



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

Board/Commission/Committee: PARKS & RECREATION  
Name: SARAH LAWRIE Daytime Phone: [REDACTED]  
Address: [REDACTED] Evening Phone: [REDACTED]  
Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Length of Residence in Sitka: 30 YEARS <sup>GIVE</sup> <sub>UP</sub> <sup>FOR</sup> <sub>TAKE</sub> Registered to vote in Sitka?  Yes \_\_\_ No  
Employer: SITKA SCHOOL DISTRICT

Organizations you belong to or participate in: PROGRAM DIRECTOR - SITKA AMERICORPS PROGRAM.  
PREVIOUS EXECUTIVE DIRECTOR OF GREATER SITKA ARTS COUNCIL (2 YEARS) 2 YRS AMERICORPS SERVICE. 3 YRS  
Explain your main reason for applying: INTERESTED IN SUPPORTING PARKS & REC. W/ VOLUNTEERS (AMERICORPS MEMBERS).  
LOVE SITKA & WANT TO SUPPORT BEAUTIFICATION. ON S.J. MUSEUM BOARD

What background, experience or credentials will you bring to the board, commission, or committee membership?  
PLEASE SEE MY COVER LETTER.

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.

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: 10.16.2019 Signature: [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.

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

To Whom It May Concern;

Please consider my application for a seat on the Parks and Recreation Committee for the City and Borough of Sitka.

I have an alignment of both education and employment experience to bring to bear on this position. I am most interested in providing synergy between the Sitka AmeriCorps Program and Parks and Recreation. I would be delighted to support beautification and recreation in my community. I was born and raised in Sitka and after gaining my education (and some adventures), I returned permanently to Sitka in 2013 to raise my own family. While my education and expertise are specific the Arts, I am a dedicated citizen of Sitka and have accumulated varied and deep interconnections and skills I bring to this position.

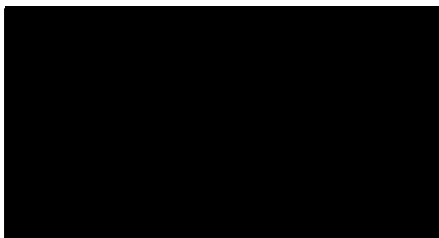
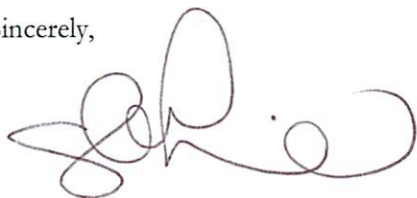
Most recently, I have been leading the Sitka AmeriCorps Program. I am responsible for all aspects of the program, with financial oversight provided by the Sitka School District. The program, in its twelfth year, integrates into the Sitka community through placements within all schools in the district, and at non-profit organizations. The Sitka AmeriCorps Program has 20 full time members annually. I am the sole employee.

Prior to my leadership position with AmeriCorps, I served two years as the executive director of the arts non-profit the Greater Sitka Arts Council in Sitka. I was responsible for all aspects of the running that organization and was the sole employee. Prior to that, I served as an AmeriCorps member with the Greater Sitka Arts Council in Sitka. My service supported the executive director in arts outreach for underserved populations in Sitka. During this period, I also served three years on the Sheldon Jackson Museum Board.

In December 2012 I completed a three- year, full-time, educational endeavor; a Masters of Fine Arts at Dunedin School of Art in New Zealand. Over those three years, I served as student convener to the Council of Otago Polytechnic at Dunedin School of Art, in this role I mediated between the Council and student body.

Thank you for your consideration,

Sincerely,



**Sarah Joan Lawrie**

[REDACTED]  
Sitka, Alaska 99835  
[REDACTED] [REDACTED]

**Personal Statement:**

For the past three years, I have served as the AmeriCorps Program Coordinator of the Sitka AmeriCorps Program in Sitka, Alaska. For three years, I worked as the executive director of the local arts non-profit the Greater Sitka Arts Council in Sitka. Prior to that, I served two terms as an AmeriCorps member with the Greater Sitka Arts Council.

I was born and raised in Sitka and after gaining my education (and some adventures), I returned permanently to Sitka in 2013 to raise my own family. While my education and expertise are specific the Arts, I am a dedicated citizen of Sitka and have accumulated varied and deep interconnections and skills I bring to this position.

