

Should this item be pulled from the consent agenda, the following motion is suggested:

Appointments

I MOVE to re-appoint: 1) James Poulson to a term on the Historic Preservation Commission, and 2) Angela McGraw to a term on the Sitka Convention and Visitor's Bureau.



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

Historic Preservation Commission

Board/Commission/Committee: _____
Name: **James Poulson** Daytime Phone: **747-3219**
Address: **1610 Sawmill Creek Road** Evening Phone: **747-6567**
Email Address: **photo@sitkasentinel.com** Fax Number: _____
Length of Residence in Sitka: **42** Registered to vote in Sitka? Yes No
Employer: **Sitka Sentinel**

Organizations you belong to or participate in:

Community Schools Soccer program coach, Sitka Maritime Heritage Society volunteer, Sitka Fine Arts Camp SJ building committee, Alaska Arts Southeast board member, Sitka Community Development Corp. board member.

Explain your main reason for applying:

I am interested in finishing the historic preservation plan that we have been working on.

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

I've been on the commission since 2011. I have worked to restore a number of historic buildings in town.

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: **Feb. 6, 2014** Signature: 

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.

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:
Sara Peterson, Deputy Clerk
100 Lincoln Street
Fax: 907-747-7403
Email: sara@cityofsitka.com

Dear Assembly member,

I am submitting an application for renomination to the historic preservation commission. My interest in preserving the town's unique history has only increased since joining the commission in 2011.

There are several projects that I would like to continue working on. Seeing the completion of the historic preservation plan is one of them.

Working on bettering the permitting process with the planning department when historic buildings, or buildings in historic neighborhoods are affected is another area of interest.

Thank you for your consideration,

James Poulson



HISTORIC PRESERVATION COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JAMES KINSMAN 114 Wolff Dr	747-4228 w 966-3335 h jaykinsman@yahoo.com	5/11/10	5/11/13	CHAIR At Large
PETER GORMAN 103 Rands Dr.	747-5553 pcgorman@gmail.com	12/23/03 1/9/07 12/22/09 1/8/13	12/23/06 1/9/10 12/22/12 1/8/16	VICE-CHAIR At-large
ROBERTA LITTLEFIELD 4102 Halibut Point Road	738-4004 c 747-6866 h roblylittlefield@gci.net	7/13/10 4/24/12	01/27/12 4/24/15	SECRETARY Native community
JUDITH OZMENT 2028 Halibut Point Road	738-7811 jozment@gci.net	4/27/10 9/11/12	9/22/12 9/11/15	Historical Society
JAMES POULSON 1610 Sawmill Creek Rd	747-3219 w 747-6567 h sitka@operamail.com	2/22/11	2/22/14	At large
ANA DITTMAR 407 Hemlock St	623-7537 anadittmar1@hotmail.com	4/10/12	4/10/15	At large
Maegan Bosak Planner I	747-1814 maegan@cityofsitka.com			Staff Liaison/ Secretary
Aaron Swanson 1410 C Sawmill Creek Rd	747-5499 h 623-7869 c assemblyswanson@cityofsitka.com			Assembly Liaison

Established by Ordinance 02-1683

7 members from selected categories 3-year terms

Sitka Historical Society (1), Native Community (2 - one representing Sitka Tribe of Alaska), At-Large (4)

Established by Ordinance 92-1075

Second Wednesday, 6 p.m. – Harrigan Centennial Hall

Quorum is met when 4 Commission members are present

Revised: October 23, 2013



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

Board/Commission/Committee: Sitka Convention + Visitors Bureau
 Name: Angela McGraw Daytime Phone: 752-3102
 Address: PO Box 734 Evening Phone: 747-3080
 Email Address: angelamcgraw@rocketmail.com Fax Number: _____
 Length of Residence in Sitka: 28 yrs Registered to vote in Sitka? Yes ___ No
 Employer: Sitka Comm. Hospital

Organizations you belong to or participate in:

Old Sitka Dock, New Archangel Dancers

Explain your main reason for applying:

To continue on Board.

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

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: 2/14/14 Signature: Angela

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.

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Return to:
 Sara Peterson, Deputy Clerk
 100 Lincoln Street
 Fax: 907-747-7403
 Email: sara@cityofsitka.com

ANGELA R. MCGRAW

EDUCATION

May, 1992 <i>High School Diploma</i>	Sitka High School Sitka, Alaska
September, 1992-May, 1993 <i>General & Business Classes</i>	North Idaho College Coeur d'Alene, Idaho
September, 1993-May, 1995 <i>Associate of Science Degree</i> <i>Health Information Management</i>	University of Alaska SE Sitka, Alaska
October, 1995 <i>Earned Accredited Record Technician (ART) Credential</i> <i>(Held until 2001)</i>	AHIMA

EMPLOYMENT

2008 – Current <i>Executive Assistant/Community Relations Coordinator</i>	Sitka Community Hospital, Sitka
<ul style="list-style-type: none">▪ Hospital Board Recording Secretary▪ Maintain hospital forms▪ Manage hospital leased apartments▪ Classroom and conference room schedules▪ Maintain contracts and agreements▪ Advertising	
1993-2007 <i>Project Manager</i>	McGraw's Custom Construction, Inc., Sitka
<ul style="list-style-type: none">▪ Prepare bid documents▪ Prepare subcontracts, purchase orders, change orders, pay requests▪ EEO Officer▪ Create and update forms▪ Create submittal registers and contact lists▪ Track and renew State of Alaska Business and Contractor Licenses▪ Manage Trierschild Building in downtown Sitka (four apartments and five lease spaces)▪ Correspond with Architect and Owner	

Summer, 1993

SEARHC Community Health, Sitka

Summer Extern

- Rotated to a new department every 3 weeks
- Completed a specified project within each department

OTHER

March, 2004-Current

Volunteer, New Archangel Dancers

Director of Public Relations (2006-current); Secretary (2004-2006)

- Created a tri-fold brochure
- Advertising in the form of newspaper ads, PSA's, flyers, and brochures for annual auditions, open house, and Alaska Day Performance
- Create and distribute monthly summer performance schedule to local businesses and interested individuals
- Coordinate photo shoots
- Policy Manual Committee, Audition Committee
- Attend board meetings

Other: State of Alaska Notary; familiar with Microsoft Office, Adobe Illustrator, Adobe Photoshop, the internet; avid photographer.

REFERENCES

Available upon request.