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**Google Meet Link:** [meet.google.com/ayoeuxe-qir](https://meet.google.com/ayoeuxe-qir)

**Meeting Code:** ayo-euxe-qir

**Phone Number: (US) +1 717-559-2027 PIN: 534 924 933#**

- Lisa Johnson, Committee Chair
- Ari Jolly, Committee Member
- Kemal Gasper, Committee Member
- Michael Boylan, City Council Liaison
- Kirsten Doolittle, Committee Member

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**A. Call to Order**

**B. Approval of Minutes**

- [12.15.20](#)
- If these links do not work for you, these documents are also available at <https://www.culturalcouncil.org/transparency.html> .

**C. Applicant Overview**

*\*Note changes made by committee chair to posting following meeting: 30-day job posting, requirement of bachelor's degree*

- Job postings Dec. 18-21
  - Where posted
  - Close Jan. 18
  - # of applicants
- D. Discussion and Approval of the Following:**
- Screening checklist for eligible applicants
  - Interview process recommendation
  - Who best handles which questions from applicants?
    - Finance/Budget (*Johnson/Doolittle*)
    - Fundraising (*Gasper*)
    - Advocacy/Policy (*Boylan*)
    - Board/Governance (*Jolly*)
    - Org structure/Staffing (*Doolittle/Palmer*)
    - Should staff be present to answer any questions?

**E. Interview Questions (phone)**

- Review Timeline
  - Preparation for meeting with CSGs 4-5 p.m., Thursday, Jan. 14
  - Proposed agenda
- F. Scheduling next meeting & Next Steps**
- Review on-site/finalist interview questions
  - Review Interviewee evaluation/rank – score matrix

**G. Interview process for finalists**

- In person?
- Travel budget

**H. Other Business**

**I. Closing**

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