



**AGENDA
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING
JANUARY 24, 2017, 5:00 PM
TOWN HALL HERITAGE ROOM**

- 1. CALL TO ORDER OF SPECIAL MEETING** (Mayor Fraser)
- 2. INTERVIEWS FOR APPOINTMENTS TO COMMITTEES, COMMISSIONS AND BOARDS** (Town Council) (pgs. 3-33)
- 3. CLOSED MEETING*** (pgs. 34-36)
The purpose of the closed meeting is to discuss applicants for appointments to committees, commissions and boards.
- 4. ADJOURNMENT**

(Regular meeting will convene in Council Chambers)

*Roll Call Votes

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.

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Appointed Committees, Commissions & Boards Application

The Town Council of Purcellville is accepting applications from citizens who are interested in serving on one of our appointed boards, committees, or commissions. The Town relies heavily on citizens to staff our advisory organizations. Please take time to complete the following information.

The information provided with this application is public information and acknowledge that interviews are generally conducted during a public meeting.*

I understand

Full Name: Uta D. Brown

Home Phone #: 540-338-7445 Cell: _____

Street Address: 37883 E. Main St Purcellville, Va 20132

Mailing Address: same

Email Address: _____

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

If Yes, please explain: _____

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment:*

- Board of Architectural Review
- Board of Zoning Appeals
- Committee on the Environment
- Purcellville Arts Council
- Economic Development Advisory Committee
- Parks and Recreation Advisory Board
- Planning Commission
- Town Council (when vacancy occurs)
- Tree and Beautification Commission

Please check any of these areas of special interest which may apply to you:

- Environment
- Public Services
- Architecture
- Utilities
- Transportation
- Land Use
- Real Estate
- Finance
- Preservation

Other **If you chose Other, please explain:** _____

Please attach a letter or resume (PDF or Word documents only) describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact: Diana Hays, Town Clerk Email: dhays@purcellvilleva.gov 540-751-2334

Hays, Diana

From: Crooked Run Orchard <crookedrunorchard@gmail.com>
Sent: Sunday, March 27, 2016 5:18 PM
To: Hays, Diana; Fraser, Kwasi
Subject: Re: Town of Purcellville's Tree and Beautification Committee
Attachments: Uta Brown committee form.pdf

Dear Mayor Fraser,

I would like to express my sincere interest to become a member of a re-formed Tree and Beautification and Environment/Sustainability Committee.

As a 27 year 'resident' of Purcellville, I am a very passionate environmentalist and organic farmer of nearly 100 acres, I am also educated in the sciences related to these issues and would like the opportunity to share with other concerned citizens in the town.

I am concerned about the quality of life of the residents of this town and the issues regarding air, soil, and water quality are extremely important to preserving and protecting all of our lives.

It is obvious that we have lost such a large amount of tree canopy throughout this small town, and there needs to be an active advisory committee to review the town codes, and make recommendations about these critical concerns. Another very important key to protecting our environmental quality of life in the future is education and event for residents with practical applications that can be practiced at home, school, and businesses.

I look forward to hearing back from you about when we can get started on making sustainable progress and quality of life improvements in Purcellville.

Uta Brown, Co-Owner
CROOKED RUN ORCHARD
250+ year old, working, historic, pick your own farm
37883 E. Main St., Purcellville, VA 20132

Hays, Diana

From: noreply@civicplus.com
Sent: Sunday, March 06, 2016 11:32 AM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

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I understand

Full Name: Craig Greco
Home Phone #: 540 338 8392 Cell: 703 675 1821 Work: 703 675 1821
Street Address: 580 Curry Springs Place, Hamilton, VA 20158
Mailing Address: same as above
Email Address: cgtreedr@icloud.com

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

If Yes, please explain:

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 Board of Zoning Appeals Planning Commission
 Committee on the Environment Town Council (when vacancy occurs)
 Purcellville Arts Council Tree and Beautification Commission
 Economic Development Advisory Committee

Please check any of these areas of special interest which may apply to you:

Environment Land Use
 Public Services Real Estate
 Architecture Finance
 Utilities Preservation
 Transportation Other

If you chose Other, please explain:

Please attach a letter or resume describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk
dhays@purcellvilleva.gov
540-751-2334

Attach Resume C Greco CV 2016.pages
Attach Letter of Interest

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

2016

Curriculum Vitae

Craig M. Greco
580 Curry Springs Place
Hamilton, Virginia 20158
(540) 338-8392
cgtreehugger@verizon.net

Education

- 1999–2000 Clemson University, Clemson, South Carolina
Master's of Forest Resources, December 2001
- 1990–1993 University of Massachusetts, Amherst, Massachusetts
Bachelors of Science, Landscape Architecture/Urban Forestry
- 1988–1990 Stockbridge School of Agriculture, Amherst, Massachusetts
Associates of Science, Arboriculture and Park Management

Undergraduate and Graduate Honors

- 1988 Worcester County Forester's Scholarship
2000 John Dueling ISA Research Grant

Memberships in Professional Societies

- 2008-Present Tree Risk Assessment Qualified
2004–Present Registered Consulting Arborist
1990–Present International Society of Arboriculture

Committees and Activities

- 2005–Present Town of Purcellville Tree and Beautification Committee

Publications

- Craig M. Greco.** How well do you know your Trees?
Arborist News, Volume 15, February 2006
- Craig M. Greco.** What Tree is This?
Virginia Wildlife August 2005

Craig M. Greco, Dr. Don Ham, Dr. Andy Lee, Dr. Thomas Smiley. Alternative Designs for Crown Support Systems.

Journal of Arboriculture November 2004

Craig M. Greco Spotting Hazardous Tree Conditions

Landscape Contractor October 2002

E. Thomas Smiley, Craig M. Greco and James G. Williams. Brace rods for co-dominant stems:

Installation location and breaking strength experiment

Journal of Arboriculture May 2000

E. Thomas Smiley, Al Key, Craig M. Greco. Root barriers and wind throw potential

Journal of Arboriculture August 2000

Professional Experience

2003–Present	Owner YardBirds, LLC
2003–2006	Bartlett Tree Experts, Rockville MD Foreman – IPM Technician
2000–2003	The Care of Trees, Mid–Atlantic Region Regional Plant Health Care Coordinator
1997–1999	Bartlett Tree Research Laboratory, Charlotte, North Carolina. Research Assistant
1993–1997	Bartlett Tree Experts, Wolfeboro, New Hampshire. Head Foreperson/IPM Technician

Licenses

2000 – Present	Pesticide license in Virginia
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Certifications

1990 – Present	Certified Arborist
2005 – Present	Registered Consulting Arborist
2006 – Present	Mentor Beekeeper

