow reported a balance of \$3,913.36. Approximately 60 registrations have been received for the Fall Conference.

NEW BUSINESS

▪ Fall Conference Update

Mary Henley provided an update on the planning for the fall conference. There will be 3 breakout workshops in the morning and afternoon; 2 of the workshops will be repeated. The committee has put together some really nice giveaway bags for attendees. It was

noted that future registration forms need to include a statement about accepting payment by check only and no faxes; some attendees have tried to send electronic payments as well as fax their registration form.

- **Evening Session**

Mary Anderson reported that the August evening session was a success. The next one is scheduled for November 16.

- **Board/Commission Workshop**

Mary Anderson has scheduled a board and commission preparation workshop for October 6, 1:00-5:00p.m. at DNR. The workshop will provide participants the opportunity to share ideas, tips and tricks for how they prepare for commission/board meetings or any issues surrounding boards and commissions. The workshop information is also posted on the EAG website.

- **Sweatshirt Orders**

Mary Anderson will be submitting an order for EAG sweatshirts, denim shirts, and baseball caps. All items will have the EAG logo. Mary will have Laura send out an email for orders.

ROUNDTABLE DISCUSSION – *Email Etiquette*

Judy Secker led the group in a discussion on email etiquette. She provided handouts with information about effective email communications. Her resources were taken from the website of Kate Duck Sherwood, an expert on email communications. Information on Kate Sherwood can be found at www.webfoot.com/ducky.home.html

ADJOURNMENT

Meeting adjourned at 9:52 a.m.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

October 6, 2004 Minutes

MEMBERS PRESENT:

Barb Cleveland, Office of Administrative Hearings
Mary Henley, Employment Security
Mariah Laamb, Energy Facilities Site Evaluation Council
Kathleen Turnbow, Caseload Forecast Council
Theresa Rush, Health Care Authority
Kristi Walters, Washington State Investment Board
Mary Reister, Workforce Training and Education Coordinating Board
Kasey Schiewe, Governors Office
Eileen Bushman, Transportation Improvement Board
Jessica Burkhart, LEOFF 2 Board
Shellie Burnham, Office of Financial Management
Pat Schmidtkofer, Department of Licensing
Ellen Drumheller, Services for the Blind

CALL TO ORDER:

Co-Chair Barb Cleveland called the meeting to order at 8:10 a.m. New member Jessica Burkhart, Executive Assistant, LEOFF 2 Board, was welcomed to the group.

Agency updates were provided by those in attendance.

APPROVAL OF MINUTES

Motion: Moved and seconded to approve the minutes of the September 1, 2004, meeting as presented. Motion carried.

TREASURER'S REPORT

Kathleen Turnbow reported a balance of \$6,541.31. Not all the bills from the Fall Conference have been received and there are still some outstanding registration fees.

NEW BUSINESS

Fall Conference Update

Mary Henley presented the evaluations from the very successful Fall Conference. From the 152 registrants, 90 evaluations were received. For the most part, the evaluations were very complimentary on the conference as a whole and the speakers.

2005 Spring Conference

Mary Henley has three dates for the Spring Conference 2005—May 19-20, June 2-3, and June 16-17—at Fort Worden. There will be a survey done of the membership as to the dates preferred and location—Fort Worden or Olympia.

ROUNDTABLE DISCUSSION – Transition

Ellen O'Brien Saunders, Executive Director of the Workforce Training and Education Coordinating Board, provided background information on her involvement with transitions over the years. She has been both adversely affected and benefited from transitions in government. She sees transition as an adventure for the future.

Ms. Saunders noted that, in this time of transition, agency staff will be watching the executive assistant to see how she or he handles events. People underestimate the amount of change that can take place whether the transition is from party to party or within the same party. These times require extraordinary discipline—not a time to let your hair down.

People need to take care of themselves. You need to encourage your director to help people do what is necessary to take care of themselves and their families. This can be an opportunity to make a positive change. You also need to be welcoming to the new director.

Several members of the group shared information on their involvement with transitions in past years.

PRESENTATION

Theresa Scott, Conference Administrator, St. Placids Priory, presented information on meeting room availability at the Priory. The facility has a room large enough to accommodate 200 that is handicapped and internet accessible. Smaller rooms are available. Restaurants and hotels are nearby. They do have a list of caterers available. Contact Ms. Scott at 360-438-2595 for more information.

ADJOURNMENT

Meeting adjourned at 10:00 a.m.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

November 3, 2004 Minutes

MEMBERS PRESENT:

Barb Cleveland, Office of Administrative Hearings
Shellie Burnham, Office of Financial Management
Jay Raish, Board of Industrial Insurance Appeals
Judy Swecker, Health Care Facilities
Sonja Hirsch, Criminal Justice Training Center
Xyzlinda Marshall, Pollution Liability Insurance
Laura Moore, State Board of Education
Theresa Rush, Health Care Authority
Eileen Bushman, Transportation Improvement Board
Ellen Drumheller, Services for the Blind
Mary Pheasant, Office of the State Treasurer
Russ Snelson, Indeterminate Sentence Review Board
desiree Monroy, Forecast Council
Stevie Lucas, Sentencing Guidelines Commission
Mary Anderson, Conservation Commission

CALL TO ORDER:

Co-Chair Barb Cleveland called the meeting to order at 8:14 a.m.

