

**MINUTES**  
**Harbor Branch Oceanographic Institute Foundation**  
**ED Search Committee Meeting**  
**March 13, 2014**  
**Via conference call**

**PRESENT:** Mike O'Reilly (Co-Chair), Mike Toner (Co-Chair) Joe Duke, Michael Minton, William J. Stewart

**ALSO PRESENT:** Katha Kissman, Interim Executive Director

**Call to Order**

The meeting was called to order at 3:30 am by Co-Chair O'Reilly.

**Discussion**

Kissman presented and reviewed documentation of the following:

- Proposed Position Description
- ED Compensation Report with recommendations
- 2012 Guidestar Compensation Report
- ED Search Process (excerpted from Kissman's Organizational Analysis presented at the January Board Meeting)

Subject to discussed changes to the Position Description, the recommendations were accepted unanimously.

Search Committee members agreed to hold the following dates for possible candidate interviews: May 5, 10, 14, 15 (O'Reilly afternoon only), 17, 19

**Adjournment**

There being no further business, the meeting was adjourned at 4:30 pm.