



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: Marijuana Regulation Advisory Committee

Name: Ann Wilkinson Daytime Phone: 907-747-2707

Address: P O Box 174, Sitka, AK 99835 Evening Phone: _____

Email Address: wilkinson99835@gmail.com Fax Number: _____

Length of Residence in Sitka: 13 years Registered to vote in Sitka? Yes No

Employer: Sort of self-employed, sort of retired.

Organizations you belong to or participate in:

SCH Foundation, Sitka Seafood Festival, Alaska Day Festival

Explain your main reason for applying:

This is a great opportunity for Sitka to develop a tax revenue stream & to enhance tourism. But it must be balanced with public safety and the will of the community. This is a challenge I would like to be involved in.

What background, experience or credentials will you bring to the board, commission, or committee membership?

I have a BA in Business Adm/Accounting. I've assisted with filing of alcohol licensing for a restaurant and for special permits for organizations. Am knowledgeable about banking regs.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

I have no financial interest in any related business.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 07 30 2015

Signature: Ann B. Wilkinson

Digitally signed by Ann B. Wilkinson
DN: cn=Ann B. Wilkinson, o=Sitka Office Services,
ou, email=Wilkinson99835@gmail.com, c=US
Date: 2015.07.30.20:36:14 -08'00'

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting. Applications received after the deadline will be considered but will not be included in the Assembly packets for review prior to appointment.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org



Ann Wilkinson

P O Box 174

Sitka, Alaska 99835

907-747-2707

Wilkinson99835@gmail.com

Education

- University of Alaska Southeast – Occupational Endorsements in Web Foundations, Web Authoring, and Network Administration. Recipient of CIOS Academic Excellence Award, May, 2010.
- Austin College – BA in Business Administration with a concentration in Accounting, May, 1980.
- El Centro College – Associate Degree of Nursing, December, 1991.

Unique Qualifications

- Over eight years work history in bookkeeping and accounting including all phases of the bookkeeping cycle, including payroll.
- Experience in assisting businesses with licensing including alcohol permits.
- Proficient in numerous software programs including Microsoft Office, Acrobat Pro, Photoshop, and QuickBooks.
- Product of a Liberal Arts education that stressed problem solving and critical thinking.
- Worked as a traveling nurse for seven years, traveling across the country. Am able to work with all types of people.
- Professional attitude with strong work ethic and respect for client confidentiality.

Work History

- September, 2010 to Current – Self-employed at Sitka Office Services.
- 2008 to June, 2010 – Student at UAS studying web design & computer technology.
- 2002 to 2007 – Registered Nurse at SEARHC.
- 1992 to 2003 – Registered Nurse, including 1997 to 2003 worked as a traveling nurse.
- 1988 to 1992 – General office support tech while attending nursing school.
- 1980 to 1988 – Accountant in oil & gas and commercial real estate industries.
- 1975 to 1980 – Part time bookkeeper while attending college.