



WASHINGTON STATE

## EXECUTIVE ASSISTANTS GROUP

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

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

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

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

### **EAG Mission Statement**

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

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

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

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

Lunch and a networking session followed.

Jolynne Anderson facilitated a “Managing Stress” session.

### **Business Meeting**

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

## ARTICLE V. OFFICERS

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

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

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

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

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

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

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

- Meeting logistics – discussion and idea session for future meetings
  - Pat Schmidlkofer and Eileen Bushman will follow-up with agency preferences and report to the board
    - Brown Bag Lunch sessions
    - Tele-conferencing
    - Video conferencing; WEBEX
    - Fun evening events; unstructured
      - Bowling
      - Crafting
      - Etc.
- Review of Committees
  - Membership
    - New member letter – Eileen Bushman, Jay Raish and Pat Schmidlkofer will update

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

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

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

### **Moving Forward**

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

The conference adjourned at 3:45 p.m.

Respectfully Submitted,

Betsy Hagen, EAG Secretary



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

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

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

**Business meeting**

**Fall Conference Dates:**

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

**Webmaster Board Position:**

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

**Budget Report:**

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

**Mission Statement:**

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

**Roundtable Networking:**

The remaining members gave updates from their agencies.

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