

Transition Meeting #1 6.23.21
Tentative Agenda

Members: Heather Rosemann, Joell Pundsack, Girish Jorapurkar

Director Transition Task Force

Goal: To maintain the continuity of MSA operations as we transition from the interim to the permanent director.

This task force will collect documents, passwords, and other information to ensure that the director has key information, when they begin. They will also have to determine the onboarding process for the new director, and what the first days and weeks at MSA look like.

Time Commitment: This taskforce will begin their work this June but will probably not have to meet again until October, and meetings will become more frequent next spring. Members will be asked to complete work between meetings. This is expected to be a 10-13 month process.

Agenda

1. Introductions
2. Timeline
3. Determine Chair
4. Notetaker - Heather agreed to be notetaker
5. Share Folder
6. Determine next meeting date