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Hays, Diana

From: noreply@civicplus.com
Sent: Thursday, November 10, 2016 2:01 PM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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I understand

Full Name: Nikhil Mallampalli
Home Phone #: 5719338273 Cell: 7037279511 Work: 7033081924
Street Address: 700 Sunflower Ct, Purcellville, VA 20132
Mailing Address: same as above
Email Address: nikhilmmd@gmail.com

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

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 Transportation Other

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For additional information, please contact:

Diana Hays, Town Clerk
dhays@purcellvilleva.gov
540-751-2334

Attach Resume

Attach Letter of Interest

Letterof Interestfor Pville EnvironmentCommittee11.2016.doc

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://www.purcellvilleva.com/Admin/FormHistory.aspx?SID=223>

November 10, 2016

Dear Sir/Madam,

Mayor Frasier asked if I am interested in serving on the soon-to-be revived Committee on the Environment for Purcellville. I've been a resident of the town for the past 4 years (having moved from Leesburg). My training is as an agricultural entomologist, and I have worked in the federal government for the past 15 years as a pesticide regulator. I would like to give back to this pleasant and welcoming town in any capacity possible, and I think that serving on this committee could be a productive way to do so. I could bring my perspective as an insect biologist and my knowledge of federal environmental policies to the position, as and when it is relevant.

Sincerely,

Nikhil (Nik) Mallampalli

700 Sunflower Ct, Purcellville, VA 20132

Hays, Diana

From: noreply@civicplus.com
Sent: Wednesday, November 16, 2016 9:54 AM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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Appointed Committees, Commissions & Boards Application

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I understand

Full Name: Maryam Niamir-Fuller
Home Phone #: Cell: 914.482.2786 Work:
Street Address: 20205 Cockerill Road, Purcellville, VA. 20132
Mailing Address: 20205 Cockerill Road, Purcellville, VA. 20132
Email Address: mniafull2@gmail.com

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

If Yes, please explain:

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For additional information, please contact:

Diana Hays, Town Clerk
dhays@purcellvilleva.gov
540-751-2334

Attach Resume
Attach Letter of Interest

MNF CV summary Jul 2015.doc
Cover letter Purvellville Comm Evt.docx

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://www.purcellvilleva.com/Admin/FormHistory.aspx?SID=224>

To: Diana Hays, Town Clerk
Purcellville, VA. 20132

From: Maryam Niamir-Fuller

Date: 16th November 2016

Subject: Interest to serve on the board of the Committee on Environment/Tree and Beautification Committee

I have been a public servant all my adult life, working on international development issues around the world. For the past 15 years I have focused on environmental programs and projects, having managed a global fund of \$1 billion within the United Nations Environment agency. I am currently retired from the UN.

I am a new resident of Purcellville (albeit residing outside of the Town limits), and interested to contribute to enriching the lives of its people and of its natural environment.

Thank you for this consideration

Dr. Maryam Niamir-Fuller

MARYAM NIAMIR-FULLER, PhD

Permanent address : 20205 Cockerill Rd, Purcellville, VA 20132, USA

Current address : UNEP, P.O.Box 30552, Nairobi, Kenya

Cell telephone : +254.728.608.470

email: maryam.niamir-fuller@unep.org; mniafull@gmail.com

(updated July 2015)

Thematic Expertise, key areas:

Environment and sustainable development, Sustainable Land Management, Rural Development and regional planning, rangeland management and ecology, soil and water management, biodiversity conservation and restoration, pastoralism and sustainable pastoral development, community based natural resource management, common property regimes and land tenure security, inequality including intergenerational, alternative sustainable livelihoods, gender mainstreaming, indigenous knowledge, ecosystem inventory and monitoring, linking environment and business, environmental and social safeguards, vulnerability, resilience and adaptation to climate change, carbon sequestration and carbon markets, sound chemicals management and impacts on health and inequality.

Managerial Expertise, key areas:

Visioning and leadership; strategic planning, budgeting and developing business models and financial forecasts; staff management, performance management, mentoring and development; institutional change management; result based management and outcome budgeting; team building; partnership development; knowledge management and outreach.

Education: PhD in Rangeland Management with minor in Soils, University of Arizona (1987)
Masters Degree in Urban and Regional Planning, Harvard University (1979)
Bachelors Degree (Sociology), Queens University, Canada (1977)

DOB: 21/11/1956, born in Japan. American citizen of Iranian and Austrian heritage.

Languages: Farsi (mother tongue), English (excellent), French (very good), Portuguese (moderately good).

Experience:

Special Advisor to the UNEP Executive Director on Post 2015 Agenda/SDG matters (February 2013 to present).

- Formulate UNEP's corporate strategy and policies for the post 2015 Sustainable Development Agenda
- Engage with partners and senior representatives of other institutions (Member States, UN, scientific community, civil society and private sector) for a strong coalition and coherence of actions towards supporting sound information for decision making by Member States
- Prepare Policy Briefs, analyses, statistics and indicators, and official UN documents that defines UNEP corporate positions (11 major documents prepared so far)
- Raise awareness and provide training to all stakeholders on the Post 2015 process, content and substantive direction

- Mobilize a cross-divisional effort to ensure coherence in UNEP's engagement in these processes
- Ensure efficient and effective delivery of products, events and other actions UNEP will decide to support, including coordinating and assigning teams of staff
- Represent the organization at international, regional, inter-agency meetings, seminars and conferences.

(October 2007 to March 2014): Director and Executive Coordinator, Division of Global Environment Facility, UNEP, Nairobi (D2 level)

- Overall responsibility for direction, management and oversight of GEF Operations in UNEP, including visioning, programme coherence, innovative programming, target setting, business planning, quality assurance, monitoring and evaluation, staff management, and resource mobilization for an \$80 million yearly approvals operation (cumulative \$1.2 billion portfolio of GEF funds and another \$2.5 billion of leveraged partnerships).
- Member of UNEP's Senior Management Team, providing strategic advice, planning and monitoring of annual work programmes, ensuring scientific credibility of operations, and reporting to the Governing Council of UNEP.
- Inter-Agency cooperation and collaboration in the context of GEF projects and GEF policies and strategies (with WB, UNDP, FAO, IFAD, UNIDO and regional development banks), and with relevant entities of the Rio Conventions (UNCCD, CBD, UNFCCC, Stockholm and Basel Conventions) and other Regional Conventions (e.g. Regional Seas).
- Leadership in developing improved systems for business processes, quality assurance, independent evaluations, and streamlining access by countries to GEF resources, resulting in dramatic improvement in UNEP's ratings on quality of supervision and quality of evaluations of GEF projects.
- Leadership on developing and meeting fiduciary standards in DGEF and UNEP as a whole, based on internationally recognized public standards
- Promoting and leading efforts in organizational change management of the division, resulting in a major restructuring and integration for internal coherence.
- Initiating and tracking special (large) initiatives, including : Streamlined access for Enabling Activities for obligations to the Conventions; Synergies among Conventions; Great Green Wall of Sahel/Sahara; Scenario development for Adaptation Measures; South China Seas programme; Arctic Programme; etc.
- Directly managing and providing leadership for UNEP's responsibilities as host of the Scientific Technical Advisory Panel of the GEF.
- Member of UNEP's Senior Management Team, responsible for monthly review and approval of organization-wide products, policies and procedures.