I see myself well suited for a role of service to others that presents constant challenges and requires creative thinking and initiative.

**Highlights:**

-Leadership of the Sitka AmeriCorps program, a state and national AmeriCorps Program. Three years. Sole employee.

-Management of 20 full time AmeriCorps members and partner host-sites.

-Three years leadership and management as the executive director of the arts non-profit Greater Sitka Arts Council in Sitka, Alaska. Sole employee.

-Two years of service as an AmeriCorps member at the Greater Sitka Arts Council, outreach to underserved populations.

-Three years of intensive arts education-Master of Fine Arts from Dunedin School of Art in Dunedin, New Zealand.

-Comprehensive knowledge base and understanding of Art History and Theory, practice-based research, and contemporary arts practice.

-Curate and market three solo art exhibitions to obtain degree. Curate and participate in many art exhibitions since art school including solo shows.

-Mediate between the School of Art Council and the student body. Advocate for students on relevant issues and strengthen understanding between the two groups.

-Leadership and management skill co-owning and operating seasonal yacht-detailing business for four summers in Sitka, AK. Four full-time seasonal employees.

-Proficient with desktop publishing, MS office suite, website management and social media.

-Cooperate with a team and deliver outstanding customer service through three years administrative experience in a busy dental office. Supervise all office duties while the Office Manager away.

-Motivate and challenge students through structured yoga classes.

### **Employment:**

#### **Program Coordinator: Sitka AmeriCorps Program**

I am the sole employee responsible for all aspects of leading the Sitka AmeriCorps Program with financial oversight provided by the Sitka School District. I develop and implement programmatic plans, policies, and goals to further CNCS objectives. I am responsible for recruiting, orienting and managing twenty AmeriCorps members placed at 20 partner host sites. I manage a diverse cohort of members and host-site partnerships. I work collaboratively with community stakeholders, host site partners, school administration and members.

I represent the Sitka AmeriCorps Program with key stakeholders at the programmatic level. I develop and maintain community relationships that support our program. I represent the organization in a variety of public settings to increase AmeriCorps brand awareness.

I ensure that programs/events are inclusive for all abilities including people who have physical and mental health conditions. I maintain an understanding of health and social issues that affect my community.

As my program is embedded within the Sitka School District, I possess a robust knowledge of school systems and structures.

I created the Sitka AmeriCorps program design to support youth in our underserved rural community. I regularly engage in public speaking and written communication to manage promote the program. Since inheriting the program, I have researched, designed and implemented a data collection plan. I have implemented a successful member recruitment and retention strategy.

I ensure compliance to CNCS regulations. I update policy and procedure manual to reflect changing landscape of leadership in DC. I establish and execute record keeping strategy.

I am proficient Microsoft Office, do website management, social media and desktop publishing.

I am responsible for writing and reporting on the grant that funds the program. I do all the research, writing, and editing. I am responsible for all marketing of the program and all other communication.

#### **Executive Director-Greater Sitka Arts Council**

I developed and implemented operational plans, policies, and goals to further Greater Sitka Arts Council strategic objectives. I acted as Acts as the primary spokesperson for the Greater Sitka Arts Council including public speaking. I provided leadership to contract staff personnel, volunteers and

community partners. I organized and attended board meetings. I ensured compliance to standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency. I submitted reports as requested or required by law to appropriate government officials or the board of directors. I researched funding sources, guided the development of fund raising plans and wrote grant proposals. I oversaw marketing and other communication.

Office Administration: I was the point person for maintenance, mailing, shipping, supplies, equipment, and bills. I organized all meetings and appointments. I established and monitored procedures for record keeping.

Bookkeeper: I paid supplier invoices and issued invoices to customers/donors. I assembled information for annual external auditors. I ensured compliance with local, state, and federal government reporting requirements. I assisted with completion of quarterly and monthly tax returns. I developed grant proposal budgets.

Graphic Designer & Marketer: I lead all promotional efforts. I prepared layouts, designs, artwork and formats for user in publication and/or marketing design. I developed and maintained social media profiles.

Fundraiser: I recruited and organized volunteers. I built relationships with donors or companies and made pitches. I recruited sponsors, participants, or volunteers. I supervised fundraising staff, including volunteer staff members. I attended community events or meetings to promote organizational goals. I developed fundraising activity plans. I planned and directed special events for fundraising. I solicited cash or in-kind donations or sponsorships from individual, business, or government donors. I organized annual fundraising initiatives.

