

# WACS Minutes

3.14.2019

- Adding election of chairperson to serve the first 6 month term during this meeting
  - Proposed to also have a vice chair in the case that the chair person cannot attend/back up
  - Quorum is not defined
- Round table discussion on WACS
  - This is a place to promote best practices, recognizing issues encountered by the group. Would also recommend sharing commonly used templates or forms, maybe DES can help?
- Generally someone will volunteer to host/facilitate a meeting, keep the group current with laws/changes. With people from different places/departments facilitating, a lot of different information is presented. There have been issues with who is doing the set up for each meeting. Phone issues, visuals, work the room, etc.
- Moved out to L&I last year- better parking system. The challenge is getting time to line up the speakers and presentations.
- At the beginning of every year, they would pass a list around to sign up for facilitating.
- Decide whether to meet on a monthly, bi-monthly or quarterly basis.
- There's another Contracts Law Forum that talks about C&P from a legal perspective.
- Having the distribution list allows members to reach out for help from the group.
  - Distribution list in Outlook: DES dl WACS
- Continue monthly as the bylaw states, but make it shorter.
- Many other groups were formed because of WACS, OneWA, WEBS, PCAG, TAG, Diversity sub-cabinet, etc.
- With travel time, doing it quarterly for a longer time (2-4 hours) may be more beneficial, could also lead to better attendance.
- With creating a facilitator list, it worked for a period of time but would run into issues.
- Find a depository where members can put their best forms and templates for everyone to access.
- For presentations- post online or send them out?
  - Maybe something that can be put on the DES website.
- Create a place where people can gather ideas about speakers, who to invite, etc. Create a list of contacts for help, ex: IT. Create a schedule for locations as well.
- For people on the phone- have a way to consistently make sure there is a way for people on the phone to clearly hear the presentations.
- How does this group self-constitute?
  - Previously it has mainly been word of mouth

- There have been active members in the past that would help recruit.
- Making a more formal process would be beneficial.
- Some places have it part of the position/expect CS to attend the WACS meetings.
- The website had instructions on how to sign up for the list.
- First step: elect a chairperson & vice chair
  - Generate agenda & speakers
  - Run the meetings/facilitate
  - Vice chairperson would serve as chairperson July-December
- Send out an email for a chairperson to the DL & a sign up list
- Proposed to decide on the frequency before asking for a chairperson.
- Scheduling decided: 9am-12pm quarterly
  - Meeting place preference
    - People have said they don't like having to figure out where they are going.
    - Most people can walk to DES/take the DASH
  - Past frequency- the third Thursday of the month
  - Proposed: next quarter's meeting will either be at L&I or DES
    - DES will look at conference rooms
  - First Thursday of the 3<sup>rd</sup> month
- Chairperson, vice chair & meeting facilitator? Or just chairperson & vice chair?
  - Elect both roles for the year
    - Alternate quarters (C, VC, C, VC.)
    - DES is back up for sickness, unable to attend, etc
  - The role of being a chairperson can seem like a big commitment. The idea of having facilitators would take some of that away.
  - Instead of electing today, identify the next new facilitators.
    - Agenda item would be to further this discussion or elect
  - Next 2 meetings
    - June: DES
    - September: WSP @ L&I room S118
    - December: Kirsten Taylor @ L&I room S119
    - March: TBD
  - Look at meeting places for December & March as well,
- Once the locations are identified, work with the site on logistical issues.
  - Skype, Webex, Mics, etc.
  - L&I is set up well with speakers, phones, Skype & smartboards.
  - Ask the groups which programs work best for their agency set ups?
    - Maddie will make a Doodlepoll to send out
- Specifically lay out the duties of the chairperson & vice chair.
- Some agenda items can be on-going to keep people updated.
  - OneWA

- Policy committee
- ECMS workgroup update
- TAG
- Create a list of potential meeting topics that would like to be covered in the next year.
  - Create an agenda template, find past documents to share.

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