

**Advanced Manufacturing Sector Board
November 18, 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

- I. Welcome & Introduction Question: What job did you start out in and what drew you to a manufacturing career? Tom Cavanagh, Goodwill Light Mfg; Erik Lewis, Climate Engineers; Jodi Wacha, Frontier Co-Op; Barb Rawson, Kirkwood Facilitator; Brian Bedard, New Leader Mfg; Mary Ann Bries, Kirkwood Corporate Training, Meghan Davis, WLC; Heidi Soethout, 6JD DCS; Josh Bergeron, Aerotek; Mike Lucas, Centro; Tom Barnes, Barnes Mfg; Dan Marta, Kirkwood; Mark DeRycke, D&S Sheetmetal; Mark Williams, QPS (zoom); Nicole Houk, Parker Hannifin (zoom); Emily Russ, MEDCO (zoom).

- II. Company announcements/news:
 - a. AMSB Recruitment– information folders available to distribute
 - b. Congratulations to Ingredion for being named a 2019 Gazette Business Award Mfg. Recipient
 - c. CIVCO has been hosting WLC tours and job shadows as well as the Advancing the Future tours. They hired a recent Kirkwood Advanced Manufacturing degree earner. They are working directly with the Mid-Prairie Middle School STEM teacher to support her class this year.
 - d. Erik Lewis – As a result of the Advancing the Future tours Climate Engineers provided a job shadow request to a teen who is now applying for a job with them.

- III. Treasurer Report – Jodi Wacha
 - a. Anticipated expenses include Mfg Speaker event and counselor mailing

- IV. 2019-2020 Initiatives
 - a. School Mfg. Education Program – Brian Bedard
 - i. Contact Barb if interested in attending career fairs, panel discussions or speak in classrooms to be added to the list
 - ii. Brian is taking 23 McKinley students on a tour at New Leader on Wednesday
 1. Students will do a hands on learning activity
 - iii. Advancing the Future Tours School Tours - Barb
 1. Totaled 1,054 experiences with 569 students, 18 high schools, 1 home school and 1 middle school.
 2. The rural schools had the highest representation ever.
 3. The public tours hosted 83 individuals.
 4. Survey of the students indicated that 90 of the 176 responded the tours changed how they see mfg. jobs. Seventy of the 176 said they could see themselves in a manufacturing job.
 - iv. Washington HS was awarded a grant to develop an Advanced Mfg./Computer Integrated Mfg. Program. Thank you to the Sector Board members who provided insight and knowledge during the proposal process.
 - v. Externship with educators
 1. Program is to send teachers on in-service days to tour manufacturing businesses
 2. Need businesses to do tours and sit on panels
 - vi. McKinley Middle School Tours in January (140 students)
 - b. Portal–

- i. Gathering names of counselors/principals in the area to send a mailing to with the portal information and best practices
 - ii. Creating game to highlight the different facts about local manufacturers
 - c. Employer Education (Roundtable/speakers) 3-4pm – Erik Lewis
 - i. December topic: Active Threat Presentation by Cedar Rapids Police Dept
 - d. Public Outreach – Tom Cavanagh
 - i. Mfg: Influence & Impact presentation was held on Oct 30th at NewBo with Mark Hunter & Steve Sovern was a big success. There were 25 in attendance and there is conversation about having the event again in 2020.

- V. By Laws – were very outdated and the exec team has updated them. See below. Please respond to Barb by December 10th if you have additions/corrections. The board will vote on adopting them at the December meeting.

- VI. Manufacturing Tour: Mark Williams
 - a. Join us at the Frontier Tour on November 21 from 1:30-3 p.m.

- VII. Partner Updates –
 - i. Workplace Learning Connection Steam Institute: Career Exploration Steam Careers
 - ii. November 25 and 26 in Coralville
 - iii. December 17 thru 20 in Hiawatha
 - iv. Contact Cheryl Valenta for more information.

Next Meeting Holiday party on December 16, 2019 from 4-5 p.m. / Roundtable Active Threat presentation 3-4 p.m

Tom Barnes will wear his holiday sweater

ICR Iowa Advanced Manufacturing Sector Board

By-Laws

November 1, 2019

ICR Iowa Advanced Manufacturing Sector Board By-Laws

Article I – Name and Purpose

Section A - Name

The official name of this board shall be the ICR Iowa Advanced Manufacturing Sector Board further referred to as the Board.

Section B – Duration

1. The Advanced Manufacturing Sector Board (Board) shall conduct its defined purpose and duties as so authorized by the board members governed by the executive team.
2. The Board year will commence on the first day of September and end on the last day of August.

