

Kick-Off Meeting Agenda

January 17, 2017

8:00am-10:00am

Erie Bayfront Sheraton Hotel

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|------|--|--------|
| I. | Registration and Networking | 7:45am |
| II. | Breakfast Served | 8:15am |
| III. | Welcome
-Bob Zaruta, President/CEO,
Northwest Industrial Resource Center (NWIRC)

-Jerry Sobrowski, Lean Together™ Facilitator | 8:30am |
| IV. | Keynote Speaker
-Shawn Gross, Engineering Manager
Viking Plastics | 8:45am |
| V. | Setting the Bar
-Jerry Sobrowski, Lean Together™ Facilitator | 9:30am |

Meeting Schedule

All meetings will be held from 8:00 am until 10:00 am

February 21st
American Turned Products
7626 Klier Drive South
Fairview, PA 16415

March 21st
Industrial Sales & Manufacturing
2609 West 12th Street
Erie, PA 16505

April 20th (Thursday)

May 16th

June 20th

September 19th

October 17th

November 21st

December 19th

Locations for April through December meetings will be determined soon.

Group Roster

Molly Reichard	mreichard@nwirc.org
Jerry Sobrowski	jsobrowski@neo.rr.com
Scott Eighmy	seighmy@atpteam.com
Harry Eighmy	heighmy@atpteam.com
Dan Ignasiak	dan@sepco-erie.com
Paul Brown	paul@sepco-erie.com
Dalton Beatty	dbeatty@channellock.com
Theresa McLaughlin	tmclaughlin@channellock.com
Mike Redding	mredding@channellock.com
Titus Yoder	tyoder@channellock.com
Bob Marcoline	bob.marcoline@modernind.com
Jeffrey Patch	jeffreypatch@modernind.com
Sam Haag	shaag@rehrig.com
Sean Simon	ssimon@rehrig.com
Keith Milton	
James Willats	jwillats@machiningconceptserie.com
Bruce McCrillis	bmccrillis@acuteprecision.com
Justin Copeland	jcopeland@acuteprecision.com
Jeremy Shelatz	jshelatz@ismerie.com
Lori Colvin	lcolvin@ismerie.com
Jeremy Plummer	jplummer@mcrings.com
Matt Erickson	merickson@mcrings.com
Greg Hecker	ghecker@mcrings.com
Paul Carlson	ppearlson@mcrings.com
James Markowitz	jmarkowitz@mcrings.com (alternate)
Paul Janicke	pjanicke@mcrings.com (alternate)

Hosting Guidelines

We look forward to having all of the Lean Together participants host a session at their facility when possible. These sessions are not your typical plant tour, but rather “go to see discovery sessions” pertaining to *2 Second Lean™*. The purpose of these sessions is to see examples of where *2 Second Lean™* has been implemented or solicit areas of opportunity from the peer group.

Each company will be asked for a meeting date that is convenient for them. The group facilitator will confer with the hosting company prior to their scheduled date to discuss the focus of the session. Typically, the facilitator will lead discussion of the session topic prior to proceeding to facility floor.

Here are some tips to consider for planning:

- Availability of a meeting space to accommodate 20 people
- Required safety equipment provided or should participants bring their own
- Provide a brief company overview
- Summary of the company’s experience with continuous improvement activities, including successes and struggles; speak to where you are on your lean journey
- Discovery session on facility floor, with introduction to key personnel (if desired)

NWIRC will handle the details such as drinks, snacks, signage, etc. in collaboration with the hosting company.

Access to Ongoing Resources

1. We will add you as a Lean Together™ member with username: first name initial and last name (i.e. John Doe= jdoe)



2. You will receive an email like the one below. Click on the link to confirm your account and you will be asked to set a password.

3. Set your password by deleting the auto generated one and choosing one you will remember.



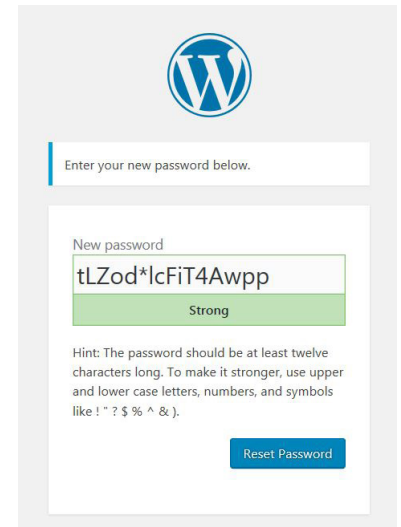
Subject: [NWIRC] Your username and password info

Username: TestUser

To set your password, visit the following address:

<http://www.nwirc.org/wp-login.php?action=rp&key=UKXUGFqgz6RfUutwnu5g&login=TestUser>

