**Advanced Manufacturing Sector Board**

**August 19, 2019 from 4-5 PM**

***The mission of the Advanced Manufacturing Sector Board is to work together as an industry to***

***create an awareness of the careers within the industry and increase the pipeline of***

***potential future workforce***

1. Welcome & Introductions: Jodi Waha, Frontier; Melissa Silver, IVRS; Brian Bedard, New Leader Mfg; Mike McVey, Civco; Whitney Meyer, Clickstop; Erik Lewis, Climate Engineers; Tom Cavanagh, Goodwill; Heidi Soethout, 6JD DCS; Tom Barnes, Barnes Mfg; Jim Tedrow, Modern Piping; Rick Johnson, Cargill; Meghan Davis, WLC; Emily Russ, MEDCO (Zoom); Mike Kubas, Kirkwood Academy Instructor (Zoom); Amy Lasack, Kirkwood; Mary Ann Bries, Kirkwood; Barb Rawson facilitator.
2. Cheri Kampman discussed creating a landing page with the different sector boards portals attached. This would be created to cross reach people checking the other sector boards. A committee would be created from members of each sector board.
3. Treasurer Report – Erik Lewis reported getting in 2019 sponsorships for the portal. The bank balance is $8,826.50.
4. Election of the Vice Chair – Erik Lewis and Treasurer – Jodi Wacha. The members voted with a unanimous show of hands in favor for Erik Lewis as the Vice Chair and all in favor for Jodi Wacha as the Treasurer, no votes against. Tom Cavanagh will move into the chair position. Whitney Meyer will remain on the board as past chair in an advisory role.
5. Portal Updates – Whitney Meyer
   1. The portal will be updated by September 1st with the sponsor information.
   2. Currently 17 renewed sponsorships and 5 new.
   3. The portal is located at <https://explore-manufacturing.org/>.
   4. The sector board also has a [Facebook](https://www.facebook.com/ICR-Iowa-Advanced-Manufacturing-Sector-Board-297467191120169/?ref=bookmarks) page which Barb and Whitney maintain. Please follow the page. In October, we will be spotlighting different manufacturers to promote manufacturing month.
6. School Manufacturing Education Program – Brian Bedard
   1. Program is at Vernon Middle School. Would like to expand the program if other companies have engineering expertise they would like to lend for AutoCad. Let Barb know if you are interested.
   2. Neighborhood Empowerment 2019 Summer Program was a success, although the younger grades may be a little too young to hold their attention.
      1. Summer program for 1st thru 5th grade students drew medallions which were laser cut at New Leader and the students toured the facility.
7. Strategic Planning for 2019-2010
   1. Tabled to next month due to time
   2. Suggested to clear September agenda to allow time
   3. Members were asked to contact members not attending to personally invite to meeting
8. Manufacturing Tour – Mark Williams with International Paper
   1. August 29th from 1:30 – 3:00 p.m. Located at 920 Shaver Rd NE

PPE – IP will take care of vest/ear plugs/safety glasses. Shoes – no open toed, no high heels, no tennis shoes. Hair – long hair must be tied back/contained. Jewelry – no jewelry; rings, watches on the production floor.

Enter door with rounded steps by IP sign, inside there is a small lobby area.

1. Advancing the Future Tours
   1. October 14-18 to promote October as manufacturing month
   2. 21 companies have signed up for public and school tours
2. CBJ Manufacturing Conference
   1. October 4 at Hotel Kirkwood Community College
   2. [www.corridorbusiness.com/manufacturing-conference/](http://www.corridorbusiness.com/manufacturing-conference/)
   3. Amy discussed the importance of the sector boards and representation at the conference
3. Partner Updates –
   1. Job Fair in Iowa City on September 10 from 10:00 a.m. to 3:00 p.m. Contact Melissa, IVRS
   2. ICRIowa: We want to invite the business community to attend networking sessions and connect with students. Sessions will be on August 29th from 7:30–8:30am OR 12:45–1:15pm. We are seeking approximately 45 business volunteers to participate. The high school students will be at the Kirkwood Regional Center at the University of Iowa will be participating in a Network BINGO event. These students are exploring careers through the Career Academies and will practice the art of networking.

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1. Next Meeting September 16, 2019 from 4-5 pm / Roundtable Discussion 3-4pm

**AMSB Roundtable Discussion Effective Communication in the Workplace.**

Attendees: Tom Barnes, Aaron Marie Thoms, Rick Johnson, Jodi Wacha, Melissa Silver, Erik Lewis, Tom Cavanagh, Brian Bedard, Mike, Civco, Modern Piping, Jim Tedrow

Need Future Topic Ideas: If you have any topics you would like to discuss, please email them to Barb Rawson

Rumor control

* Empower/Challenge employees to find out the truth and call a spade a spade
* In the absence of information, employees will make up their own.
* Hold team leader meeting weekly to share information/announcements
* Hold all employee meeting/training once a month and share company announcements
  + Recognition
  + Open up to questions from employees
* Over communicate information and it will dispel the rumors
* Weekly stand up team meetings to share information

Disciplinary policy

* Have two individuals sit in on every disciplinary action meeting to have a second source to verify information shared.

Company Change

* Do you send out an email to have a company meeting?
* If it’s a major change have a company meeting and follow-up with email.
* Send an email only if it’s minor change
* Weekly company-wide newsletter, post in break room/ public areas and email out
  + Company spotlight
  + Photos of Day of Caring and other company volunteer work
  + Fun items (birthdays, anniversaries)
* Manager newsletter with top asked questions anticipate with the change
* CEO will send out email regarding big announcements

Communication to employees

* TV Monitors: spotlight new employees, birthdays, anniversaries
* Every new employee is personally introduced to every employee in the plant by their supervisor
* Yammer and Workplace by Facebook – social media collaboration for people working virtually
* Most companies give every employee an email address for legal notification purposes.
* Use employee email to give surveys to employees
* Ask yourself - is email the right way to communicate or are you creating noise
* The cell phone and email can be used too frequently as the easy way out to ask for help instead of using good problem solving skills to solve the problem themselves.