

Meeting Minutes
April 15th Steering Committee (Skill Panel) Meeting, 11:30 am to 1:30pm
Portland State Business Accelerator, Fountain View Conference Room

Dan Hill presented update of program since last meeting.

- Number of classes held, number of attendees

Bob Lanier led review of the program to date:

- Are we offering the right content? *Group agreed that generally we are on the right track.*
- Is there any subject matter that we are missing? *Bob and the group discussed new topics suggested by members on FDA issues and other topics. The Steering Committee approved classes on the following topics:*
 - Data Analysis (basic and advanced classes)
 - Statistical Process Control (two levels)
 - Measurement Systems Analysis
 - Industrial Experiments
 - Supply Chain Optimization
 - Document Control Systems (for FDA)
 - Contamination Control Programs (for FDA)
 - Billing Practices
 - Lean Processes for Management
 - Standard Operating Procedures in ESL Format
- Are the new subjects/instructors we are offering appropriate? *The group feels that we would benefit from an FDA representative, either former or current.*

Donna expressed the need to expand the Steering Committee membership, the current members have been supporting OBA for almost a year and a half, and they are probably getting a little burned out. We should also invite more training manager and supervisors.

Presenters:

The following instructors made presentations and were approved for the indicated classes by the Steering Committee:

Anja Bump from Montgomery Strategic Consulting:

Improve your quality and bottom line by improving your supplier performance

Matt Mathias from Woodward Partners:

Planning for International Growth

Dave Benak from Portland Community College:

Team Building, Innovation and Change and

Enhancing Communication by Understanding Yourself and Others