<http://www.nwirc.org/wp-login.php>



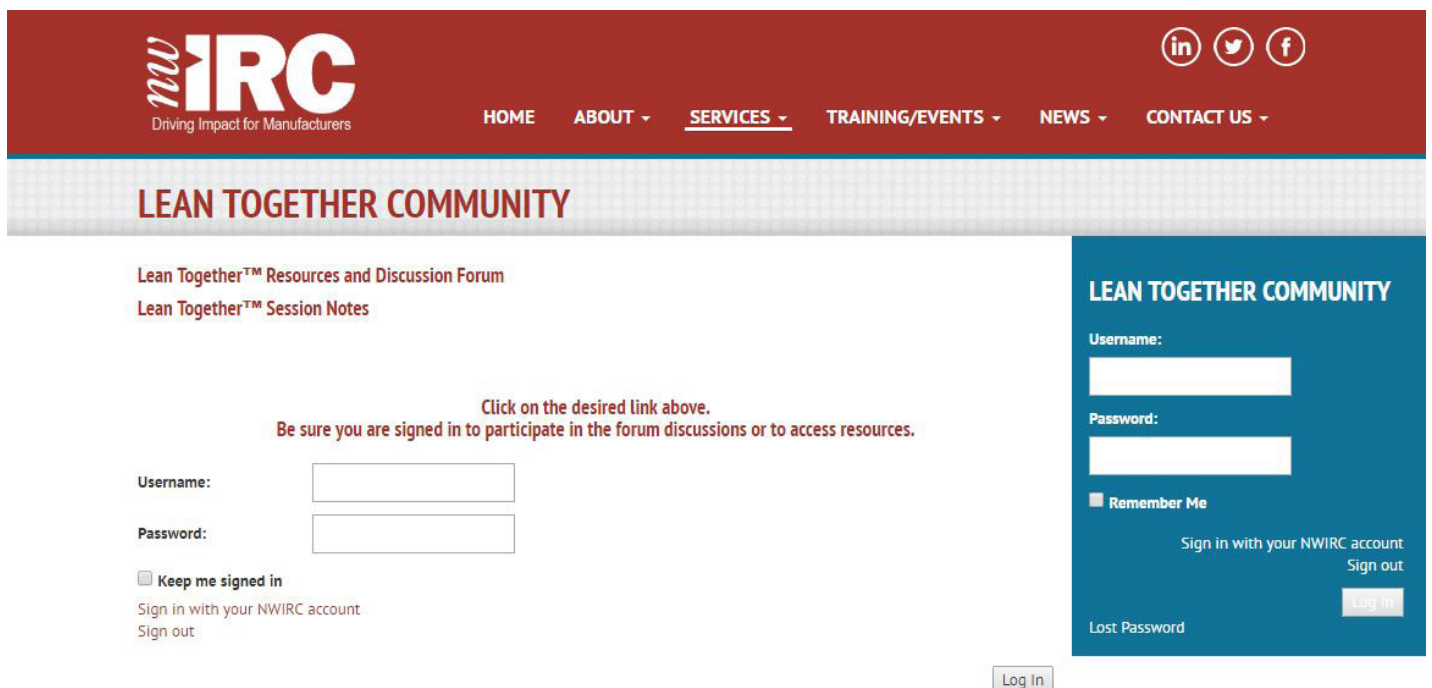
WordPress logo at the top. Below it, a text input field with the placeholder "Enter your new password below." Below that, a section titled "New password" containing a text input field with the value "tLZod*IcFiT4Awpp" and a green strength indicator that says "Strong". Below the input field is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &)." At the bottom right of the form is a blue button labeled "Reset Password".

4. This is your community! The login screen below can be found 2 ways.

- www.nwirc.org/community
- At nwirc.org- click on Services, then Lean Together™



5. Login to access the links for resources, discussion forum, and session notes.



The screenshot shows the top navigation bar of the NWIRC website. On the left is the NWIRC logo with the tagline "Driving Impact for Manufacturers". To the right of the logo are navigation links: HOME, ABOUT, SERVICES, TRAINING/EVENTS, NEWS, and CONTACT US. Further right are social media icons for LinkedIn, Twitter, and Facebook. Below the navigation bar is a section titled "LEAN TOGETHER COMMUNITY". Under this section, there are two links: "Lean Together™ Resources and Discussion Forum" and "Lean Together™ Session Notes". Below these links is a login form with the following elements: a heading "LEAN TOGETHER COMMUNITY", a "Username:" label and input field, a "Password:" label and input field, a "Remember Me" checkbox, and a "Log In" button. Below the login form, there are links for "Sign in with your NWIRC account" and "Sign out". At the bottom left of the login area, there is a "Lost Password" link. At the bottom center of the page, there is a "Log In" button.