Additional responsibilities assigned to me in recognition of special skills and result oriented approach:

- Chair of UNEP's Task Team that successfully developed the Medium Term Strategy of UNEP, 2014-2017, bringing in innovative elements such as defining UNEP's corporate Service Lines, and elevating UNEP's role in keeping the environment under review.
- Co-chair of the process that developed the UN-wide Environmental and Social Safeguards framework, through the UN Environment Management Group, and Chair of UNEP's Safeguards Policy development.
- Member of the Central Review Board (2011 to present), responsible for quality assurance of staff

recruitment processes in UNEP, UNON and UNHABITAT.

(May 2003 to September 2007): Principal Technical Advisor and Team Leader of Sustainable Land Management Cluster, UNDP-GEF, New York (D1 level)

- Provide strategic and technical guidance to UNDP-GEF management and staff on land degradation (desertification and deforestation), including developing business plans and strategic plans for the unit (both HQ and regions), opening and diversifying into new business areas, monitor implementation of the business plan and budget, and reshaping the unit and its portfolio in line with UN Reform.
- Quality Assurance of the Land Degradation Portfolio and the Multi-Focal Area Portfolio (OP 12). PTA clearance required for all submissions. Put into place mechanisms for quality assurance, including : pipeline management, upstream reviews, internal system of peer reviews, minimum specifications, training of staff and special consultants, etc. Direct oversight on a cumulative portfolio worth \$200 M of GEF funding and additional \$400 M of co-funding.
- Manage the Land Degradation Unit of UNDP-GEF , with 12 staff in HQ and Outposted to the regions (staff recruitment, management, mentoring, coaching and career development)
- Focal point in UNDP for developing strategic and policy guidance with GEF Secretariat and other GEF agencies, in two key areas : Land Degradation Focal Area, and Project Cycle Streamlining. Also contributed to policies on : Monitoring and Evaluation; Scientific and Technical Advisory Panel (STAP); Comparative Advantages of Agencies; Overall Strategic Planning and GEF Business Plans; and other reviews (e.g. incremental costs).
- Focal point in UNDP for corporate issues such as : gender focal point for GEF unit, focal point for the Environment and Energy Group in the UNDP Task Force for the Commission on Legal Empowerment of the Poor; alternate focal point for Simplification and Harmonization; group leader for internal restructuring/integration within the Environment and Energy Group.
- Promote partnerships with GEF Agencies, the UNCCD, Centers of Excellence, Donors, NGOs and other institutions relevant to the GEF Land Degradation area. Focus on joint projects and programs, as well as on joint championing of key issues in public/global events. Took the lead in promoting “country partnership programmes” as a new modality in the GEF portfolio, resulting in recognition of UNDP’s comparative advantages in this area at the country level.
- Develop and implement a diversification strategy in the area of Sustainable Land Management within the Environment Finance Group of EEG, particularly through Adaptation Funds, Carbon Finance, Corporate and Social Responsibility, and other public-private partnerships.
- Lead on knowledge management in the Unit, including capturing and disseminating lessons learnt from the portfolio; developing programming kits, technical toolkits, and other guidance for project managers, proponents, and UNDP Country Offices; peer reviewer of numerous papers (internal and external to UNDP); invited speaker on several conferences and meetings; member of organizing committee of several major international conferences.
- Direct task management of four global projects directly executed by UNDP HQ, including : project design, implementation oversight, monitoring and evaluation, staff management, partnership management, etc. using result based management principles.

(March 2000 to May 2003): Regional Coordinator for Biodiversity and International Waters, Africa (UNDP-GEF), based in Lusaka, Zambia (P5 level)

- Managed a portfolio of \$150 M of GEF funds for Sub-Saharan Africa in the Focal Areas of Biodiversity and International Waters, including technical backstopping and assistance to UNDP Country Offices and project proponents

- UNDP-GEF Focal Point for Land Degradation (global), representing UNDP at UNCCD and subsidiary body meetings
- Operational Program 1 (Arid and Semi-Arid ecosystems) Manager for UNDP-GEF
- UNDP-GEF Task Manager for several global projects : Global Drylands Partnership; Globally Important Ingenious Agricultural Heritage Systems; Global Land Degradation Assessment; Global Pastoral Capacity Building programme.
- Contributed to corporate studies and reviews, including : streamlining of Incremental Cost Analysis, portfolio reviews, UNDP service lines.

Other Long term experience:

Aug 93- May 1995: Technical Advisor to UNSO on range management, pastoralism, community natural resource management, and providing project design, initiation, implementation and backstopping, and organization of regional workshops and donor consultations on changing the paradigm on pastoral development.

Jun-Dec.91: Researcher, research on effects of displacement on Barabaig pastoralists' range management strategies, in Tanzania, for SIDA.

1990-1991: Lecturer in remote sensing, natural resource management/land use, and plant ecology, University of Dar es Salaam, Tanzania.

1982-1984: Range Manager, Chief of Party, Senegal Range and Livestock Project, Bakel, Senegal, for USAID (sub-contract to University of Michigan).

1980-1981: Livestock researcher, Abyei Integrated Rural Development Project, Abyei, Sudan, for USAID (sub-contract to Harvard University).

Consultancies:

February 2003: Member of a 5-person External Evaluation Team of CIRAD/EMVT (French environment and livestock institute) charged with conducting an independent evaluation of the IEMVT program and recommendations for improving the program for the next 5 years.

Nov 1997 to Feb 2000: Consultant to GEF/UNDP on developing portfolio projects on the Cross-cutting theme of Land Degradation; including Senegal, Mauritania, Morocco, Haiti, Mexico, Egypt, Kenya, Mali, Botswana.

Jul 1998: Consultant to UNSO to advise on the integration of relevant elements of UNDP's Sustainable Livelihoods Approach to the NAP process of the Convention to Combat Desertification.

