

TCA Transitional Board Meeting - Special Session for Executive Director Hire
June 25, 2014 6:30-8:30PM PST
via GoTo Meeting

AGENDA

- I. Called to Order at 6:32PM PDT
 - A. Present: Wisa Uemura, Iris Shiraishi, Alan Okada, Johnny Mori, Stan Shikuma, Linda Uyechi, Roy Hirabayashi, also Shoji Kameda due to Transition Committee's early involvement in ED Search and Matt Ogawa as an HR consultant
 - B. Recused: Elise Fujimoto, Sue Yuen
 - C. Absent: Steve Sano
- II. ED Search
 - A. Review of hiring process (presented by Matt Ogawa)
 1. Transition Committee (TC) asked to take on Executive Director (ED) Search by the Board
 2. TC then submitted a ED job description for Board approval
 3. Posted approved ED job description
 4. Received 11 applicants total
 5. TC conducted initial vetting of applicant based on submitted cover letters and resumes.
 6. TC identified 5 viable candidates
 7. TC created a Round 1 Interview Panel of Michelle Fujii, Matthew Ogawa, Steve Sano, and Wisa Uemura
 8. 2 candidates withdrew applications prior to interviews
 9. Round 1 Interview Panel aligned on interview goals, individual roles during interview, questions for all candidates, and questions specific to individuals
 10. After interviews, Round 1 Interview Panel debriefed: summarized impressions of each candidate, designed follow-up questions for particular candidates and all candidates.
 11. TC made decision to move forward with 3 candidates and not reopen search.
 12. Board was updated on progress and a Board appointed Selection Committee comprised of Board members: Steve Sano, Alan Okada, Iris Shiraishi, Johnny Mori, Wisa Uemura. Selection Committee tasked with:
 - a) conducting final round of interviews
 - b) making a recommendation to Board
 13. Selection Committee aligned on final interview goals, individual roles, questions for all candidates and questions specific to individuals
 14. Selection Committee debriefed post-interviews: summarized strengths and weaknesses of each candidate, discussed what TCA needed from its ED, identified available resources within the Board/Working

Committees/Membership to support ED, identified a candidate for recommendation

- B. Selection Committee's recommendation (presented by Wisa Uemura)
 - 1. Selection Committee discussed all candidates' pros/cons then conducted a poll.
 - 2. Voting process: 4 in favor of single candidate with noted considerations, 1 for another candidate, but willing to go with the majority.
 - 3. Decision to make a recommendation with contingencies listed in offer letter to address concerns/considerations.
 - 4. Selection Committee recommends that the Board consider Bruce Davis as TCA's Executive Director with the contingencies included in offer letter.
 - 5. Q from Roy. Are candidates aware of this. Candidates are unaware of review board. Wisa has committed to contact them later this week.
 - 6. Matt: At time of 3 candidates; decided not to ask for other candidates.
- C. There was an emailed proposal for an alternative model
- D. Move to Executive Session due to proprietary and confidential nature of discussion of options/relevant individuals
- E. Move from Executive Session back to Board Meeting
- F. Motion and vote
 - 1. Alan moves to accept the Panel's recommendation of Bruce Davis as the Executive Director of the TCA, Stan seconds. Ayes:6, Oppose: 0, Abstain: 1
- G. Determine next steps
 - 1. Wisa to contact Matt to detail out remaining process.

III. Announcements

- A. Next regular Board Meeting: Wednesday, July 9 at 6:30-8:30pm PDT.
 - 1. Regrets: Roy
- B. Board Retreat: Wednesday July 16 - Thursday July 17 in Little Tokyo, Los Angeles.
- C. August Board Meeting: Friday, August 8 at 6:30-8:30pm PDT.

IV. Adjourned at 9:21PM PDT.

Minutes approved at July 9, 2014 meeting.