



**Cultural Council of Greater Jacksonville
Selection Committee Minutes
October 19, 2018, 2:00pm
Times Union Center for the Performing Arts
300 Water St., Suite 201, Jacksonville FL 32202**

Present

Members - Ann Carey (chair), Claudia Baker, Numa Saisselin, JaMario Stills, Pam Smith

Call to Order

Ms. Ann Carey, Selection Committee Chair, called the meeting to order at 9:05am.

Five candidates had been selected for Phone Interviews from review of resumes by the Selection Committee on October 10, 2018. Candidate Ms. Toccarra Thomas removed herself from consideration as she accepted another position and Candidate Mr. Gary Sanders withdrew his application due to a family situation. Therefore, three candidates were interviewed via phone.

The Selection Committee agreed to a format for the interviews where, after introductions were made by the chair, each candidate would be asked the same set of questions that covered the broad set of skills required for the position and that would provide some insight into the candidate's preparation for this interview. The committee agreed upon nine questions (below). Each committee member made their own notes during each interview but committee discussion was withheld until all three candidate interviews were completed.

The nine questions:

1. Why do we have your resume?
2. What do you know about the Cultural Council of Greater Jacksonville?
3. Looking at the job posting, tell us where you will excel.
4. Describe your experience with building high performing teams. How do you handle an associate not measuring up?
5. What is your experience in leading organizations through a period of transition?
6. Tell us about a professional failure you experienced and what you learned from it.
7. Describe a situation where you devoted considerable time, effort and resources to an effort that did not succeed (or to the extent you had hoped for).
8. Describe your experience with fundraising.
9. What questions do you have for us?

Interviews

The interviews were led by the chair, Ms. Carey. The following three candidates were each interviewed for 30 minutes each:

1. Allison Galloway
2. Larry Fried
3. Joy Young

Discussion and Recommendation

After the three interviews were over, the committee discussed the strengths and weaknesses of each of the interviewees and unanimously made the recommendation to move forward with on-site interviews with both Ms. Joy Young and Ms. Allison Galloway.

The committee discussed possible interview dates, agreeing that each candidate would interview on separate, but consecutive, days, withholding discussion and a recommendation until both interviews were over. Discussion and next steps would be determined at conclusion of the second candidate interview.

Ms. Carey was tasked with notifying the candidates and, working with Mr. Cedric Lewis in the logistics for the on-site interviews.

Public Comment

Darren Dailey, Jacksonville Children's Chorus, provided comment.

Adjournment

The meeting was adjourned at 1:55pm.