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October __, 2025

Aloha "APPLICANT",

You are an applicant for the position of the Hawaii Tourism Authority's (HTA) President and CEO. The Board thanks you for your interest. Your application was received in 2024 and is currently to be reviewed by the board after the search firm Bishop & Co. forwarded it to our attention. I am the Chair of the Administrative Committee of the Hawaii Tourism Authority Advisory Board and will also be chairing a Permitted Interaction Group (PIG). This PIG is tasked with conducting the CEO search and then recommending a candidate(s) for the board's final decision.

As I'm sure you are aware, the Board has gone through significant changes since you applied, one of which is that the majority of the members are new and have required some time to understand the Authority, their responsibilities, and then to perform their duties. Please bear with us as we proceed with the task at hand, finding the best possible leader for the Authority. We are appreciative of your continued interest in serving and will do our best to keep you apprised as we work to accomplish our task.

If your circumstances have changed and you no longer wish to be considered for the position, please advise us by Wednesday, November 12, 2025, and we will remove you from consideration.

Mahalo,

Jim McCully
Chair, HTA Administrative Committee

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