# Laguna Honda Executive Committee Minutes
## Quality Council
### 4/3/2017

**Attendees:** Jennifer Carton-Wade, Loretta Cecconi, Kate Durand, Michelle Fouts, Quoc Nguyen, Donna Valencia, Lilly Fine, Vince Lee, Elizabeth Schindler, John Grimes, Garrett Chatfield, Nawz Talai, Christina Fong, ChiaYu Ma, Lena Yue, Winona Mindolovich

**Co-chairs:** Michael McShane and Mivic Hirose

**Guests:** Joanna Omi

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<td><strong>CALL TO ORDER</strong></td>
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<td>Meeting called to order by Dr. McShane at 9:35 am.</td>
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<td><strong>March 3, 2017 Minutes Approval</strong></td>
<td>Meeting minutes distributed and reviewed.</td>
<td>March 2017 minutes approved.</td>
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| **Lean Coaching: Lean Transformation A3** | Joanna Omi facilitated review and refinement of Laguna Honda’s Lean Transformation A3. The A3 sections were reviewed and feedback provided:  
1) A3 Owner - Mivic  
2) Background – the answer should answer why are we bothering to do this?  
3) Current Conditions – replace visual wall is not well “organized” with not “functional” or “utilized” as to answer can anybody see the story?  
4) Problem Statement – is there a sense of urgency in the statement?  
5) Goals & Targets – no change needed  
6) Analysis – no change needed  
7) Recommendations/Proposed Countermeasures – clarify what needs to be communicated to all staff  
8) Plan – color the status section for easier visualization; data plan and benefits tracker clarified  
9) Follow Up – be specific with where input or involvement can be received from all employees  
10) Discussed exec training and certification plan, along with KPO development. The goal is to achieve certification through lean leadership development. Quoc will be tracking progress on a grid that he developed. | Mivic will revise the A3 and send to Exec and Quality Council. The plan will be to:  
1) Review progress monthly at Exec or Quality Council meetings  
2) Periodically provide progress at Leadership Forum  
3) Elicit input or involvement from staff at lean events, team huddles and/or the daily management system  
4) Check in with Rona Consulting |
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<tr>
<td>Lean Coaching: Lean Transformation A3 (continued)</td>
<td>Future Needs to Meet Lean Management System Implementation include: 1) Yokaten – spread 2) Learn from others 3) Model Cell 4) Production Board</td>
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| NEXT MEETING | 5/2/17, 9:30am  
Refer to handout for 5/2/17 agenda items. | Meeting adjourned at 11:40am. |