**DHIC Search Committee Call 10-11-2019**

**In attendance by phone:** Beth, Gordon, Tyler, Joanna, Bethany

* Not everyone had been able to read the 5 proposals from search firms thoroughly. Some initial comments and reactions:
  + Bob provided his top three to Beth: Terra Search, Armstrong, Conway
  + Beth was interested in Terra Search, Armstrong, and Moss and Ross. Was not impressed with Korn Ferry; proposal was put together poorly.
  + Both Beth and Gordon have direct experience and/or close relationships with principals at Moss and Ross and Armstrong McGuire.
  + Gregg shared with Bethany that he is concerned about the reach of Armstrong McGuire and urges the Committee to resist making cost the biggest factor in choosing a firm.
* Agreed to interview four firms: Terra Search, Moss and Ross, Armstrong McGuire and Conway & Greenwood.
* Tyler mentioned his interest in Korn Ferry’s psychological assessment and how other firms assess candidate profiles in terms of cultural fit, other characteristics.
* Gordon noted that firms that deal mostly with non-profit organizations likely look for very different skillsets than the for-profit sector. This position is not typical non-profit and requires a different kind of skillset than other executive director positions. Need to be aware of this when interviewing firms.
* Agreed that the Committee needs a relatively uniform interviewing protocol so as not to advantage local firms over others. Agreed that all interviews will be by phone, and the committee reserves the right to ask for an in-person interview with top choice as well. Will signal this to each firm. Each firm will be asked one set of questions that are the same and may also be asked questions specific to their proposals. It will be important for committee members to read the proposals carefully and weigh in on those individualized questions.
* Agreed next meeting (**October 17, 10 – 11 a.m., at Beth’s office**). Folks who will be out of town will be able to call in. Meeting will be a deeper dive on the proposals and interview protocol.
* Interviews will be held **Tuesday, October 22, 9 – 11 am** and **Wednesday, October 23, 1 – 3 pm.** Each will be no longer than 45 minutes.
* **Next Steps:**
  + **Committee members** will:
    - Read each of the four proposals thoroughly before Thursday’s meeting.
    - Those who cannot attend the meeting are asked to provide feedback and propose interview questions to Beth and/or Bethany in advance of that meeting. Proposals are accessible in the Board Portal.
  + **Bethany** will circulate:
    - a comparative chart of cost proposals and, if possible, other key features of proposals.
    - Draft list of interview questions for all firms for discussion.