

DRAFT MINUTES

OPERATING REVIEW COMMITTEE – MAY 3, 2018

Committee members in attendance: Simon Resch (Chair), Pierre Guay, Ralph Caria, Jeff Butler and Allison Boucher.

Absent: Peter Brain

Call to Order – Chair called the meeting to order at 2:00pm.

The Chair noted that this should be a quick meeting to assess everyone's opinion and determine if we have enough quality resumes to move on or continue advertising. The quality of submissions was discussed along with the process and next steps.

ACTIONS:

- It was agreed that each committee member will review the 25 submissions provided and select up to 10 applicants, including the firm, should they choose, and send their selections to FDFA office by May 15th.
- Allison will compile a top 10 consolidated list. Committee will come together to evaluate against the criteria points.
- Simon will draft a letter to lobbying firms letting to make them aware of the opportunity and speak with TSA regarding modifying their original submission based on our requirements. A draft Letter to lobbyist will be sent to committee for review/comments prior to distribution

Meeting Adjourned at 3:00pm.

Next Meeting: a teleconference is scheduled for May 17, 2018 at 2:00pm EST.