

February 1, 2012
8:10-10:00 a.m.
Board of Industrial
Insurance Appeals
Olympia



WASHINGTON STATE
EXECUTIVE ASSISTANTS GROUP
PO BOX 4275 TUMWATER, WASHINGTON 98501
WWW.EXECUTIVEASSISTANTSGROUP.COM

Encouraging words and Focus for the Month
Identify and acknowledge the skills you use and have to offer.

A G E N D A

8:10 a.m.	Welcome	Jana Greer
8:15 a.m.	Member Introductions	
	Business Meeting	
	• Approval of the Minutes	Jana Greer
	• EAG Financial Audit	Xyzlinda Marshall
	• Spring Conference Update	Mary Anderson
8:30 a.m.	From Executive Assistant to the Director of Commission on Salaries	Teri Wright
9:30 a.m.	Roundtable	Jana Greer
10:00 a.m.	Adjourn	

PLEASE NOTE:

Many sensitive items are discussed at these meetings and should not be shared outside this group. The Executive Assistants Group is dedicated to promoting professionalism and the ability to hold confidential discussions is essential.

EAG Board Members, 2011-2012

Chair	Jana Greer	360.586.0544
Chair Elect	Mary Anderson	360.902.9302
Treasurer	Xyzlinda Marshall	360.407.0515
Secretary (Interim)	Kathleen Turnbow	360.586.0300
Membership Chair	Pat Schmidkofer	360.902.3602
Webmaster	desiree Carson	360.534.1562

Quote of the Month:

“In the midst of difficulty lies opportunity”

Einstein



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FINANCIAL STATEMENT

For the period of December 22, 2011 through January 24, 2012

Beginning Checking Balance **\$4,323.00**

INCOME:

Fall Conf Registration Fees \$100.00

TOTAL **\$100.00**

EXPENSES:

\$0.00

TOTAL **\$0.00**

Ending Checking Balance **\$4,423.00**

WSECU requires a savings account with a minimum balance of \$50.00 to open and maintain a checking account.

EAG SAVINGS ACCOUNT BALANCE: **\$50.00**