**Present**

Board - Ann Carey, Bill Ferry, Claudia Baker, Dave Engdahl, Jamario Stills

Staff – Tony Allegretti

**Discussion**

Ms. Ann Carey, Transition Team Lead, called the meeting to order at 2:00 p.m.

Ms. Carey reviewed the purpose and goals of the Transition Team: to develop a comprehensive Succession Plan for the Cultural Council and to create job description and plan for the Executive Director (ED) search. A tentative timeline of milestones was presented that included the prep work, the search and hire, as well as onboarding of the new ED.

Discussion ensued regarding Succession Planning, using Clarity Transitions succession planning documents as the template for decision-making. Actions:

* Develop and include a calendar of events important to operations of the agency as part of the CEO checklist (succession plan).
* Goals of the next meeting:
	+ Discuss/create the ED job description; Mr. Dave Engdahl provided a draft for review;
	+ Complete the Clarity Transitions succession planning Decision document.
* The next Transition Team meeting to be held on Monday, July 16, 2018 will be rescheduled from 2-4pm to 3-5pm; Mr. Tony Allegretti, ED, will send out an updated calendar invite and meeting notice.

**Public Comment**

No public comments made.

**Adjournment**

The meeting was adjourned at 3:05pm.