

Permanent Director Transition Meeting #1 6.23.21

Members Present: 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

- Reviewed timeline of action from June 2021 - February 2022 for our task force, and others (Values Identification TF, hiring TF, hiring and search committees)
- Joell will know in October what we, this task force, needs to do next
- Invite Ms Dodge to October meeting. She is in the best position to share what worked/did not work during her transition.
- In ~February 2022 we will meet again to Send initial reading documents to the Finalist, plan onboarding schedule with the finalist, etc.

3. Determine Chair

- Joell Pundsack

4. Notetaker

- Heather Rosemann

5. Share Folder

6. Determine next meeting date

- 8:00am October 12, 2021