Event Coordinator: I was responsible for the event team's output, ensuring all aspects of the event were delivered on time and schedule, and in line with success metrics. I oversaw event budget.

Outreach Coordinator: I represented G.S.A.C. with key stakeholders at the operational level. I developed and maintained community relationships that supported programs and services. I represented the organization in a variety of public settings to increase brand awareness. I ensured that programs/events are inclusive for all abilities including people who have physical and mental health conditions. I facilitated focus groups. I maintained an understanding of health and social issues that affect community populations.

Gallery Space Curator: I provided curatorial leadership and worked collaboratively across Sitka and in the arts community to develop and curate local arts exhibitions. I coordinated exhibition schedule. I supervised installations, de-installations and reinstallations of featured collections. I developed and maintained active relationships with artists, community members and professional colleagues.

**AmeriCorps Member: Program Developer: Greater Sitka Arts Council (2013-2016) *Sitka, Alaska***

I was responsible for event planning, managing and execution. I organized an annual Christmas Artisan's Market that included 43 statewide vendors. I was responsible for social media and promoting events through designed advertising. I implemented an online artist registry of all local artists.

**Instructor: After School Arts Program (2014) Sitka, Alaska**

Researched, created and delivered quality after school art classes for children grades 2 through 5. The aim of the classes is to expose children to various art making processes in a fun and supportive atmosphere.

**Instructor: Artigras Painting Workshop (2013) Sitka, Alaska**

I devised, organized and led an acrylic painting workshop for adults. This required organization, multitasking, professional adaptability and the ability to bring all aspects of an event together simultaneously.

**Illustrator: GYRO Student Magazine (2011-2012) Dunedin, New Zealand**

This was a volunteer position and involved providing illustrations to deadline for the student magazine in response to content.

**Creative Consultant: Literacy Aotearoa (2011-2012) Dunedin, New Zealand**

For this volunteer position I independently managed and created all marketing materials for educational events, art workshops, and programs. I also created flyers, posters, handled radio, and print aspects of the marketing strategy.

**Archivist Internship: Sitka Historical Society and Museum (Nov. 2011-Jan. 2012) Sitka, Alaska**

As an archivist intern I researched and cataloged artifacts, archival documents, and photographs into the PastPerfect database. I developed knowledge of preservation and environmental stabilization best practice. I assisted in re-housing all artifacts cross-referenced them with the database and corrected any errors or missing information. I scanned and/or took photographs of all artifacts to be entered into PastPerfect. I handled and labeled all items in accordance with best museum practices. I also assisted curator with development of Community Curating program. I implemented specialized knowledge of media, Art History and Theory, and contemporary arts practice gained through Master's degree education. I attended monthly Collection Committee and Board meetings. I coordinated with donors to discuss and catalog new acquisitions. I responded to research requests from the public. I assisted the museum curator with advertising, promoting and executing Sitka Historical Museums' annual wine-tasting fundraiser and silent auction. I monitored temperature and relative humidity levels in accordance with museum best practice.

**Convener to Council: Dunedin School of Art (2010-2012) Dunedin, New Zealand**

Nominations for this position were chosen by faculty from all programs within the school to represent student interests and advocate on issues. I canvassed the student body, collecting opinion on current student issues and then formulated a report to deliver to the student subcommittee. As the convener from the student subcommittee to the Council I attended monthly day-long meetings with the Council and delivered a summarized report from the student subcommittee. I resolved with the Council issues raised by students—in particular I garnered funds for audio book collection and audio reading software for dyslexic student.

**Owner/Manager: Southeast Marine Services (2008-2010) Sitka, Alaska**

While I owned SMS, I managed a small team of employees. I provided professional and meticulous detailing of yachts visiting Sitka Harbors. I coordinated scheduling, mediated personnel relations and ensured customer satisfaction. I researched and standardized best practice for detailing multi-million dollar yachts and associated responsibilities. I negotiated successfully with clients and handled contracts in a timely and appropriate manner. I met deadlines while executing consistent quality. I safeguarded quality control and wage negotiation.

