

**Local Partnership Committee Meeting; 1 Aug 07
Rickenbacker, Bldg 2000**

Rules:

1. Rank immaterial.
2. Respect individuals.
3. Courtesy; don't over-talk or interrupt each other.
4. Facilitator – keep focused and on-track.
5. Establish an agenda prior to the meeting.
6. Have a recorder.
7. Everyone has opportunity to speak and have input. Also, everyone has opportunity to place issues on the agenda.
8. Consensus – Make certain everything is understood ("brief back" if necessary).
9. Employee concerns take priority (labor or management).
10. Have a quorum.
11. Establish meeting timelines.

Responsibilities; Co-Chairs:

1. Keep group focused.
2. Validate meeting minutes. Recorder takes notes but co-chair validates prior to sending to LRO.
3. Responsible for agenda (gatekeeper).
4. Ensure open communication for everyone.
5. Ensure meeting minutes are disseminated in a timely manner to members and LRO. Minutes must go to LRO before the next service PEC meeting.
6. Schedule the time and place. Know in advance if you have a sufficient number of people to make a quorum.
7. Responsible for the membership of the LPC; (knowing in advance of who is deployed, in training, etc – future of your members).
8. Establish a time frame for co-chairs.
9. Co-chairs are the document keepers. Two master files; one (1) for each co-chair.
10. Review website for accuracy.

Responsibilities; Members:

1. Be in attendance and be timely; Keep co-chair apprised of your availability.
2. Arrive prepared and well versed in the agenda and ready to work. Have your documentation; do your research.
3. Be candid, honest, open; do not have a hidden agenda.
4. Participate.
5. Once the issue is resolved and the decision is made; if you were not in attendance, there is no recourse for return discussion.
6. Support the final decision that is made irrespective of your attendance or personal feelings over the issue.
7. Be actively involved in the resolution process.
8. Maintain confidentiality outside the room; within the room be open.
9. Watch the "tone" of emails and make sure your intent is well understood.
10. Educate coworkers and also unit member techs about the process.

Relationships:

1. Develop trust; no attitudes, professional development.
2. Share information.
3. Exchange viewpoints.
4. Discuss learning strategies.
5. Form good relationships.
6. Acceptance of each other; professional attitude.
7. Commitment to the process.
8. Good listening skills; defer judgments.

Milestones:

1. Minutes NLT COB, Thursday, **2 August by COL Tack**
2. Co-Chairs selected by COB, 1 August
 - a. East: Scott/Craigo
 - b. West: Gheen/Salley
3. Next meeting time and location. Also determine agenda and charter.
 - a. East: 23 Aug 07, Mansfield Armory from 1000-1300
 - b. West: 23 Aug 07, Rickenbacker AASF2 from 0930-1230
4. Compile list of existing/known issues
5. COL Tack owes LPCs the regional brief **NLT 10 Aug**
6. Establish IBB training (Mr. Tanner and CPT Roche).

Local Partnership Committee Meeting Notes: 1 Aug 07

Agenda:

1. Introductions
2. LPC's
3. 5R's – Authority Levels
4. LPC Charters
5. Open Discussion
6. Breakouts (if necessary)
7. After Action Review

Meeting Rules:

1. Cell Phones Off
2. No Rank
3. Respect Other's Point of View
4. 10 Minute Breaks Every Hour
5. 3 Hour Session Duration

West Region: FMS 9-17

Canan
Lidke
Gheen
Salley
Countryman
Jones
Roeth – deployed

East Region: FMS 1-8, 18, 19

Scott
Saffle
Craig
Durell
Cocanour
Wilson
Reid
Register

AAR:

Sustain:

1. Stayed to the agenda.
2. Good meeting.
3. Good introduction for new members.
4. Good information: By Laws from AASF2 (Byington).
5. Marry-up faces to names.
6. Facility.
7. Fresh start/new slate/new ideas.
8. Establishment of facilitator.

9. East and West together.
10. Together with COL Tack and Mr. Tanner.
11. Use of 5 R process.
12. Expertise of others and Mr. Tanner.
13. Clint Byington explaining "good practices."
14. Good that East and West is separate again.

AAR:

Improve:

1. Found out about meeting at the last minute.
2. Inconsistency with scheduling this meeting.
3. Wish it had been done sooner.
4. Expectations of meeting were unknown. Would have liked to have been prepared.
5. LPCs are not far enough in the 5 R process to make it work yet.
6. Finalize getting east and west separated.