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# SPORTS AUTHORITY

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## INTERNSHIP COMMITTEE

### Meeting Minutes

February 3, 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 2:03 PM on February 3, 2022, via Zoom Video Conference.

In attendance were Rosalyn Tillman, Chair of the Sports Authority Internship Committee, Darris Upton, Knox County Diversity Development Manager, Cheryl Ball, City of Knoxville Deputy Chief of Economic and Community Development, Kelly Drummond, City of Knoxville Human Resources Director, Tim Hill, Co-Founder and President of Hatcher Hill Properties, Olamide Oso, Attorney at Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC., and Joan Cronan, University of Tennessee Women’s Athletic Director Emeritus. Sports Authority Internship Committee meetings are publicly noticed.

#### Review of January 7, 2022, Meeting Minutes

Mrs. Tillman presented the meeting minutes from the Sports Authority Internship Committee meeting held on January 7, 2022 and allowed the committee an opportunity to ask questions and discuss them.

#### Announcements:

- Mrs. Tillman has received 5 emails from interested students.
- Webpage: <https://sportsauthorityinternship.com> is available for review.
  - Live on February 8<sup>th</sup>.
- Dr. Samuel at the University of Tennessee – Knoxville intends to extensively share information about this program with her network.
- The application will close on March 4<sup>th</sup>.
- The applications will be available by March 7<sup>th</sup>.
- March 14-18<sup>th</sup> is spring break.

#### Agenda Item Decisions

- Edit education requirements bullet on website and flyer to say, “Rising college junior or senior, recent graduate, or graduate student unless otherwise stated in the position description.”
- The internship program advertisement flyer was reviewed and approved.
- Applicants will be rated based on position descriptions.
- Draft interview and screening questions sent.
- There is a section created in the application for students to write a statement.
- Screening includes:
  - Application completion
  - Cover letter and resume presentation
  - Position qualifications
  - Short answer question response.
- 3 applicants will be chosen to interview for each position.

## Action Items

Action	Assigned to
Speak with Design Innovation regarding educational background requirements	Ball
Communicate education requirement edit to Casey	Ball
Review the contacts list, reach out to select individuals, inform them about the program, and request recruitment assistance	All Committee members
Draft a form email to send to the contact list	Ball
Speak with the Visit Knoxville team to see if a mass email to the contact list would be possible	Ball
Program advertisement flyer added to the County Mayor's website	Upton
Create a rubric based upon requirements	Drummond
Create a scoring sheet	Drummond
Create a selection form	Drummond
Draft interview questions	Drummond
Draft screening questions	Oso
Send to the committee by February 28 <sup>th</sup>	Oso
Create an electronic folder with a file for each applicant	Visit Knoxville Team
Sorority and fraternity contacts added to the contacts list	Ball
Communicate the addition of the short answer question about themselves to Casey	Ball
Review applications and pick the top 5 each	
Screen marketing and sports marketing applications	Cronan
Screen marketing and sports marketing applications	Upton
Screen architecture and engineering applications	Oso
Screen sports operations and engineering applications	Drummond
Screen sports operations and architecture applications	Tillman
Meet with the other member reviewing the same position to narrow choice to 3 applicants	All committee members
Monitor the number of applications received.	Ball

## New Business:

The next meeting of the Sports Authority Internship Committee will be March 10<sup>th</sup> at 2:00 PM at Visit Knoxville.

## Adjournment

Mrs. Tillman adjourned the meeting at 3:23 PM.