

Agenda and Meeting Notes

State of NH Lean Network Executive Committee

October 4, 2019

Attendance =Present *Chair

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|--|---|---|---|
| <input type="checkbox"/> John MacPhee (DHHS) | <input checked="" type="checkbox"/> Heather Barto* (DHHS) | <input checked="" type="checkbox"/> Angela Linke (DOT) | <input checked="" type="checkbox"/> Diane Dawson (Revenue) |
| <input type="checkbox"/> Michele Kelleher (Banking) | <input checked="" type="checkbox"/> Dan Hrobak (DES) | <input type="checkbox"/> Chuck Bagley (DAS) | <input checked="" type="checkbox"/> Edie Chiasson (Lottery) |
| <input checked="" type="checkbox"/> Tom Lencki (DOS) | <input checked="" type="checkbox"/> Jeannie Cadarette (DOS) | <input checked="" type="checkbox"/> Jan Gugliotti (PUC) | <input checked="" type="checkbox"/> Erika Randmere (NHES) |
| <input checked="" type="checkbox"/> Candice Weingartner (DoIT) | <input checked="" type="checkbox"/> Dagmar Vlahos (UNH) | <input type="checkbox"/> Hallie Pentheny (OPLC) | <input type="checkbox"/> Laura Holmes (DAS) |
| <input checked="" type="checkbox"/> Linda Beliveau (Judicial Branch) | <input checked="" type="checkbox"/> Joe McCue (DOT, new member) | | |

Agenda Item	Discussion	Action
Continued Revamping of the LEC Discussion [All]	<ul style="list-style-type: none"> • Add roles into the charter, update mission statement, consider a vision statement, etc. Suggestions for formal roles: marketing/communication, secretary, chair, co-chair, network coordinator, new membership, etc. • Communication with leadership with the roles from LEC is important and role identification will assist with this. • Volunteer roles are good; we must balance volunteers and the more formal side for the LEC. • Assistance is needed with note taking and rotating roles. 	<ul style="list-style-type: none"> • Jan to draft roles and membership ideas to send out to the LEC for feedback. • LEC use the November meeting as a working session to work through specific components of the charter (Mission, vision, membership/roles). • Dagmar to bring sample infographics.
Business Updates [Group]	<ul style="list-style-type: none"> • The group decided to change the LEC meeting time to 9:30am-11:30am. Next meeting will be at DES, 29 Hazen Drive, Concord, on 11/6/2019, Rm 208. • Lean Coordinators need access to the list of trained employees for communication and planning purposes. • Summit has just under 100 people registered. Travis Mills is the keynote speaker. More information available at https://www.unh.edu/lean/lean-summit • Website photos are needed for the site. I:\DoIT - Lean Executive Committee\Pictures. <p>Next LEC Meeting: November 6, 2019 at NH DES, Concord. NOTE MEETING TIME CHANGE: 9:30am-11:30am</p>	<ul style="list-style-type: none"> • Dan to inquire with BET for regular list and save on shared drive for Lean Coordinators.