

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
OF THE FARGO PARK DISTRICT OF DECEMBER 18, 2019**

The special meeting of the Board of Commissioners of the Park District of the City of Fargo was held on Wednesday, December 18, 2019, at 5:30 p.m. at the Fargo Park District office at 701 Main Avenue, Fargo, North Dakota. Present at the meeting were Commissioners Jerry Rostad, Stacey Griggs, Vicki Dawson, and Joe Deutsch. Also present were Dave Bietz, Brian Arett, Carolyn Boutain, Clay Whittlesey, Kevin Boe, Paul Grindeland, and Diane Jones.

Discussion on Establishing the Schedule and Itinerary for the visits/interviews of the Executive Director Finalists and Finalize Interview Questions

The purpose of the meeting was to establish a schedule and itinerary for executive director finalist interviews and visits. The initial discussion centered around establishing a preliminary itinerary for the finalists. It was discussed that most finalists would arrive in Fargo around 5pm the day before their interviews. It was discussed that someone from the search committee would serve as a liaison to pick up the finalist from the airport. It was further discussed that a group of Park District individuals could take the finalist out to dinner that night as means to introduce the finalist to Fargo.

The discussion then turned to the itinerary for the day of the interviews. There was a discussion about creating a target constituency group to interview the candidates. It was discussed that the constituency group could consist of Park District partners and organizations that have frequent contact with the Park District. It was decided that the Commissioners need approximately 2 hours to interview the candidates. It was further determined that the finalists would tour Park District facilities. This would allow the finalist to see some of the facilities, but also allow Park District staff and directors to meet the finalists and provide input to the Commissioners.

The Commissioners came to agreement on a loose schedule for the finalists that included a media session in the morning followed by a tour of facilities until lunch time. After lunch, the finalists would be interviewed by the constituency group and finally would be interviewed by the Commissioners.

The discussion finally turned to the interview questions for the Commissioners. The Commissioners discussed grouping questions by theme to create structure around the interview.

No action was taken at the meeting.

At the conclusion of the above agenda items, a motion to adjourn was made and seconded, and upon unanimous consent the meeting adjourned at approximately 6:40 p.m.

Jeffrey B. Gunkelman