
SPORTS AUTHORITY

INTERNSHIP COMMITTEE

Meeting Minutes

March 10, 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 2:11 PM on March 10, 2022, in the Stokely Boardroom of the Visit Knoxville Visitors Center.

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, Richard Bass, Sports Authority Board Secretary and Treasurer, and Olamide Oso, Attorney at Baker, Donelson, Bearman, Caldwell, & Berkowitz, PC. Sports Authority Internship Committee meetings are publicly noticed.

Review of February 3, 2022, Meeting Minutes

Mrs. Tillman presented the meeting minutes from the Sports Authority Internship Committee meeting held on February 3, 2022 and allowed the Committee an opportunity to ask questions and discuss them. Mr. Upton moved that the Committee approve the minutes. Mr. Oso seconded the motion. The Committee approved the minutes with a unanimous voice vote.

Announcements:

- Mrs. Tillman thanked the members of the Committee for their hard work and tenacity.
- Documentation for any candidates that apply by March 13th will be emailed to the Committee.
- The end goal of the interview is to discover which candidate is most prepared, mature enough to handle the responsibility, presents themselves well, and can positively represent the Program.
- Companies will be notified as soon as possible if there are one or fewer applicants for their position so that they can begin the search to fill the openings that they were holding.
- Companies will be notified that applicants will be allowed to interview for more than one company/position.
- The Internship Committee will only interview each applicant once regardless of the number of positions for which the student has applied.
- Applications breakdown:
 - Sports Operations: 3
 - Sports Marketing: 4
 - Marketing: 3
 - Business Operations: 1
 - Engineering: 5
 - Architecture: 1

Agenda Item Decisions

- Mrs. Drummond and Mr. Oso will review and interview Engineering applicants.
- Mrs. Tillman and Mr. Upton will review and interview the applicants for the remaining positions.
- The deadline will not be openly extended but applications received by March 13th will be reviewed.

- Interview questions:
 - Tell me three things I need to know about you?
 - How would others describe you?
 - Why did you choose your area of study, and what do you hope to accomplish with it? (If they have college experience)
 - Describe a time when you failed to achieve a goal or when you got less than favorable feedback from someone. How did you react?
 - Why are you a viable candidate for this internship?
 - What interests you about this position?
- Interviews will be conducted by Zoom conference.
 - Mrs. Tillman and Mr. Upton:
 - March 28th, 10 AM – 12:30 PM or 2 – 4 PM as a contingency
 - March 31st, 10 AM – 12:30 PM or 2 – 4 PM as a contingency
 - Mr. Oso and Mrs. Drummond:
 - April 1st, 1 – 4 PM
 - March 28th at 1 PM as a contingency
- Candidates will be contacted after April 5th regarding the next steps.

Action Items

Action	Assigned to
Send any application received after the meeting to the Committee	Bumpas
Set up Zoom for interviews	Bumpas
Schedule applicant interviews	Bumpas
Review applications	Committee
Conduct interviews	Committee

New Business:

The next meeting of the Sports Authority Internship Committee will be on April 5th at 3:00 PM at Visit Knoxville.

Adjournment

Mrs. Tillman adjourned the meeting at 3:18 PM.