Dec 1997: Consultant to FAO for design of project proposal on a Binational Cooperation Programme between Chile and Argentina for the sustainable development of Patagonian Region.

Oct 1997 to March 1998: Technical advisor to UNSO on Pastoral Development; organization of 4th International Technical Consultations on Pastoral Development.

Feb to Sept 1997: Consultant to Winrock International Institute for Agricultural Development; Livestock/Natural Resource Management Sector, Programme Opportunity Assessment Development, for Brazil, and assistance with follow-up on project formulation and fund-raising.

Nov/Dec 1996 and Apr 1997: Consultant to GEF/UNDP as Team Leader for Formulation of Mongolia Biodiversity Project, for Eastern Steppe to be submitted for GEF financing.

Sept/Oct 1996: Consultant to Danida for reformulation of two ongoing natural resource

management projects in Burkina Faso.

August 1996: Consultant to UNCDF for formulation of second phase of Karamoja Integrated Development Project, Uganda

June 1996: Consultant to UNDP for CNPT/IBAMA (Ministry of Environment), Brazil; socio-economic evaluation of Associations for the management of Extractive Reserves, Conservation of the Amazon Rainforest Programme (G-7), Brazil.

Oct/1995 & May/1996: Technical Advisor, UNSO, planning and implementing Third International Technical Consultations on Pastoral Development, Brussels.

Nov94-Jan95: Advisor to UNESCO Country Office on Education for pastoralists and hunter-gatherers, Dar es Salaam

July 1993: Technical Advisor, backstopping of the UNSO Kanem Project, Chad.

May 1993: Team Leader, formulation of a GEF funded community natural resource management project for northern Sudan (Gireigikh), for UNSO, New York.

Jan. 1993: Range Manager, research to assist in formulation of a development project in Kanem, Chad, for Bureau of Applied Research, University of Arizona, for IFAD, Rome.

Sept.92: Team leader, formulation of last two years phase of PROBOVIL community forestry project, Senegal, for UNSO, New York.

Dec. 91: Team leader, reformulation of Karamoja Sylvopastoral project, Uganda for UNSO, New York.

Nov.91: Team leader, formulation of Mandera Natural Resource Management project, Kenya, for UNSO, New York.

Jul-Aug.91: Team leader, identification of non-conventional range management project in Sudan, for UNSO, New York.

Mar-Apr.91: Range Manager, formulation of Integrated development project for Karamoja, Uganda, for UNCDF, New York.

Aug.90: Lecturer, 6th regional training workshop on range and pasture management for East Africa, held in Kenya, for UNESCO, Paris.

Jan-Feb.90: Range Manager, formulation of El Odaya natural resource management project, Sudan, for UNSO, New York.

Mar-May 87: Range Manager, regional study of pastoral transhumance in West Africa, for FAO, Rome.

Jun-Aug.85: Range Manager, identification of research and extension of fodder crops and range rehabilitation in Senegal, for FAO, Rome.

Author's contracts and publications:

1986: FAO Environment and Energy Papers
 1988: World Resource Institute, chapter on Rangelands
 1988: IFAD: Pastoralists and range management
 1988: FAO Forestry and Food Security
 1990: FAO Community Forestry
 1992: IFAD: Pastoral women and poverty
 1994: SIDA: study on Barabaig displacement
 1994-98: UNSO: Proceedings of 2 regional workshops and 4 donor consultations on pastoral development
 1995: Invited Presentation, "A new paradigm in African Range Management Policy and Practice" 5th International Rangeland Congress

1995: UNSO: “Social aspects of desertification in the Sudano-Sahelian zone”

1995: “Indigenous systems of natural resource management among pastoralists of arid and semi-arid Africa”, pp. 245-257, in Warren, D.M., L.J. Slikkerveer & D. Brokensha, eds. The Cultural dimension of development: indigenous knowledge systems, Intermediate Technology Publications, London.

1997: “The resilience of pastoral herding in Sahelian Africa”, chapter in F. Berkes & C. Folke, Linking social and ecological systems: institutional learning for resilience, Cambridge University Press.

1999: main editor and contributor to Managing Mobility in African Rangelands: the legitimization of transhumant pastoralism, The Beijer Institute, Swedish Academy of Sciences, Stockholm. ITDG/FAO.

2001: “Conflict management and mobility among pastoralists in Karamoja, Uganda”, in Jeffrey, R. and Vira, B. eds. Conflict and Cooperation in Natural Resource Management. Palgrave Macmillan, September 2001, ISBN: 978-0-333-79277-3, ISBN10: 0-333-79277-7,

2002 : “Non-equilibrium theory of African Arid Ecosystems: designing for monitoring and evaluation”; chapter in Abaza, H & A. Baranzini, eds. Implementing Sustainable Development: Integrated Assessment and Participatory Decision-making processes. Edward Elgar Ltd.

2007: “Causes and Consequences of transformations in extensive livestock production” – lead author for a chapter in LEAD/SCOPE/FAO exercise for a global assessment of the livestock sector.

2008 : Co-author, Drylands Chapter, Millenium Ecosystem Assessment.

2009 : Chapter Author in “Revitalizing the UNCCD” – paper presented at the High-level Segment of the 10th Conference of Parties to the UNCCD, meeting in Buenos Aires, Argentina.

2012 : Guest Editor, Special Issue of *Pastoralism*, volume 2, Issue 1, entitled “Wildlife and Pastoralism”, including 11 manuscripts from authors around the world, and main author of a synthesis chapter. Springer

2012 : main author "Co-existence of wildlife and pastoralism on extensive rangelands: competition or compatibility?" *Pastoralism*, Volume 2, Issue 1, Springer

Societies/Committee Memberships:

Member CEESP, IUCN.

Member of Scientific Advisory Committee, Project on Integrated Adaptive Ecological Economics, Scientific Committee on Problems of the Environment (SCOPE), International Council of Scientific Unions

Roster Expert for Global Terrestrial Observation Systems, IOC, FAO, ICSU, UNESCO, UNEP and WMO.

Founding member of WISP (World Initiative for Sustainable Pastoralism), established in 2005: www.iucn.org/wisp

Editorial Board member of the Journal Nomadic Peoples (Berghan Books)

Editorial Board member of the Journal Pastoralism (SpringerOpen)

Member, Society for Range Management (SRM)

Member, International Association for the Study of Common Property (IASCP)

Member, International Society for Ecological Economics (ISEE)

Member of numerous professional networks (Agricultural Slash and Burn, Haramata, ODI's Pastoral Development Network, CIKARD, Nomadic Peoples, ALIN, Réseau Sahel, Parcours, EcoAgriculture, etc.)

