**Present:**

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

Staff – Tony Allegretti

**Discussion:**

Ms. Ann Carey, Transition Team Lead, called the meeting to order at 12:15 p.m.

1. Job Posting – Ms. Carey reviewed the job posting with changes recommended by the Board. Ms. Carey will work with staff to post the position with the Nonprofit Center, Americans for the Arts, and a number of other national agencies to be completed by September 1, 2018. The team agreed to keep the posting up for four weeks and will extend the time period depending on the quality of resumes received.
2. Sunshine and the Interviewing Process – Ms. Carey and staff are scheduling to meet with the Office of Ethics, Compliance and Oversight in the next two weeks for guidance on Sunshine and the interviewing process.
3. Transition Team Meeting Schedule – the team agreed to meet weekly for the next two months on Mondays at 2pm to continue work on the Interim ED and Onboarding in the Succession Plan. Staff will notice all meetings and send out calendar invites.
4. Interim ED – Ms. Claudia Baker reported her findings from the Nonprofit Center who have a short list of “professional interim directors” who sub for a finite period of time. Compensation is based on existing ED salary. The team agreed on certain functions not expected of the interim (fundraising, hiring/firing, strategy); Mr. David Engdahl volunteered to create the interim job description. The team agreed that Ms. Carey should follow up with the Nonprofit Center and talk to potential candidates for the position. Mr. Tony Allegretti also suggested we look at two senior staff members in the agency who could serve in an interim capacity. The topic of Interim ED will be discussed at the next (September) full board meeting.

**Public Comment**

The meeting was opened up for public comment; no comments were made.

**Adjournment**

The meeting was adjourned at 1:20pm.