

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 18 September 02
Meeting Time: 1000~1230 **Meeting Place:** Kaizen No Yochi

People Present: RE, DRE, DOICC, C09, C10, LCDR Gersh, C130 (Recorder/ Facilitators)

| Decision Made, Actions Planned, Tasks to be Done | Person Responsible |
|--|----------------------|
| Add a tactic, assess application of EKM into RFMS, into the goal 1 | CAPT Orndoff |
| Inform BLMs and Department heads of RFMS Steering Team meeting time, attendees, etc. | Mr. Roundtree |
| Make sure each objective have a measure of success by 9 Oct | Goal Advocates |
| Make selection on Utilities BLM | CAPT(S) Hemstreet |
| Attend RFMS VTC on 19 Sept at C1 Conf. Room at 1000 | Team Members |

1. EKM Brief:

Staff, RBO provided a briefing on what's EKM and give a quick tour.

2. Application of EKM for RFMS:

Application of EKM for RFMS was discussed. Decision made during the discussion is listed above.

3. Introduction of New Format for Minutes and Agenda:

Mr. Roundtree introduced new format for maintaining minutes and agenda and monitoring strategic plan execution. Members agreed to use this format. He also introduced 90 day Win List and 90Day Action List. Detail will be briefed at the next meeting.

4. RFMS Personnel Recruitment Status:

Ms. Bowie announced cert for Utilities BLM is in HRO now. CAPT(S) Hemstreet to make a selection for Utilities BLM.

5. Roundtable:

CAPT Orndoff- There will be RFMS VTC on 19 Sept at 1000 at C1 conference room. RFMS Committee members should attend.

LCDR Gersh had two concerns on having an off-site conference in the first week of Sept. First, it conflicts with AIS. Second, people would like to avoid traveling on Labor Day. Team decided to stay with the first week of Sept.

Ms. Ishibashi- Some objectives do not have Measure of Success. Each Goal and Objective owner will make certain each objective has Measure of Success. Mr. Roundtree will forward email requesting measures of success.

6. Discussion on attendee of BLMs, and weekly meeting. It was agreed by RFMS Steering Team that at least 3 members must be present for a quorum in order to conduct the meeting.