



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

PO BOX 4275 TUMWATER, WASHINGTON 98501

WWW.EXECUTIVEASSISTANTSGROUP.COM

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.