**Administrative Assistant: Sitka Dental Clinic (2008-2010) *Sitka, Alaska***

My responsibilities in this job were many and required the ability to prioritize and multi-task. I maintained patient charts, insurance billing, and followed up on filed claims. I researched insurance policies to inform patients of their coverage. I mediated and expedited relationships between doctors and patients. I worked cooperatively and successfully within a small office environment. I acquired mastery of dental coding and scheduling software program. I developed knowledge of dental procedures and methods so as to handle charts and patient requests efficiently and correctly. While the Office Manager was away, I successfully administered all duties associated with running Sitka Dental Clinic office. I answered all telephone calls taking appropriate action, and ensured a positive patient experience. I constantly updated patient records and filed insurance claims in a timely manner. I scheduled appointments for patients in-house and by telephone. I handled cash and made bank deposits.

**Assistant Librarian: Stratton Library, Sheldon Jackson College (2005-2006) *Sitka, Alaska***

While in this position I designed, planned and published marketing material for events held at the library. I created educational displays within the library to create interest in different topics. I assisted students and visitors with research on EbscoHost database and within the library collection. I researched and cataloged the Old Book collection into Microsoft Excel. I cataloged the magazine, Alternative Radio, music, and art print collections into the library database.

**Naturalist: M/V Sea Life Discovery (2004) *Sitka, Alaska***

As a naturalist, I researched and presented information on undersea and marine flora and fauna. I provided an excellent customer experience from passenger pick up through drop off. I continuously researched and updated my oral presentation and polished my presentation skills.

**References:**

**Katie Abbott: Executive Director, *Serve Alaska, Anchorage, Alaska***

[REDACTED]

**Margaret Hughes: Program Officers, *Serve Alaska, Anchorage, Alaska***

[REDACTED]

**Dr. Mary Wegner: Superintendent, *Sitka School District, Sitka, Alaska***

[REDACTED]

**Professor Leoni Schmidt: Head of School, *Dunedin School of Art, New Zealand***

[REDACTED]

**Clive Humphreys: Manager of Painting, Print & Textiles, *Dunedin School of Art, New Zealand***

[REDACTED]

Home (evening) [REDACTED]

**Crysti Pellett: Office Manager, *Sitka Dental Clinic, Sitka, Alaska***

[REDACTED]





## PARKS AND RECREATION COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JAMES POULSON 1610 Sawmill Creek Road	747-3219 w 747-6567 h james.poulson1@gmail.com	8/30/18	11/22/19	<b>CHAIR</b> <i>Christianson's term</i>
BETH SMITH 109 Darrin Drive	747-7010 253-590-3137 bekumtoo@hotmail.com	3/14/17	3/14/20	<b>VICE CHAIR</b>
BARBARA MORSE PO Box 2972	509-312-0617 morseb9@hotmail.com	3/22/16	3/22/19 3/26/22	
BRANDON MARX PO Box 6171	747-1700 738-1392 marxlaw@gci.net	5/28/19	6/12/21	<i>Wright's term</i>
RICH KRUPA PO Box 3126	966-1956 747-3904 krupar@sitkaschools.org	6/11/19	6/11/22	
SUSAN COMPAGNO 1207 Halibut Point Road	738-3497 747-7457 susancompagno2002@yahoo.com	6/25/19	6/25/22	
<i>WOODY WIDMARK 444 Katlian Street</i>	<i>752-0152 c woodywidmark@gmail.com</i>	<i>9/27/16</i>	<i>9/27/19</i>	<b>CHAIR</b>
Kevin Knox PO Box 6415	738-4664 c assemblyknox@cityofsitka.org			Assembly Liaison
Michael Colliver Building, Grounds, and parks Supervisor City and Borough of Sitka	747-4039 michael.colliver@cityofsitka.org			Ex-Officio
Melissa Henshaw Deputy Clerk City and Borough of Sitka	747-1826 melissa.henshaw@cityofsitka.org			Secretary

7 members from public - 3 year terms  
 Established by Ordinance 75-199 (2.56 SGC)  
 Second Tuesday, Noon – Harrigan Centennial Hall, 330 Harbor Drive

<b>Community Resources</b>				
Mary Miller Sitka National Historical Park 106 Metlakatla Street	747-0111 w 747-5938-fax mary_miller@nps.gov			
Lynne Brandon Sitka Trail Works 801 HPR	747-7244 w 747-7315 fax trail@gci.net			
Annemarie LaPalme Sitka Forest Service 2108 Halibut Point Road	747-4209 annemarie.lapalme@usda.gov			