

ADVANTAGE HOPE BOARD MEETING MINUTES

Thursday, May 4, 2023 - Rm #120 Fraser Canyon Hospital

Attended: Tannis Hendriks, Tanya Seltenrich, Sarah Brown, Laura Reid, Dean Lin, Scott Medlock, Martin Hendriks, John Fortoloczky

Regrets: Angela Skoglund, Aaron Pete, Gerry Wiebe

1. Called to order: 7:05pm
2. Approval of agenda – moved, seconded - APPROVED
3. Acknowledgement
4. Hiring Committee
 - a. **Interview matrix development and review**
 - member of hiring committee has a sample matrix he uses
 - it was suggested that member can use the ED job description to create a hiring matrix for the interviewing; no need for board input
 - member to assign point values to each question

b. Review of candidates

Candidate #1 – strong candidate, but not ideal if wants to stay remote

- Is she willing to move?
- Is she Canadian or American; if American, is she legally allowed to work here?

Candidate #2 – more local, strong candidate with non-profit experience

- Member not sure about this candidate; reviewed his social media and is a little bit skeptical
- A lot of overlapping of jobs – mistakes or multiple jobs?

Candidate #3 – lives in Hope, experience with government functions

- Volunteer with a local museum – is this a conflict; would she have to step down from the museum?
- Does lack of experience with economic development/tourism matter?

Candidate #4 – lots of experience with tourism, but in Prince George; is she willing to move closer?

- No experience with economic development
- Potential for longevity? She seems like she doesn't stick anywhere too long, but that could be due to all her contract work (will need to ask her about this)

c. Workplan for Executive Director

- Operations manager sent 2022 workplan

- Newly hired ED should be the one developing the workplan; we don't need to come up with this
- 2022 workplan can be referenced by new ED if they want

5. Discussion:

- Non-profit experience is very helpful, they will be very used to how things work in smaller towns, smaller budgets, slower pace, etc.
- Do zoom interviews with all candidates to get first impressions; then shortlist to 2 candidates for in-person interview
- We should ask if they are willing to relocate to Hope area first before arranging for interviews
- Once a solid candidate has been identified, reference checks will be completed
- Zoom interviews need to happen before May 15 so that our operations manager can be included on the call to observe/listen
- Wed May 10 for interviews: will try to arrange all zoom interviews between 10am-12pm
- Recommendation that 2-3 board members max on zoom calls
- It was decided that two will be on camera; two will be on call but off-camera
- Suggestion: once the two top candidates have been told they are proceeding to in-person interviews, have them complete a one-pager outlining their vision for managing Advantage Hope in advance of the in-person interview
- Suggestion question for candidates: How will you overcome any deficits in your experience/knowledge in either tourism or economic development? How will you divide your time between economic development and tourism?
- Dean will share the interview questions with board members to review

6. **Motion to adjourn:** moved, seconded - APPROVED

Meeting adjourned at 8:17pm