Special in-service Training:

- ❖ UN Secretariat Leadership Development Programme (LDP) in 2009
- ❖ Mandatory UN certification in : Advanced Security, Integrity, Harassment in Workplace
- ❖ UN Certification in : Interview skills and performance management
- ❖ Leadership and management skills, 2005-2006 (UNDP Learning Resource Center)
- ❖ Prince of Wales Seminar on Business and the Environment (2005)
- ❖ Staff management, 2006 (UNDP Learning Resource Center) including staff recruitment, staff performance reviews, etc.
- ❖ Presentation skills, gender training, HIV/AIDS in the workplace – 2006 (UNDP LRC).

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Hays, Diana

From: noreply@civicplus.com
Sent: Wednesday, January 11, 2017 10:15 AM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

Appointed Committees, Commissions & Boards Application

The Town Council of Purcellville is accepting applications from citizens who are interested in serving on one of our appointed boards, committees, or commissions. The Town relies heavily on citizens to staff our advisory organizations. Please take time to complete the following information.

The information provided with this application is public information and acknowledge that interviews are generally conducted during a public meeting. *

I understand

Full Name: James Wiley
Home Phone #: 540-338-7406 Cell: Work:
Street Address: 608 Glenmeade Cr
Mailing Address: Purcellville, Va 20132
Email Address: jow1128@aol.com

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

If Yes, please explain:

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment: *

Board of Architectural Review Parks and Recreation Advisory Board
 Board of Zoning Appeals Planning Commission
 Committee on the Environment Town Council (when vacancy occurs)
 Purcellville Arts Council Tree and Beautification Commission
 Economic Development Advisory Committee

Please check any of these areas of special interest which may apply to you:

Environment Land Use
 Public Services Real Estate
 Architecture Finance
 Utilities Preservation
 Transportation Other

If you chose Other, please explain:

Please attach a letter or resume (PDF or Word documents only) describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk
dhays@purcellvilleva.gov
540-751-2334

Attach Resume
Attach Letter of Interest

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://purcellvilleva.gov/Admin/FormHistory.aspx?SID=229>

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Hays, Diana

From: noreply@civicplus.com
Sent: Wednesday, January 11, 2017 10:55 AM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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I understand

Full Name: Liz Tenney Jarvis
Home Phone #: 540-751-9930 Cell: 916-204-2249 Work:
Street Address: 530 South Nursery Avenue
Mailing Address: same
Email Address: cvilleliz@yahoo.com

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

If Yes, please explain:

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment: *

Board of Architectural Review Parks and Recreation Advisory Board
 Board of Zoning Appeals Planning Commission
 Committee on the Environment Town Council (when vacancy occurs)
 Purcellville Arts Council Tree and Beautification Commission
 Economic Development Advisory Committee

Please check any of these areas of special interest which may apply to you:

Environment Land Use
 Public Services Real Estate
 Architecture Finance
 Utilities Preservation
 Transportation Other

If you chose Other, please explain: the arts!

Please attach a letter or resume (PDF or Word documents only) describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk
dhays@purcellvilleva.gov
540-751-2334

Attach Resume

Attach Letter of Interest

PAC interest letter 2017.rtf

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://www.purcellvilleva.gov/Admin/FormHistory.aspx?SID=230>

To: Town of Purcellville

From: Liz Tenney Jarvis

Date: January 10, 2016

Re: Interest letter / PAC membership application

It has been my honor to serve as a member since 2014, and subsequently Chair since Aug., 2015, of the Purcellville Arts Council. Jim Wiley was a great mentor and remains an invaluable advisor. His leadership steered the then ad-hoc advisory committee to ensure the emerging art scene in Purcellville was off to a solid start. It is my hope to continue those efforts.

Our monthly meetings and my updates to Town Council are filled, I believe, with evidence of the hard work and commitment by those who have served previously and by those who still remain on the Arts Council. Exhibits, lectures, festivals, grants and public artwork all attest to the Arts Council's (and the Town's) support of the local visual and performing arts. The arts, culture, and history make a community a vibrant community.

I believe the Arts Council to be strong in its commitment to bring not only more art to the public but to also serve as support for local artists - making Purcellville a destination and a home for the amazing artistic talent in this area. My participation in the Loudoun County Artisan Trail launch for the past year, as well as the Town of Purcellville's participation will most certainly solidify that goal.

I wish to continue as a member and I am open to remaining as Chair or Vice-Chair as decided.

Thank you for your consideration,

Liz T. Jarvis

Hays, Diana

From: noreply@civicplus.com
Sent: Friday, January 13, 2017 11:13 AM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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The information provided with this application is public information and acknowledge that interviews are generally conducted during a public meeting. *

I understand

Full Name: Jim Wisniewski
Home Phone #: Cell: 6157177061 Work:
Street Address: 16604 Evening Star Drive, Round Hill, Virginia
20141
Mailing Address: 16604 Evening Star Drive, Round Hill, Virginia
20141
Email Address: jim.wisniewski@gmail.com

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

If Yes, please explain:

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment: *

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 Board of Zoning Appeals Planning Commission
 Committee on the Environment Town Council (when vacancy occurs)
 Purcellville Arts Council Tree and Beautification Commission
 Economic Development Advisory Committee

Please check any of these areas of special interest which may apply to you:

Environment Land Use
 Public Services Real Estate
 Architecture Finance
 Utilities Preservation
 Transportation Other

If you chose Other, please explain:

Arts, Entertainment & Culture

Please attach a letter or resume (PDF or Word documents only) describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk
dhays@purcellvilleva.gov
540-751-2334

Attach Resume
Attach Letter of Interest

Jim.Wisniewski.Resume.pdf
PurcellvilleArtsCouncil.docx

* indicates required fields.

Jim Wisniewski
16604 Evening Star Drive
Round Hill, VA 20141

Liz Jarvis
Chair, Purcellville Arts Council

Good Morning Ms. Jarvis,

My letter this morning is to express my interest in becoming a member of the Purcellville Arts Council. Although I am currently living in Round Hill, I have been a resident of Purcellville for the past two years in the Wright Farm subdivision and plan to return to the Town as a full-time resident again in the summer.

I have acquired a great deal of friends within the community as my youngest son attends the Montessori School in Purcellville as a Pre-K student and my daughter, Chloe is a 2nd grader at Kenneth Culbert Elementary. I am quite fortunate to have been able to work from home and grow very close to the Town and community as I also am the Room Parent for my daughters classroom, I coach an "Odyssey of the Mind" team at the school, I have worked with the "Western Loudoun Sports Network" as an On-Air personality for all of the Woodgrove Wolverine Varsity football games this year, I have been a cast member of the Loudoun Ballet's Nutcracker and I am a staff writer for the Purcellville Gazette.

