
SPORTS AUTHORITY

INTERNSHIP COMMITTEE

Meeting Minutes

June 13, 2022, at 2:00 PM

The meeting of the Sports Authority (“the Authority”) Internship Committee was called to order by Mrs. Rosalyn Tillman, Chair, at 2:02 PM on May 4, 2022, via Zoom conference.

In attendance were Rosalyn Tillman, Chair of the Sports Authority Internship Committee, Kelly Drummond, City of Knoxville Human Resources Director, Olamide Oso (phone), Attorney at Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC and Kim Bumpas, President of Visit Knoxville. Sports Authority Internship Committee meetings are publicly noticed.

Review of May 4, 2022, Meeting Minutes

Mrs. Tillman presented the meeting minutes from the Sports Authority Internship Committee meeting held on May 4, 2022, and allowed the Committee an opportunity to ask questions and discuss them.

Announcements:

- Candidate Update:
 - Five candidates were offered placements
 - Kristin Theilmann – SM&E - accepted
 - Kaitlyn Lepley – Knoxville Utilities Board (KUB) – accepted
 - Jackson Muncy – KUB – declined
 - Ryan Lambert -KMF4 – declined
 - Arianna Costello – Smokies – has not accepted or declined but has scheduling conflicts
- Lessons learned:
 - Allow candidates to interview with more than one employer if they applied for more than one.
 - Ensure that employers are prepared to accept an intern.
 - Begin advertising and accepting applications earlier.
 - Ask candidates about possible conflicts (summer jobs, classes, etc.) on the application or during interviews.
 - Deadline on adding employers.
- Proposed 2023 Timeline:
 - September 2022: Marketing and Announcements begin
 - October 1, 2022: Applications open
 - October 31, 2022: Applications close
 - November 1-18, 2022: Program Interviews
 - January 1-15: Present candidates to the organizations
 - January – March 2023: Organization interviews and selection
 - May 2023: Internships begin.

Agenda Item Decisions

- Have all approvals and documents ready by the end of August to begin the candidate recruitment cycle in September 2022.

- Focus on recruiting students.
- Recruit one or two DBE companies to participate in the program.

Action Items

Action	Assigned to
Review program goals and details document.	Committee
Send ideas of people to add to the committee, potential DBE participants, and recruitment contacts to Hamer.	Committee
Research committee membership limitations	Oso
Review the website and send suggestions to Bumpas.	Committee
Research Public Notice rules for the committee	Oso

New Business:

The next meeting of the Sports Authority Internship Committee will be on July 12th at 1:00 PM at Visit Knoxville.

Adjournment

Mrs. Tillman adjourned the meeting at 3:08 PM.