

**MINUTES OF THE MEETING OF THE  
MASSACHUSETTS CONVENTION CENTER AUTHORITY  
EXECUTIVE SESSION of the EXECUTIVE COMMITTEE  
AUGUST 16, 2024**

A meeting in Executive Session of the Massachusetts Convention Center Authority (“Authority”) Executive Committee was convened at approximately 8:47 a.m. on August 16, 2024, via Microsoft Teams or phone: Dial-in Number 1-857-702-2232; Conference ID: 870370872#.

Members in attendance via MICROSOFT TEAMS were the following: Emme Handy, Cindy Brown, Sheena Collier and Khushbu Webber.

Also in attendance via MICROSOFT TEAMS was Board Special Counsel Tom Kiley, Maureen Alfonse-Charles, Candidate F, Candidate G and Candidate I.

**I. ROLL CALL**

The meeting was called to order at 8:47 am, and Chair Handy confirmed a quorum for the meeting with a Roll-Call Vote.

Roll-Call Vote:

Cindy Brown	Present
Sheena Collier	Present
Khushbu Webber	Present
Emme Handy	Present

**II. EXECUTIVE SESSION- EXECUTIVE DIRECTOR SEARCH UPDATE**

1. Executive Session: To consider or interview applicants for employment or appointment by a preliminary screening committee if the Chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

Chair Handy stated because the Committee was about to consider and discuss applicants for employment or appointment by a preliminary screening committee and discussions in Open Session would have a detrimental effect in obtaining qualified applicants, it is appropriate that the Committee move to enter into Executive Session. A recorded vote is required to take this meeting into Executive Session.

Chair Handy conducted a roll call vote. Upon motion duly made and seconded, the Committee voted unanimously by roll call to enter into Executive Session.

Roll-Call Vote:

Cindy Brown	Yes
Sheena Collier	Yes
Khushbu Webber	Yes
Emme Handy	Yes

At 8:48 am, the Committee entered into Executive Session.

Candidate F joined the meeting.

Sheena Collier gave an overview of the process and a brief introduction of herself and her role at the Massachusetts Convention Center Authority, the timeline of the search and the next steps. Candidate F provided an introduction about themselves.

Committee Members asked the following questions of the candidate:

Tell us about an innovative or transformative effort or initiative you have led or seen a part of with respect to promoting or stimulating economic growth for businesses in the community. What was your approach? What challenges did you encounter?

In your previous roles, how have you helped your team to both set clear goals and execute on them? How have you led a team through substantial obstacles and achieved significant improvements?

Speak to how your experiences will translate into serving and embracing the Greater Boston region as a spokesperson for the MCCA externally as well as internally. How do you plan to collaborate with an establish rapport across multiple constituents? Share an example of a situation where you feel you failed in communicating effectively and what you did to overcome it. Describe the situation and what you learned. How do you plan to differentiate MCCA from others in the industry? How would you ensure MCCA stays relevant and competitive?

How have you prioritized diversity, equity, inclusion, belonging and accessibility in your organizations? Describe a project, initiative, or program that you are particularly proud of that demonstrates this commitment. What were the results of those efforts?

Describe your role in leading during a period of organizational direction setting and change. How did you clearly and consistently communicate critical areas of priority? How were you involved with defining the vision and with the strategy implementation?

Candidate F left the meeting. The Committee debriefed interview with Candidate F.

Candidate G joined the meeting.

Sheena Collier gave an overview of the process and a brief introduction of herself and her role at the Massachusetts Convention Center Authority, the timeline of the search and the next steps. Candidate G provided an introduction about themselves.

Committee Members asked the following questions of the candidate:

Tell us about an innovative or transformative effort or initiative you have led or seen a part of with respect to promoting or stimulating economic growth for businesses in the community. What was your approach? What challenges did you encounter?

In your previous roles, how have you helped your team to both set clear goals and execute on them? How have you led a team through substantial obstacles and achieved significant improvements?

Speak to how your experiences will translate into serving and embracing the Greater Boston region as a spokesperson for the MCCA externally as well as internally. How do you plan to collaborate with an establish rapport across multiple constituents? Share an example of a situation where you feel you failed in communicating effectively and what you did to overcome it. Describe the situation and what you learned. How do you plan to differentiate MCCA from others in the industry? How would you ensure MCCA stays relevant and competitive?

How have you prioritized diversity, equity, inclusion, belonging and accessibility in your organizations? Describe a project, initiative, or program that you are particularly proud of that demonstrates this commitment. What were the results of those efforts?

Describe your role in leading during a period of organizational direction setting and change. How did you clearly and consistently communicate critical areas of priority? How were you involved with defining the vision and with the strategy implementation?

Candidate G left the meeting. The Committee debriefed interview with Candidate G.

Candidate I joined the meeting. Sheena Collier gave an overview of the process and a brief introduction of herself and her role at the Massachusetts Convention Center Authority, the timeline of the search and the next steps. Candidate I provided an introduction about themselves.

Committee Members asked the following questions of the candidate:

Tell us about an innovative or transformative effort or initiative you have led or seen a part of with respect to promoting or stimulating economic growth for businesses in the community. What was your approach? What challenges did you encounter?

In your previous roles, how have you helped your team to both set clear goals and execute on them? How have you led a team through substantial obstacles and achieved significant improvements?

Speak to how your experiences will translate into serving and embracing the Greater Boston region as a spokesperson for the MCCA externally as well as internally. How do you plan to collaborate with an establish rapport across multiple constituents? Share an example of a situation where you feel you failed in communicating effectively and what you did to overcome it. Describe the situation and what you learned. How do you plan to differentiate MCCA from others in the industry? How would you ensure MCCA stays relevant and competitive?

How have you prioritized diversity, equity, inclusion, belonging and accessibility in your organizations? Describe a project, initiative, or program that you are particularly proud of that demonstrates this commitment. What were the results of those efforts?

Describe your role in leading during a period of organizational direction setting and change. How did you clearly and consistently communicate critical areas of priority? How were you involved with defining the vision and with the strategy implementation?

Candidate I left the meeting. The Committee debriefed interview with Candidate I.

### **III. ADJOURNMENT**

Board Chair Emme Handy requested a motion to adjourn the Executive Session.

Upon a motion duly made and seconded, the Committee voted unanimously by roll call to exit Executive Session and adjourn the meeting:

Roll-Call Vote:

Cindy Brown	Yes
Sheena Collier	Yes
Khushbu Webber	Yes
Emme Handy	Yes

The meeting adjourned at 1:06 pm.