

COA Screening Sub-Committee Meeting Minutes

Date: Tuesday August 1st, 2023

Attendees: Ashley Shaheen, Director, Pascal Miller, Board member and Chair, Judy Palumbo, Board Member, Harris McWade, Board Member

Meeting opened at 8:07 AM

The letters of Intent of 3 candidates for the open vacancy at the COA board were presented by Ashley (Carol Carter, Alberta Erikson, Sara Zambuto).

The subcommittee decided to interview all the candidates successively, with a ½ hour slot for each candidate, on August 16 from 9:00 AM to 11:00 AM. A back-up date of Monday 9/21 if some of these candidates can't make it on 8/16. Judy will contact each candidate to schedule their interview. Since this will be an open meeting, each candidate can choose to stay for the entire meeting, or just come for their interview slot.

To make it uniform, each candidate will be presented with an introduction to the board and a series of questions:

1. Introduction about the board, how often we meet, members are also working on special projects. There is only 1 open vacancy on the board, but we have other volunteer opportunities at the center.
2. What is your experience and relation with the COA?
3. How do you think you can contribute and add value to the center?
4. Any suggestions or new initiatives you would like to see at the center?
5. Have you served on boards in the past and how do you communicate and participate in projects with a team?
6. What are your expectations on this board?

After we interview all the candidates, we will deliberate for about ½ hour maximum in an open forum, then vote for one candidate each.

Ashley can certainly make her opinion known but we need to find out if Ashley can vote in the sub-committee.

We hope to arrive with this process at a consensus or at least a majority of votes for one candidate that we can recommend to the full board.

Meeting closed.