

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, November 4, 2020**

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/83720194793>  
Phone: 877-853-5257 Meeting ID: 837 2019 4793 Passcode: 960696

Time: 11:00 a.m.

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Susan Pollay (ex officio)

Absent: None

Others: None

Staff: Kelley Graves, Sara McCallum, Maura Thomson

Public: Members of the public were on the Zoom but did not identify themselves

Executive Director Search. Ms. Thomson walked the Committee through the Executive Director search firm RFP timeline. The RFP was posted on October 29 on the DDA website and sent directly to four search firms as requested by the Committee. It was also given to the City to post on its website and on the Michigan Inter-Governmental Trade Network. Questions from potential submitters are due by 11/9 with responses due by 11/13. The RFP submittal due date is November 20. This will the Committee time to review the submissions, hold interviews and bring a recommendation to the January board meeting.

Agenda Review. The Committee reviewed the November board meeting agenda.

Public Comment. None.

Adjournment. There being no other business, the meeting adjourned at 11:19 am.

Respectfully submitted,  
Susan Pollay, Executive Director