Minutes from Initial Process Improvement Team Meeting—July 31, 2009
Greenhouse Conference Room

Present: Bruce Moses (Facilitator), Claudia Tonihka (Guest), Lenora Sotlar, Raul Torres, Janie Todd, Gina Johns, Sarah Beth Phillips, Ali McFadzen, Amy Robertson-Gann, Tom Hale, Lecia Pelphrey, Paul Kirkpatrick

Bruce and Claudia outlined our team charter including our mission, ground rules and NWACC's Continuous Improvement Model LEAP (Look, Enlist, Always, Proceed)
Action Item: The team will review the list of ground rules and bring any additions/deletions we have to the August 14 meeting so we can finalize the charter at that time.
Action Item: Each member of the team will find out if the team he or she was assigned to in the Friday morning meeting on July 31 is the team he or she will remain on indefinitely prior to our August 14 meeting.
Action Item: Each team member will bring his or her top two priorities he or she would like to see us address first to the August 14th meeting.

Possible meeting times were discussed; it was decided the team would meet every other Friday from this point on from 9:15-10:15 a.m. with the next to be held August 14.
Action Item: Lenora will send the team a "meeting maker" and let everyone know where the meetings will be held prior to the August 14 meeting.
Action item: Each member of the team will share his or her Outlook calendar showing his or her availability with all other team members prior to the next meeting on August 14.

Respectfully submitted,
Sarah Beth Phillips