
KNOXVILLE – KNOX COUNTY SPORTS AUTHORITY

INTERNSHIP COMMITTEE

Meeting Minutes

August 19, 2022, at 9:00 AM

The meeting of the Sports Authority (“the Authority”) Internship Committee was called to order by Mrs. Rosalyn Tillman, Chair, at 9:03 AM on August 19, 2022, in the 2nd-floor Boardroom of the Visit Knoxville Visitors Center.

In attendance were Rosalyn Tillman, Chair of the Sports Authority Internship Committee, Amy Nolan, Knoxville Chamber Vice-President of Regional Enhancement, Nayasha Farrior, Assistant Director of Academic Support and Partnerships at the UT Haslam College of Business, Cynthia Manning Dirl, Knox Education Foundation Pathways Manager, Olamide Oso, Attorney at Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC (via telephone), Kim Bumpas, President of Visit Knoxville, Clint Casey, Managing Director of Creative Services & Market Research at Visit Knoxville, Kristen Combs, Director of Communications & Social Strategies at Visit Knoxville, and La Vonna Hamer, Executive Assistant at Visit Knoxville. Sports Authority Internship Committee meetings are publicly noticed.

Review of July 20, 2022, Meeting Minutes

Mrs. Tillman presented the meeting minutes from the Sports Authority Internship Committee meeting held on July 20, 2022, and allowed the Committee an opportunity to ask questions and discuss them.

Announcements:

- Confirmed employer participants during this round of the program:
 - KUB
 - S&ME
 - Denark
 - Tennessee Smokies
 - DIA Marketing
- BarberMcMurry and Moxley Carmichael are considering participation and will reply early next week.
- S&ME has hired Theilmann as a part-time employee.

Agenda Item Decisions

- Position edits will be determined by the documents provided by employer participants
- Applications will open on August 31st
- Any edits should be requested no later than August 26th to go live by August 31st
- Format the offerings to include the company name and position title
- Reorder the request for reference letters to the end of the application
 - Specify academic/professional
- Advertise to all partners
- 300–500-word limit on the “Why are you interested in this position?” application question

Action Items	Assigned to
Reach out to KMF3	Bumpas
Collect updated position descriptions	Bumpas
Confirm BarberMcMurry and Moxley Carmichael's participation	Bumpas
Update format of offerings to "business name – position" on public information	Casey and Combs
Update information on Handshake	Farrior and Hamer
Post the offering nationwide on Handshake	Hamer
Notify the Diversity offices of other colleges about the program	Farrior
Investigate possible UT Career Fair participation	Farrior
Send additional contacts for the e-blast to Hamer	All
Add a request for three academic/professional reference letters to the application	Casey
Send the press release to all partners	Combs
Send the e-blast the week of September 12 th	Hamer

New Business:

The next meeting will be held at 9:00 AM via Zoom conference on Monday, September 26, 2022.

Adjournment

Mrs. Tillman adjourned the meeting at 10:22 AM.