

**Meeting Location:** Washington State Liquor and Cannabis Board

Board Room 1st Floor

3000 Pacific Ave SE, Olympia

**Meeting time:** April 1, 2019 12-1:30 pm

**Participant:** 23 and 1 (on-line)

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| **Agenda** | **Action Item** |
| ***Setting the Path for Career Development*.**Helping the audience understand how to define what success looks like for them, what a realistic development plan should look like and what resources are available to help. | The PowerPoint presentation will be shared with everyone for many resourceful links. |
| **Subcommittee Reports*** Communication/Marketing
* June Event Planning:
* Recruitment
* Retention
 | **Recruitment Committee:*** Find volunteers for PRSW Event (May 8th, 9 am – 2 pm, East Plaza)
* Make a new banner for recruitment events (Tammy is working with OFM to get us a new banner)
* Print brochures (100 copies)

**Communication/Marketing**About seven people participated in the video, introducing WIN and the draft version will be shared in the next meeting.**Retention and Career Development (RCD) Committee:*** Several new WIN members joined our subcommittee today: Suvi, Sanyu, Crystal, and Victoria
* Several draft Mentoring documents were created: FAQ, Feedback forms, Mentoring Plan, Roles & Responsibilities, Tracking spreadsheet, Mentee Interest Form, etc.
	+ The RCD Subcommittee has until 2019-04-18 to review and comment on the draft documents
	+ Docs will then be forwarded to the WIN Chairs for final review and comment
* The Mentoring webpage was created in our Squarespace account based on the drafts shown at previous WIN meetings. The webpage is not yet live.
	+ Minor tweaks still need to be made to the page and a web form needs to be developed (volunteer needed for web form development)
	+ Alex asked if a mentoring email address (mentoring@washingtonimmigrantnetwork.org) could be created.
		- Tammy will get back to us on that.
		- Per Nam’s recommendation emails sent to this address will be forwarded to just one designated RCD Subcommittee member (TBD)
	+ The WIN website will eventually be migrated over to OFM servers (Walt is taking the lead on that effort)
* We will ask for volunteer mentors at the next WIN meeting and hold a ½-hour Q&A/new mentor training session
	+ Kim has suggested mentor/mentee pairing responsibility to the RCD Subcommittee
	+ Sheue-Lan has volunteered to enter newly identified mentors on our webpage

**June event committee:** * “Together we WIN” has been selected as a tagline and Jarrod will draft invitation email and the program book.
* Abebu will prepare PowerPoint related to immigrant history, contribution, highlights will be drafted by April 10 for review and input.
* The tabletop discussion will be based on this presentation.
* Members were asked to check with their agencies for any donation items for goody bags.
* Donation is accepted for dessert or any other non-Korean food for the event.
* Everyone signed up for more assignments and the note will be shared with the team.
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