**Present:**

Members - Ann Carey, Dave Engdahl

Absent – Claudia Baker (e), Bill Ferry

**Discussion:**

Ms. Ann Carey, Transition Team Lead, called the meeting to order at 3:09 p.m.

1. Job Posting – The position has been posted on many local and national websites per the succession plan document on 9.1.18 and will stay up until 9.30.18; it has also been shared with several individuals through list serves and shared by private individuals. Resumes are being received by Mr. Cedric Lewis, Finance Director, who is also confirming receipt with each candidate. Mr. David Engdahl recommended creating a new LinkedIn page (credentials are lost for the old page) and posting the position there.
2. Sunshine and the Interviewing Process – Ms. Carey and Ms. Chelsey Cain of staff are scheduled to meet with both the Offices of Ethics, Compliance and Oversight and General Counsel on Friday, 9.14.18 to discuss Sunshine and the interviewing process. The Transition Team will then define the interviewing process at a future meeting.
3. Patrick Fisher’s Position – Discussion was held regarding the hole that will be created with social media and public presence with Patrick Fisher’s last day of 9.13.18. Ms. Carey recommended that the duty of content creation for the newsletter, social media, and engagement with arts and cultural events around town, be backfilled as a part-time, temporary position. Ms. Carey will speak with Mr. Tony Allegretti, Executive Director, regarding hiring for this position immediately (as the board does not hire staff except for the ED); Ms. Carey has an available, qualified candidate in mind. Mr. Engdahl agreed it was important to maintain continuity of our public face through the transition and to bring someone on as quickly as possible.
4. Interim E.D. – Ms. Carey had solicited interim E.D. recommendations from both Rena Coughlin, Nonprofit Center, and others. Ms. Carey stated that she has talked with a qualified interested candidate for the position. Upon agreement from Mr. Engdahl, Ms. Carey will proceed with hiring discussions for this individual to serve as a half-time E.D., with board oversight, over the next few months.

**Public Comment**

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

**Adjournment**

The meeting was adjourned at 3:45 pm.