Section C – Purpose

Mission Statement: The purpose of the Advanced Manufacturing Sector Board is is to work together as an industry to create an awareness of the careers within the industry and increase the pipeline of the potential future workforce.

Section D – Duties

1. Evaluate and identify regional advanced manufacturing career needs and opportunities.
2. Work toward initiatives, selected by the board to create manufacturing industry awareness.
3. Identify and promote knowledge and skill certification programs that support labor market requirements for advanced manufacturing careers.
4. Support the goals for the Advanced Manufacturing Career Awareness portal. www.explore-manufacturing.org
5. Share best practices amongst employers, to help make all industry employers in the area great, to keep talent local and retained within the industry.

Article II – Membership

Section A – Board Members

1. Board members will consist of regional manufacturing business representatives.
1. Representatives are encouraged to find suitable replacements if resigning from the board.

Article III – Officers and Duties

Section A – Officers

1. The Advanced Manufacturing Sector Board officers will include a past chairperson, chairperson, vice chairperson, and treasurer.

Section B – Officer elections and appointments

1. Officers shall be elected annually by a majority vote of board members.
2. Elections will be conducted during the September board meeting.
3. Upon notification of pending open positions, officers will be nominated and elected through the annual nomination and election process.
4. Upon resignation of the chairperson and until annual scheduled officer elections, the vice chairperson will as interim, fulfill the responsibilities of the former chairperson. Vice chair positions will follow a special nomination and election process for selection of a replacement chairperson.
5. During the annual nominating and election process and upon majority approval of the board, the vice-chairperson or interim chairperson may be selected as chairperson without election. The vice chair position will follow the regular annual nomination and election process.
6. Upon resignation of a vice chair position, the chair may appoint as necessary an interim vice chair until the regular annual nomination and election process.

Section C – Officer Duties.

Duties of the Board chair will include:

1. Preside at and Facilitate at Monthly Board Meetings to achieve meeting objectives
2. Preside at Monthly Executive Team Meetings
3. Serve as chair of the executive committee
4. Oversee the appointment of special subcommittees
 - a. Provide leadership in the development of clear objectives, strategies and measurable plans to monitor progress.
 - b. Facilitating the creation of Initiatives for the year and setting the strategy
 - c. Provide input on and approval of Monthly Board Meeting Agenda and on communication relating to other pertinent information that goes out to the board
5. Promote the portal and board through various informal meetings/presentations
6. Recruit companies to join the board through networking
7. The board chair will be a signature on the board checking account.

*After the 1-year term, the Chair will remain on the Executive Team for another year as the Past Chair

Duties of the Vice Chair will include:

1. The vice chair shall perform the duties of the chair in conjunction with the Chair and in his/her absence.
2. The vice Chair is a 1 year elected term.
3. The vice chair will become the Chair after the Chair's 1-year term.

Duties of the Treasurer will include:

1. Give board checking account balance report at Monthly meeting
2. Deposit / write checks
3. Keep a running spread sheet of our account (Debits credits balance)
4. Keep a running spread sheet of portal sponsors
5. Preside at monthly Board Meetings and Executive Team Meetings
6. Approve board expenditures

*The Treasurer role is a 1-year elected term.

Article IV – Meetings

1. Board meetings shall be held once a month during the Board year.
2. Meetings shall normally be scheduled on the third Monday of each month unless rescheduled or cancelled by the Board chair or designee.
3. Meeting dates may be changed by consensus.
4. The chair may call special meetings of the Board.
5. Meetings will be no more than two hours in length unless a majority of members vote otherwise.
6. All meetings will be open to the public.

Article V – Annual Program

1. The Board will operate under an annual program of work. Plans, topics and goals will be included in the program.
2. The program of work for each year will be discussed during the first quarter of each Board year.
3. Project initiative ideas will be considered
4. Final program and initiatives approval shall be through Board representative approval.

Article VI – Subcommittees

1. As the need for standing and special subcommittees arises, such committees may be filled by member volunteers or by chair appointment.
2. Subcommittees shall provide progress reports to the Board at monthly meetings.
3. Subcommittees shall be dissolved upon completion of tasks or goals for which they were established.

Article VII – Amendments

These by-laws may be amended or added to by a majority vote of members present at time of vote.

Article VIII – Treasury and Board Expenditures

The executive team will approve board expenditures up to \$500. Above \$500 the expenditure will be voted upon at the regular monthly Board meeting. With majority in favor the expenditure will pass.