

**Interim Transition TF Meeting #1**  
**Meeting Minutes**  
**May 12, 2021**

Present:

Sandi Overson, Jeff Eng, Joell Pundsack, Lisa Anderson

1. Arrange a Chair and Notetaker
  - a. Chair - Jeff Eng
  - b. Notetaker - Joell Pundsack
2. Compile a list of all the tasks that will need to be completed and a timeline or approximate dates
  - a. Keep building on the task list
    - i. Task lists will be categorized by the next meeting
3. Determine the rest of the meetings.
  - a. The task force agrees to meet weekly.
    - i. Upcoming meetings are
      1. May 18, 2021 at 3:00 p.m.
      2. May 27, 2021 at 3:00 p.m.
4. Compile all of the documents in one place.
  - a. Please consider what confidential documents might have to be shared in the folder and how to deal with that within your group.
    - i. Create a sub folder if confidential materials need to be added
  - b. Co-Interim Directors have confidential information, like the personnel files, that will need to be transferred to the Interim. Come up with a list of those documents, and a schedule of how and when they will be transferred to the Interim.
    - i. Will work on this at a later date closer to the time the Interim is hired
    - ii. Personnel files
      1. Personnel files and investigations
        - a. Is the correct information in the personnel files?
5. Collect the documents that address the goals for the Interim Director and the Board priorities as well.
  - a. We will communicate often to the Board Search Committee Chair the what the Transitions Task Force has determined as priorities
6. What will the Interim Director's first day look like and their schedule be for the first couple of days or weeks?
  - a. The Task Force will work on this at a future meeting.
7. Other
  - a. Goals and ideas for the Transition Task Force:
    - i. Transition Task Force will meet weekly with the Interim Director
    - ii. Provide resources
    - iii. Onboarding
    - iv. Liaison to the Board
    - v. Figure out structure to have oversight

- vi. Mentorship - look for an external mentor
- vii. Organize task list for Interim Director
  - 1. Operational tasks
  - 2. Fall 2021 opening