

Meeting Minutes from December 7th at Rhine Hall

1. Introductions. Opportunities are endless for referrals, new business, collaboration, resource sharing, and much more. The more we know of one another and work for each other's best, the better we all get! Thanks for the **new faces** and those returning! Go visit your neighbors, see you next month at the meeting!
2. Sticky note agenda went well: **2 topics discussed. Safety and Staffing**
 - a. Safety: for those in the building and leaving it
 - i. Attend a BEAT meeting, we are the 12th district
 - ii. Introduce yourself to CPD officers, they will give you their numbers for direct contact if you need/want
 - iii. Join the slack discussion channel for **#safety**
 1. If leaving late, message the board, walk out with someone, be aware of surroundings
 - iv. **Do NOT ever prop open a door with rocks/sticks/other items to keep the door ajar.** This is unsafe for everyone and not a good way to keep the building secure. Take your key card when you leave, do not leave the doors ajar, EVER.
 1. **Be a good neighbor**
 - b. Staffing
 - i. Join the #staffing channel on slack
 1. Discussion on sharing light manufacturing hands; part-time employment by 2-3 businesses allowing a good, qualified, talented employee to have more hours at one location.
 2. Management tips
 - a. Create a list of things we want to learn, generate a need and ICNC will get a speaker (HR, management tips, interviews, incentives, employee behavior, performance reviews etc)
 - i. This will be lead by outside speaker, session in 2018. Send in your topics on the slack, tag the comment with #meeting
 - ii. Recommendations for where to find qualified staff---can we refer staff to one another? Share our good talent.
 - iii. 1/10 Update: Hannah brining list of topics for January meeting / need to discuss best practices for staffing slack channel
3. Other ideas shared
 - a. Internal list of Businesses/Contractors/Goods&Services you use. See this list compile here. Please add to it in the proper format
 - i. 1/10 Update: Hannah making platform for list
 - b. Recycling: Hannah Jones of ICNC to share, Huron Paper down the street takes cardboard and paper, we can work together to collect large pallets or you can just drop on your own.
 - c. POP in and introduce yourself to your neighbors!
 - d. Use Snappa -- great online resource for making quick social media posts etc

Additional Things

4. **NEXT MEETING is Thursday, January 7th 3:45pm at Rhine Hall**
5. Meetings will be monthly in various tenant spaces, Thursdays, 3:45-4:45pm. **Please be on-time, meetings will also be on time.**
6. Always bring business cards and be open to making connections outside of the monthly meeting.
7. Communication outside of the meetings will be on **Slack**. Email Hannah if you need a new link to join the conversation with other owners here at ICNC.

“ Make City” on Slack organized by Hannah Jones....continued from last month plus more

We have multiple channel:

1. **Events:** share your events, invitations, and applicable information for the group here.
2. **Promotions:** please share your company's promotions here! If they expire, please keep up to date.
3. **Random:** For all things random and anything not mentioned above. Need someone to eat lunch with? Ordering a large cake and need someone to share it with? Headed down to Rhine Hall for a drink and want to connect? Share it here!
4. **Resources:** Hopefully one of the best pieces of being a part of the group. Sharing ideas, resources, and talents between one another. Do you have extra boxes, used cotton rags, scrap metal, or other things that could be given to someone in the incubator? Could we group together and purchase case packs of dollies at a lower price? What does your business need, how could we help one another? Do you have a great marketing strategy you want to share?
5. **Security:** to express concerns, alerts, strategies, and open communication about our safety and security at ICNC.
6. **Staffing:**