Agency updates were provided by those in attendance.

APPROVAL OF MINUTES

Motion: Moved by Shellie Burnham and seconded by Theresa Rush to approve the minutes of the October 6, 2004, meeting as presented. Motion carried.

TREASURER'S REPORT

It was reported that there is a balance of \$3,164.91. All expenses and revenues from the fall conference are accounted for.

NEW BUSINESS

Holiday Meeting—December 1, 2004

There will be a gift exchange at the meeting (**Gifts should be \$10 or less**). Consensus of the group was to have refreshments catered. As before, gift appropriate during the exchange will be allowed.

Update of the Correspondence Guidelines

One of the tasks done by the Executive Assistants Group (EAG) update the correspondence guidelines used statewide. This is done by a review of the Gregg Reference Manual and incorporation of the preferences of the new governor where appropriate. They are then posted on the EAG website as well as available through the Central Stores. Members of the review committee will be Shellie Burnham, Jay Raish, Eileen Bushman, Mary Anderson, and Laura Moore

Boards and Commission Workshop

Mary Anderson reported on the Workshop held October 6. Topics covered included minutes, preparation on agendas, recording equipment, and ethics information. Anyone is invited to attend the meetings. Future meetings are planned.

Adjudicatory Meeting

Barb Cleveland reported on the meeting. One of the topics of the meeting was public disclosure.

Other items

Evening Meeting will be held November 16 at the Tumwater Bar and Grill.

The new governor's transition team will be housed in the old IBM building.

Shellie Burnham suggested doing an annual report to the governor on the work done by the EAG. This will be an agenda item at the January meeting.

PRESENTATION

Patty McGuire and Ted Koska, Department of Personnel, presented on "Career Transition Services for Exempt Employees".

Ms. McGuire reported on the transition guide developed for exempt employees. She presented members with a draft copy of the new guide (on file with these minutes). She also provided information on the new Civil Service rules changes. A review of what can happen during the transition from one governor to the next was discussed. There is no guarantee that an exempt employee will be kept in his/her current position. Anyone who feels they may be in a situation of losing their positions should check with the Department of Personnel to see what their options are.

Mr. Koska presented information on the executive transition services available through Department of Personnel. He noted that executive assistants can use the Employee Advisory Service with a recommendation from their directors. Mr. Koska noted that if the executive assistants would like to send their résumés to him at the department, he will create a pool area on the computer system to have them available for the new directors coming on board. It was decided that the résumés would be sent to Laura Moore in Word format to forward to Mr. Koska.

Tips

- ✓ Take your personal holiday
- ✓ Vacation and sick leave will follow you to your next position
- ✓ Sick leave stays on the books for five years after a break in service
- ✓ Medical benefits will cease after leaving service (check with Department of Health)
- ✓ Check with Department of Retirement Systems regarding retirement information
- ✓ Check with Department of Employment Services about unemployment

Résumés

- ✓ Make sure it is readable within 25-30 seconds
- ✓ Include your community service activities
- ✓ At least five references with name, title, street address, phone (home, office, cell), email, and who the person is

ADJOURNMENT

Meeting adjourned at 10:05 a.m.



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO Box 4275, TUMWATER, WA 98501

EXECUTIVE ASSISTANTS GROUP

December 1 2004 Minutes

MEMBERS PRESENT:

Barb Cleveland, Office of Administrative Hearings
Shellie Burnham, Office of Financial Management
Jay Raish, Board of Industrial Insurance Appeals
Xyzlinda Marshall, Pollution Liability Insurance
Laura Moore, State Board of Education
Eileen Bushman, Transportation Improvement Board
desiree Monroy, Forecast Council
Mary Reister, Workforce Training and Education Coordinating Board
Linda Fredericks, Attorney General's Office
Mary Bearden, Commission on African American Affairs
Susan Yaeger, Fish & Wildlife Commission
Kathleen Turnbow, Caseload Forecast Council
Tammy Owings, Outdoor Recreation/Salmon Recovery

CALL TO ORDER:

Co-Chair Barb Cleveland called the meeting to order at 8:05 a.m. New member Mary Bearden of the Commission on African American Affairs was introduced.

Agency updates were provided by those in attendance. Jay Raish advised all who could to attend a Paul Douglas Seminar. It was well worth the \$1,700 price tag.

APPROVAL OF MINUTES

Motion: Moved by Shellie Burnham and seconded by Eileen Bushman to approve the minutes of the November 3, 2004, meeting as amended. Motion carried.

TREASURER'S REPORT

Treasurer Kathleen Turnbow reported that there is a balance of \$3,125.06.

HOLIDAY GIFT EXCHANGE AND REFRESHMENTS

The remainder of the meeting was taken up by the holiday gift exchange, enjoying each others company and the refreshments provided.

Meeting adjourned at 9:50 a.m.

