



WASHINGTON STATE

EXECUTIVE ASSISTANTS GROUP

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Executive Assistants Group - January Meeting Wednesday, January 4, 2012 Board of Industrial Appeals, Olympia Minutes

MEMBERS PRESENT:

Jana Greer, Public Disclosure Commission
desiree Carson, Economic & Revenue Forecast Council
Pat Schmidlkofer, Department of Licensing
Kathleen Turnbow, Caseload Forecast Council
Betsy Hagen, Higher Education Coordinating Board
Eileen Bushman, Transportation Improvement Board
Patty Danner, Department of Licensing
Gail Grate, Gambling Commission
Leslie Pope, Arts Commission
Danice Ragland, Board for Volunteer Firefighters
Jay Raish, Board of Industrial Insurance Appeals
Jenny Sutley, Commission on Salaries for Elected Officials

CALL TO ORDER:

Jana Greer called the meeting to order at 8:10 a.m.

Member Recognition:

Jana Greer thanked Betsy Hagen for her service to the EAG and presented her with a gift from the membership. Betsy briefly described the duties of her new position as the Administrative Manager for the Guaranteed Education Tuition program.

Jana Greer also congratulated Xyzlinda Marshall on her recent graduation from WSU.

Introductions

Introductions were made with brief highlights of agency activities.

Welcome to first time regular meeting attendee: Jenny Sutley from the Commission on Salaries for Elected Officials.

BUSINESS MEETING

Minutes:

desiree Carson noted that the December 2011 minutes contain minor revisions from what had originally been sent to the membership. Pat Schmidlkofer moved, Jay Raish seconded, to approve the minutes as presented. The motion passed unanimously.

Board Secretary:

Kathleen Turnbow has agreed to fill in as the interim board secretary filling the vacancy left by the departure of Betsy Hagen. The interim duties will run until the next board election.

Financial Audit:

Xyziinda Marshall is looking for volunteers to assist with the next financial audit. Jay Raish offered to help, but noted that she had served as Treasurer for a portion of the time period that would be audited. The group agreed that it would be appropriate for Jay to assist because she would be part of an audit team. It was also agreed that Jay's knowledge and experience would add value to the process. Anyone with audit skills or interested in learning more about the EAG finances should contact Xyziinda.

Spring Conference

desiree Carson shared information on a possible speaker for the spring conference and offered to chair the spring conference committee depending on the timing of the event. Gail Grate and Jana Greer also offered to serve on the conference planning committee. Jana Greer suggested that the finances should be reviewed before any action is taken on the speaker. May 4 was selected as a tentative date for the event.

GRAMMAR REVIEW

Jay Raish presented a refresher course on grammar and punctuation. She encouraged everyone to double check their work and make use of resources like the Gregg Reference Manual. Jay agreed to send a copy of the BIIA Citation and Style Manual to the members in attendance.

Jana Greer asked for suggestions for future meeting topics. One request was made for a guest speaker who has experience with changes and transitions within the State agencies.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 9:35 a.m.
