AGENDA/MEETING NOTICE
BUSINESS & WORKFORCE DEVELOPMENT COMMITTEE

DATE Tuesday, March 20, 2018
CALLED BY Brian Andersen and Brian Dozer
LOCATION Greater Irvine Chamber of Commerce
36 Executive Park, Ste. 100, Irvine, CA 92614
MEETING TIME 4:00 p.m. to 5:00 p.m.

COMMITTEE MISSION STATEMENT
Brian Andersen/Brian Dozer
To influence Irvine’s economic vitality by attracting new business, offering solutions to business challenges, nurturing and encouraging start-ups and supporting Irvine’s industries and 21st century workforce readiness with education and business programs that help prepare, attract and retain talent.

AGENDA ITEMS

I. OPENING
Call to Order

II. INTRODUCTIONS (15 seconds per person, please)

- Name, Company/Affiliation
- What brings you to this meeting and how can the Chamber help you/your business?

III. TASK FORCE REPORTS (5-Minute Progress Report)

- **Business Outreach**
  Introducing and providing educational and resource materials to Irvine businesses and showcasing benefits of the Chamber and its programs.

- **Career Edge**
  A series of programs to assist job seekers in improving business writing, communication, problem-solving and critical thinking skills. We are at the last stage to scale the programs into other college campuses.

- **Career Readiness**
  **Ethics Forum**
  High school students learn how to identify common questionable situations and how to respond appropriately

- **Financial Workshop**
  Introducing middle school students to the world of the Stock market and high finances.

- **Job Discovery Day**
  Offering high school students the opportunity to observe real-life work environments with Irvine’s leading companies.

RESPONSIBLE

- Chair
- All
- Brian Andersen
- Cathleen Greiner/Brian Dozer
- Keith Tuominen
- Peter Chan
- Jessica Yip
• **Domestic Business Attraction**
  Targeting regional businesses in specific industry verticals and developing strategies to attract them to Irvine.

  Brian Andersen  
  bandersen@telecomprehensive.com

• **Start-Up Eco-System**
  Providing resources and guidance to assist entrepreneurs and small businesses get started in the Irvine business community.

  Brian Montes/Melinda Kim  
  brianm@scaleocityworks.com  
  melinda@peoplespace.us

VI. **CHAIRS’ COMMENTS & DISCUSSION**

Brian Andersen/Brian Dozer  
bandersen@telecomprehensive.com  
briandozer74@webster.edu

VII. **ANNOUNCEMENTS**

• International Development Committee – March 27, 12:00 Noon @ the Chamber offices
• 2018 OC’s Largest Mixer – March 29, 4:00 p.m. – 8:00 p.m. @ OC Fair & Events Center, Costa Mesa
• Career Edge – Successful Business Etiquette & Workplace Behaviors – April 7, @ 8:30 a.m. @ the Chamber Offices
• Business & Workforce Development Committee – April 17, 2018 @ 4:00 p.m. at the Chamber Offices
• Business Outreach Rally – Wednesday, April 25, 2018 – 8:00 a.m. to 4:00 p.m. at the Chamber Offices

VIII. **ADJOURNMENT**

Next Meeting:  
April 17, 2018  
4:00 p.m. -- 5:00 p.m.

Greater Irvine Chamber of Commerce  
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