Meeting Notes
Business and Operational Practices Working Group
October 2, 2013, 9:00-10:30 a.m., HH 309

Attending: Blake Araki, Heidi Bornhorst, Dyann Fong, Earl Matsushita, Nicholas Metivier, Sheri Mishler, Dierdre Nakamura, Martin Nguyen, Mark Nishimoto, Gale Yamada, Rebekah Carroll, Susan Hippensteele

1. Member Introductions
2. SPC/WG Process
   a. Discussion of the Strategic Plan process
   b. Background of the plan
      i. Ground-up, structure, methodology
   c. Explanation of the other WGs and what their charges and work includes
   d. Preliminary Q & A
3. BOPWG Charge
   a. Review/Read the charge for the BOPWG
      i. Concerns about communication
      ii. Sense of working in silos
      iii. Will focus on suggestions for smarter, more efficient practices
      iv. Discussed how other WGs have addressed their charges and how their recommendations have made an impact
4. Group Discussion: How your work is related, and ideas for change
   a. Members discussed work and ideas
   b. Raised issues
      i. Communication
      ii. Barriers to more efficient practices
      iii. Concerns about lack of representation within planning

Next Steps
1. Send any relevant documents to SH
2. Convener- Earl, SH will follow-up

Next Meeting: Wednesday, November 6, 2013, 9:00-10:30 a.m., HH 309