On an "Arts" side, I am a musician as well as a visual artist with mostly acrylics, but as just a hobby for now. I dabble in other mediums as well, but my appreciation goes well beyond my abilities as I have been able to coordinate events on a variety of scales in other cities that I have lived. I would love to be able to assist the Town and the Committee in whatever capacity that I could.

Please consider me as a candidate for the council if you would have a vacancy. I'm sure Sally Hankins would speak well of me.

Thank you in advance!

Jim Wisniewski

CORE COMPETENCIES

- PROJECT MANAGEMENT [Product & Processes, Fiduciary Responsibility, People Strategy]
 - COMMUNICATIONS [Journal & Article Creation, Webinar Production & Presentation, Public Speaking]
 - BUSINESS DEVELOPMENT [New market & revenue stream development, Talent growth]
 - STRATEGIC PLANNING [Forecasting, Budgeting, CapEx, Long & Short Term Evaluations]
-

EXPERIENCE

NORTHSTAR TECHNOLOGIES

Director of Sales & Marketing, January 2014 – Present

- Leading a sales team to achieve various sales metrics
- Production and presentation of several marketing and communication initiatives including webinars, articles, white papers, case studies and several public speaking engagements

IMAGINATION WAREHOUSE

Managing Director, May 2009 – Present

- Custom Software Development for specialized projects in Geo-fencing and Beacon Technologies
- Directing national sales teams for POS and Credit Card Processing companies
- Custom Video Production
- Professional Photography Services

NASHVILLE CITY CLUB, NASHVILLE, TENNESSEE

President, GM/COO, December 2010 – June 2011

- Provided strong leadership to a new management team while maintaining focus on member growth, retention and quality
- Developed high ROI social media marketing strategy (facebook, twitter, and blogs) to enhance brand awareness and grow profitable young professional member base
- Developed alternate sources of revenue by creating reciprocal partnerships with similar businesses locally, nationally and internationally

CLUBCORP, USA

General Manager, October 2003 – December 2010

- NASHVILLE CITY CLUB, NASHVILLE, TN (FEBRUARY 2007 – DECEMBER 2010)
- CLUBCORP CHICAGOLAND PROPERTIES, CHICAGO, IL (OCTOBER 2003 – FEBRUARY 2007)

- Consistently assigned to turnaround underperforming clubs based upon proven track record
- ClubCorp Leadership Board – General Manager Certification
- Recipient of the “Rising Star” award
- 3 Clubs achieved coveted “Circle of Excellence” award as top performing properties

IRONDEQUOIT COUNTRY CLUB, ROCHESTER, NEW YORK

Assistant General Manager, January 2001 – October 2003

- Identified new revenue streams resulting in a revenue increase of \$460k in eight months
- Managed a \$8.5 million dollar golf course renovation project, which was completed ahead of schedule and on budget
- Designed membership drive programs that resulted in 10% annual membership growth
- Launched various new membership products, which bolstered member usage, satisfaction and retention

PARADIGM SUPPER CLUB, ROCHESTER, NEW YORK

EXECUTIVE CHEF/GENERAL MANAGER, JUNE 1997 – JANUARY 2001

EDUCATION

BS MATHEMATICS, STATE UNIVERSITY OF NEW YORK COLLEGE, BUFFALO 1991

PROFESSIONAL AFFILIATIONS/COMMUNITY INVOLVEMENT

LOUDOUN BALLET COMPANY CAST MEMBER
WESTERN LOUDOUN SPORTS NETWORK ANNOUNCER
CLUB ACCOUNTANTS OF AMERICA BOARD MEMBER
ODYSSEY OF THE MIND COACH – KENNETH CULBERT ELEMENTARY
COMMUNITY ASSOCIATIONS INSTITUTE EDITORIAL BOARD (DC)
COMMUNITY ASSOCIATIONS INSTITUTE WRITER (ILLINOIS)
HOSPITALITY FINANCIAL AND TECHNOLOGY PROFESSIONALS NATIONAL SPEAKER
PROFESSIONAL CLUB MARKETING ASSOCIATION OF AMERICA NATIONAL SPEAKER
CLUB MANAGERS ASSOCIATION OF AMERICA
ILLINOIS RESTAURANT ASSOCIATION SPEAKER
JOBS FOR YOUTH CHICAGO – BOARD MEMBER, STRATEGIC PLANNING COMMITTEE MEMBER
PENCIL FOUNDATION : ACADEMIES OF NASHVILLE

REFERENCES AVAILABLE UPON REQUEST

Hays, Diana

From: noreply@civicplus.com
Sent: Tuesday, January 10, 2017 12:28 PM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

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The information provided with this application is public information and acknowledge that interviews are generally conducted during a public meeting. *

I understand

Full Name: Dave Levinson
Home Phone #: 703-470-6029 Cell: 703-470-6029 Work: 703-470-6029
Street Address: 19074 Pheasant Chase Ct., Purcellville, VA 20132
Mailing Address: PO Box 737, Purcellville, VA 20132
Email Address: dave@wickedesign.com

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

If Yes, please explain:

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment: *

Board of Architectural Review Parks and Recreation Advisory Board
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 Committee on the Environment Town Council (when vacancy occurs)
 Purcellville Arts Council Tree and Beautification Commission
 Economic Development Advisory Committee

Please check any of these areas of special interest which may apply to you:

Environment Land Use
 Public Services Real Estate
 Architecture Finance
 Utilities Preservation
 Transportation Other

If you chose Other, please explain: Local arts, culture, music, theater

Please attach a letter or resume (PDF or Word documents only) describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk
dhays@purcellvilleva.gov
540-751-2334

Attach Resume Dave_LevinsonBio2016.pdf
Attach Letter of Interest Letter-of-Interest-DaveL.pdf

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://www.purcellvilleva.gov/Admin/FormHistory.aspx?SID=228>

January 10, 2016

Dear Purcellville Town Council,

It has been a pleasure serving the Purcellville community for more than ten years through volunteerism and participation. I served many years on the Purcellville Parks and Rec committee, as a citizen, helping to promote activities and community building events. In 2014, Mayor Lazaro appointed me to the fledgling Purcellville Arts Council where I've served ever since. My time with PAC has not only helped to fulfill my desire to give back, but also helped to make our town a more vibrant place to live.

It would be my honor to continue serving in this capacity.

