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## MEMORANDUM

**TO:** Commission Members  
California Coastal Commission

**cc:** Susan Hansch  
California Coastal Commission

**FROM:** Pam Derby  
CPS Executive Search

**DATE:** September 2, 2016

**SUBJECT: Executive Recruitment Materials**

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Please find attached draft recruitment brochure language and a draft outreach plan provided for comment by the Commission and public at next Friday's Commission meeting.

Not all Commissioners have had an opportunity to speak with me and these materials will not be finalized until those conversations are completed and adequate time is allowed for public comment. As noted in the outreach plan, we anticipate placing a survey monkey link online the week of September 12 in order to provide the Commission with that feedback prior to their October meeting. Our timeline provides for approval of the recruitment materials at that meeting.

Please do not hesitate to contact me with any questions at 916/471-3126.