
SPORTS AUTHORITY

INTERNSHIP COMMITTEE

Meeting Minutes

July 20, 2022, at 3:00 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 July 20, 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, Attorney at Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC, Amy Nolan, Knoxville Chamber Vice-President of Regional Enhancement, Clarence Vaughn, Director of the Office of Diversity and Community Relations in the UT Haslam College of Business, Cynthia Manning Dirl, Knox Education Foundation Pathways Manager, and La Vonna Hamer, Executive Assistant at Visit Knoxville. Sports Authority Internship Committee meetings are publicly noticed.

Review of June 13, 2022, Meeting Minutes

Mrs. Tillman presented the meeting minutes from the Sports Authority Internship Committee meeting held on June 13, 2022, and allowed the Committee an opportunity to ask questions and discuss them.

Announcements:

- Mrs. Tillman has invited Mrs. Dirl, Mrs. Nolan, and Mr. Vaughn to join the Sports Authority Internship Program Committee.
- Candidate Updates:
 - Kristin Theilmann is doing well at SM&E
 - Statements from Theilmann and her manager confirm happiness and success in the position.
 - August 1st – Final project to present what she has learned
 - Kaitlyn Lepley – Knoxville Utilities Board (KUB)
 - Manager states that her work ethic and drive are impressive and that she is doing well

Agenda Item Decisions

- Have all approvals and documents ready by the end of August to begin the candidate recruitment cycle on August 31, 2022.
- Better communicate goals with the employers
 - The program does not exclude students who do not live in Knoxville.
 - Create a pipeline to retain talent
- Ensure that language on the application is clear about the expectations
 - Add “rising college juniors and seniors” to the flyer
- Provide a place for students to list possible scheduling conflicts/limitations on the application.
- Recruit one or two DBE companies to participate in the program.
- Actively seek to attract students of various ethnic groups
- Require periodic informal check-ins from/to employers
- Suggest a pay rate of no less than \$15 per hour
 - Positions are competitive

- Students may interview with multiple employers
- Collect email addresses and send applications directly to students.
- Updated proposed program timeline:
 - August 31, 2022 – Announce the program
 - Sept 15 – Begin accepting applications
 - Oct 31 – Applications close
 - Nov 1-18 – Internship Program interviews
 - Janu 1-15, 2023 – Present candidates to employers
 - Jan 15-Feb 15 – Employer interviews
 - Mar 1 – Deadline for employers to submit offers
 - May 1 – August 12 - Internships
 - June – July 2023 – Plan for next year

Action Items

Action	Assigned to
Confirm whether Board approval is required to add members to the committee.	Oso
Research Sunshine Law requirements for the committee	Oso
Review and discuss the new proposed timeline and changes to the program	Bumpas and Tillman
Present changes to Board on July 26 th	Tillman
Doodle poll	Bumpas

New Business:

Bumpas will send a Doodle poll to determine when the next meeting of the Sports Authority Internship Committee will be.

Adjournment

Mrs. Tillman adjourned the meeting at 4:42 PM.