Regards,

Dave

Dave Levinson - Artist, Business Owner, Volunteer
703-470-6029

Biography

Dave Levinson - Loudoun Landscape Photographer

www.LoudounLandscapes.com

Landscapephotos@gmail.com

703-470-6029



As a resident of Loudoun County since 1997, Dave explores Loudoun county seeking the natural beauty it has to offer. His goal is to share discoveries through photography while using preservation as a backdrop. Passion for the outdoors, love for the county, hiking and exploration serves as a canvas for the chosen medium, photography.

Dave's work has been shown in galleries, museums, libraries and government offices. Pieces can be found in businesses and homes across the county, and the state. Notable accomplishments include several photos appearing in the Lure of Loudoun hardcover book, the cover photo of the 2008-2009 Loudoun and Fauquier Verizon Yellow Pages phone book and a permanent photographic installation at Inova Fair Oaks Hospital. He recently licensed several of his photographs to Lululemon, which now appear printed on one hundred feet of storefront windows at their new Mosaic location in Fairfax.

More:

Photography can be found at LoudounLandscapes.com.

Founder and Designer at Wicked Design. A website and graphic design company.

Volunteer Efforts:

Founder of LoudounArts.com, a community service based arts news site.

Member of the Purcellville Arts Council, appointed by the mayor in 2014.

Former board member of the Growing Stage Theater 2013 - 2015.

Art Instructor for VSA Loudoun DaVinci program and the Round Hill Arts Center.

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Hays, Diana

From: noreply@civicplus.com
Sent: Friday, January 13, 2017 6:01 PM
To: Hays, Diana
Subject: Online Form Submittal: Appointed Committees, Commissions & Boards Application

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I understand

Full Name: Jessica Lilienkamp
Home Phone #: Cell: 5166471458 Work:
Street Address: 16828 Carmichael Place, Purcellville, VA 20132
Mailing Address: 16828 Carmichael Place, Purcellville, VA 20132
Email Address: jessnadler@gmail.com

Does the applicant have a financial interest in, or is the applicant related to anyone with a financial interest in, any matter that is either pending before the Committees, Commissions & Boards or is likely to come before the Committees, Commissions & Boards? *

Yes No

If Yes, please explain:

Please check any of the Boards, Committees or Commissions to which you would like to be considered for appointment: *

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 Board of Zoning Appeals Planning Commission
 Committee on the Environment Town Council (when vacancy occurs)
 Purcellville Arts Council Tree and Beautification Commission
 Economic Development Advisory Committee

Please check any of these areas of special interest which may apply to you:

Environment Land Use
 Public Services Real Estate
 Architecture Finance
 Utilities Preservation
 Transportation Other

If you chose Other, please explain:

Please attach a letter or resume (PDF or Word documents only) describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact:

Diana Hays, Town Clerk
dhays@purcellvilleva.gov
540-751-2334

Attach Resume
Attach Letter of Interest

Jessica Lkamp resume.doc
Arts Council letter of intent.doc

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://purcellvilleva.com/Admin/FormHistory.aspx?SID=233>

Jessica Lilienkamp
16828 Carmichael Place
Purcellville, VA 20132

January 13, 2018

Town of Purcellville
221 South Nursery Avenue
Purcellville, VA 20132

I am writing to express interest in becoming a member of the Purcellville Arts Council. I am submitting my resume which outlines my work experience in addition to the volunteer experience I detail below.

I have experience planning events for both public and corporate audiences. I have worked with non-profit organizations for more than 15 years, as an employee, board member and volunteer. As with any non-profit profit organization, a large part of my responsibilities in each role involved fundraising, event planning, marketing campaigns, creating collateral and working with other departments and agencies. I am familiar with the different methods of development such as: monetary donations, matching gifts, planned gifts, pledges, grants, events and endowments, as well as new marketing methods such as social networking and blogs. While I was a student at the University at Stony Brook, I became involved with The AIDS Collective and the Long Island Chapter of the NAMES Project AIDS Memorial Quilt, this initial involvement lead to my becoming an active board member, a role that I held for approximately 5 years. As a board member, my main responsibility was to seek out funding to support and continue the organization's programs and awareness campaigns. This required helping to develop messaging, marketing collateral, and get involvement from the local community. When we would hold on-site educational displays, I was responsible for training and for helping to coordinate volunteers in their different responsibilities.

From my association with those organizations I obtained a position as the Assistant to the Director of LIGALY, Inc. At the time, LIGALY was becoming well know, looking to expand its mission and was in search of funding streams. It was during my tenure there that it embarked on its first large scale fundraising campaign. I was responsible for meeting with the donors to help them plan a fundraising event on eastern Long Island, compiling the mailing and invitation list, as well as a related database.

While working at CA I had the frequent opportunity to work with all levels of employees from facilities staff to the Office of the CEO. In my role as the manager in the Global Events division of CA, I was responsible for coordinating a world-wide User Group program, as well as CEO/CIO conferences. As manager of the User Group program I was responsible for the budget, planning and execution and marketing of a numerous successful conferences with more than 500 customers in attendance from all over the world.

From my experience in these different roles I know how to develop and report on budget, plan and gauge the success of campaigns, programs and events, as well as how to get your customer base, in this case, citizens of Purcellville and the surrounding area in the planned events.

I look forward to the opportunity discuss how my experience could contribute to the Purcellville Arts Council. Thank you in advance for your time and consideration.

Sincerely,

Jessica I. Lilienkamp

JESSICA I. NADLER
Phone: 516-647-1458
Email: jessnadler@gmail.com

CAREER SUMMARY:

Marketing and event planning professional . Specializes in developing best practices.

COMPUTER SKILLS

- Microsoft Access
- Microsoft Excel
- Microsoft Internet Explorer
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Word
- Adobe Acrobat
- Adobe Acrobat Reader

SUMMARY OF QUALIFICATIONS

**FEB 2009 –OCT 2009 MEDICAL ACTION INDUSTRIES INC., BRENTWOOD, NY
EXECUTIVE ASSISTANT**

- Draft correspondence, contracts and other legal documents, including company’s quarterly and annual SEC filings.
- Contract management and retention.
- Develop presentations for Executive Committee, Board of Director and customer meetings.
- Provide administrative support to Chief Financial Officer, Vice President -General Counsel and Vice President of Operations.
- Manage Executives’ schedules and screen Executives’ telephones to determine which matters require their urgent attention and schedule time to address others.
- Coordinate and assist in planning of sales force training, including logistics, travel arrangements, creation and development of collateral, presentations and training binders.
- Assist in the planning and on-site execution of the company’s national sales meeting, including overseeing event production and creative teams, coordination of agenda, presenters’ requirements and audio visual needs.
- Create PowerPoint template for events and review and correct formatting of all training PowerPoint presentations.
- Reviewed and revised National sales Meeting event contracts to recognize 10% cost savings.
- Editor of the company’s sales newsletter which is used to educate and inform the sales force on new products, contracts, as well as selling skills.
- Provide additional administrative support to other members of the Executive Management Team including the company President and CEO as needed.

