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**Cultural Council of Greater Jacksonville**

**Transition Team Minutes**

**July 16, 2018, 3:00pm**

**Times Union Center for the Performing Arts**

**300 Water St., Suite 201, Jacksonville FL 32202**

**Present**

Board Members - Ann Carey, Bill Ferry, Claudia Baker, Dave Engdahl, Jannet Walker Ford

Staff – Tony Allegretti

**Discussion**

Ms. Ann Carey, Transition Team Lead, called the meeting to order at 3;05 p.m.

Discussion continued on the Succession Planning Decision Template and the job description provided by Mr. Dave Engdahl was discussed. The discussion turned to a risk assessment of the organization, both inward and outward facing.

Actions:

* Ms. Claudia Baker will document and send out the discussion regarding the organizational risk assessment as a white paper, to include: financial picture, lack of successor, lack of development skillset in board and staff, silos of APP and CSG organization (no cross-training), possibility for the need for an interim director.
* Ms. Carey will massage the job description per the discussion of the team and send it out to the team.
* The next meeting will be scheduled and noticed for Monday, July 30, 2018 from 3-5pm.

**Public Comment**

No public comments were made.

**Adjournment**

The meeting was adjourned at 5:10pm.