**FEB 2008 – FEB 2009 OFFICE TEAM INTERNATIONAL, HAUPPAUGE, NY
TEMPORARY EMPLOYEE**

Worked as a long term temporary employee for a number of the agency’s clients:

Multi-billion dollar real estate development and management firm

Executive Assistant to the Chief Operating Officer and Vice President of Development & Lead Counsel.

- Answered phones, managed calendars, arranged travel, coordinated meetings, drafted legal correspondence.
- Created and produced presentations to encourage investment in multi-million dollar town re-development project.
- Assisted in the planning of the company’s annual charity event, by soliciting and recruiting sponsors, following up on donation commitments, creating event signage and collateral, and updating the event website.

National Bakery Company

Data analyst for the Vice President of Supply Chain.

- Developed Excel pivot table reports for to examine effects of changes in the supply chain across all North American territories and all bakeries for specific products.
- Performed data analysis of the supply chain to identify areas of inefficiency and assist in the development of procedures to improve performance and profitability as well as and improve service to both internal and external customers.
- Created and maintained product database.

Local Community Center

Served as marketing manager for community center which provides programs for preschool age children to senior citizens including a gym facility, youth group, local theatre and camp program.

- Developed all marketing material and collateral, event invitations and coordinated all marketing mailings.
- Assisted in the recruitment and follow up of sponsors and attendees for annual fundraising golf outing which raised more than \$50,000.
- Provided administrative support to the Assistant to the Executive Director.

JAN 2007 – FEB 2009

**DREISIN ELDERCARE, INC., HUNTINGTON, NY
GERIATRIC CARE MANAGER**

- Provided professional care management to seniors living independently and in those living in long term care facilities.
- Served as a liaison between the senior, their family and their various health care providers and advocated on behalf of the client.
- Screened, arranged and monitored home care and support services necessary for the senior to continue to live independently.
- Referred the senior and/or their family to the appropriate community resources or nursing home placement. Assist in the completion and filing of Medicaid applications.
- Maintained office files, billing records and client contact database.

APR 2002 – SEP 2005

**CA, INC., ISLANDIA, NY
MANAGER, EXECUTIVE AND USER GROUP PROGRAMS**

- Directed a world-wide, customer focused User Group Program, supporting 250 User Groups worldwide and 450 individual group meetings annually.
- Administered department budget of more than \$1 million per year.
- Wrote and instituted program guidelines which provided annual cost savings of \$200,000 for three years consecutive years.
 - Planned and executed large User conference and Executive level events each attended by 500+ people including development of program budget and agenda, recruitment of speakers, development of presentations and marketing components, ensuring that business and budgetary goals were met.
 - Liaising with company's senior executives and high level customers.
- Significantly increased customers' loyalty to company by creating constructive partnerships and business alliances between, CA, its customers, and partners increasing the number of client reference sites, beta testing sites.
- Used promotional and direct marketing campaigns to enhanced communication with user base.
- Worked collaboratively with direct marketing department to develop program collateral and web marketing campaigns.
- Developed departmental procedures, event checklists, and best practices,
- Provide meaningful program metrics to upper management.
- Trained and managed a team of seven to plan and execute successful events.

APR 2000 – APR 2002

**CA, INC., ISLANDIA, NY
ESCALATIONS COORDINATOR AND
COMPANY OMBUDSMAN**

- Assisted in the development of company-wide procedures for the escalation and resolution of customer issues that had technical or financial impact on the customer, prevented the conclusion of a sales cycle, or impacted an existing contractual agreement.
- Partnered with various internal departments to resolve high level customer issues received from Sales, Services, Customer Support Staff, or Office of the CEO.
- Established ownership over issues, and identifying process to corrected systemic issues.
- As the Company Ombudsman, assisted customers and employees in navigating the company, and ensured that their questions or issues were properly addressed.

CA, INC., ISLANDIA, NY
MARKETING COORDINATOR

- Managed pipeline database of the sales call center including the entry of sales leads and generation of management reports detailing closed sales for tracking and compensation purposes.
- Editor of the department newsletter, including: the development and solicitation of articles and information from management and other departments, performing the formatting, layout, printing and distribution of the finished product.
- Created customer call lists based on the specific criteria need for call campaigns from industry databases such as: Dunn and Bradstreet, IRG, One Source and Sorkins.
- Worked with the Marketing Department to coordinate the fulfillment of customer requests for product information and demonstration copies of software. Assisted Channel Sales Vice Presidents in the development of territories, compensation plans, and product sku revision programs.

OCT 1997 – JAN 1998 **LIGALY, INC., BAY SHORE, NY**
ASSISTANT TO THE EXECUTIVE DIRECTOR

- Managed office and community center of island-wide not-for-profit social service agency.
- Planned, executed and promoted agency events including annual conference and weekly event.
- Developed agency outreach activities and Speakers' Bureau Program.
- Fundraising campaign development and grant writing.
- Responsible for accounts payable and receivable as well as day to day budget management.
- Liaison to other local support agencies and representative for community networking meetings.
- Recruitment, training and assignment of volunteer staff.

EDUCATION

**BACHELOR OF ARTS DEGREES: PSYCHOLOGY AND SOCIAL SCIENCES
INTERDISCIPLINARY**

State University of New York at Stony Brook, Stony Brook, NY

CERTIFICATE IN ELDER CARE MANAGEMENT CERTIFICATE

University of Florida and MediPro Seminars, 2005

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STAFF REPORT
ACTION

Item #3

SUBJECT: Closed Meeting

DATE OF MEETING: January 24, 2017 – Special Meeting

STAFF CONTACTS: Diana Hays, Town Clerk/Project Manager

SUMMARY and RECOMMENDATIONS:

Attached are the motions and resolution pertaining to the closed meeting. If time does not permit for this item, Council has the option of going into a closed meeting during the regular meeting.

ATTACHMENT(S):

1. Closed Meeting Motions
2. Resolution 17-01-01

MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING

“As authorized under Section 2.2-3711(A)(1) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to discuss and consider prospective candidates for appointment to committees, commissions and boards. The presence of the following individuals will reasonably aid the public body in its consideration of these appointments, and they are therefore requested to attend the closed meeting:

- 1) All Town Council members

MOTION BY TOWN COUNCIL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE OPEN MEETING

“I move that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting.”

MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING

“I move that the Purcellville Town Council adopt Resolution 17-01-01 certifying the closed meeting of January 24, 2017.”
