
Name of Council Member

Endorsement

CONTESTED APPOINTMENTS

Commission for Women

(3-year term)

1 Citizen Member

_____ Alyssa Burns

_____ Lindsey Deutsch

_____ Amelia Kays

_____ Crystal Kramer

_____ Karen Marshall

_____ Anuja Miner

CITY OF ALEXANDRIA BOARDS & COMMISSIONS

Personal Data Record Form

Profile

FOR PUBLIC INFORMATION

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New Applicant or Current Member

☒ New Applicant

Alyssa

First Name

Burns

Last Name

Email Address

Date of Birth

Place of Birth

Home Address

Street Address

City

Primary Phone

Suite or Apt

State

22314

Postal Code

Alternate Phone

Casimir

Employer

Clinical Research Scientist

Job Title

Applicants may only apply for ONE board/commission/committee at a time.

Which Boards would you like to apply for?

~~None Selected~~

Commission for Women

Alyssa Burns

Type of Position/Role

Citizen

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

1 year

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

During my graduate program tenure, I had the opportunity to mentor young aspiring female scientists, on their undergraduate and graduate research projects and theses. It was in my research setting that I witnessed the uphill battle women have in a male dominated field whether it be academia or industry. I myself experienced these challenges before and tried everything as a mentor to promote diversity and encourage the next generation of researchers to step outside their box and enter into unfamiliar spaces in which they may be the 'first'. Professionally, I continue to advocate for women in STEM fields and I would like to also promote and bring awareness to woman's rights, through local policy and legislation in the community which I live and love. Being a part of the Commission for Women I will have the opportunity to shape the local community and life experiences for women in the spaces of economic, academic, health, and safety. A woman's perspective strengthens the narrative and I charge it as a personal responsibility to be a part of a team that sets a local example to promote gender equality and the empowerment of young girls and women. I would like to advocate on platforms that will enhance the ability of young girls and women to achieve their highest potential. I aspire to educate and collaborate with the community on ways we can eliminate gender disparities and related barriers.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

Alyssa Burns

If yes, please list the board:

How many terms have you served on this board?

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☐ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

Are you now paid by the City of Alexandria?

☐ Yes ☐ No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☐ Yes ☐ No

If yes, please explain:

My husband is a citizen member of the Human Rights Commission

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

☐ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☐ Yes ☐ No

Alyssa Burns

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

PhD Nutrition Biochemistry- 2018 Bachelor of Science Food Science and Human Nutrition- 2013
Conference Research Presenter- 2016, 2017, 2018 Research Publications - 2016, 2017, 2018, 2019

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

RESEARCH EXPERIENCE Professionally I am a Research Scientist, in which I conduct scientific and clinical research investigations on various diseases and chronic conditions. Currently, my research focus is genetic rare diseases and investigating the patient perspective on disease burden and progression while on a pharmaceutical intervention and/or treatment. We do this by developing new outcome methods to capture and quantify change. Clinical Research Scientist 2020- Design and conduct research studies utilizing qualitative and quantitative methods Clinical Research Specialist 2019- Communication liaison that provided scientific support to clinical operations, statistical and industry management teams for all internal research activities and protocol development. Clinical Research Protocol Developer 2018- Collaborated with PI's to develop new investigator-initiated clinical research trials. Sr. Clinical Research Coordinator 2018- Coordinated and directed clinical trials. **PRACTICAL EXPERIENCE** Undergraduate Thesis Mentor- Supported and mentored 3 female undergraduate research interns on their honors research project and thesis. Graduate Thesis Mentor- Supported and Mentored 2 female graduate students on their research proposal, project, and thesis. Community Advocate for Nutrition Education- During my tenure at the University of Florida, I coordinated community outreach initiatives to promote health and nutrition education which focused on chronic disease awareness and prevention and quality of life.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[Redacted references section]

Non-Discrimination Data Supplemental Questions

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CITY OF ALEXANDRIA BOARDS & COMMISSIONS

Personal Data Record Form

Profile

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New Applicant or Current Member

☒ New Applicant

Lindsey

First Name

Deutsch

Last Name

Email Address

Date of Birth

Place of Birth

Home Address

Street Address

City

Primary Phone

Suite or Apt

State

22314

Postal Code

Alternate Phone

Federal Aviation Administration

Employer

Air Traffic Controller

Job Title

Applicants may only apply for ONE board/commission/committee at a time.

Which Boards would you like to apply for?

~~None Selected~~

Commission for Women

Lindsey Deutsch

Type of Position/Role

Citizen Member

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

Almost 2 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

This year my best friend was the victim of a vicious attack at the hands of her husband. She was able to escape to my house and together we went to the police. I was given a front row seat to both the legal and divorce processes. I used to believe that if you were attacked, went straight to the authorities, told the truth, and followed their guidance; that you would be represented and protected by the law. I assumed the justice system was designed to support the victim in these instances. To put it mildly, I have been disillusioned by the justice system through my experiences this year. Watching my friend rebuild the pieces of her life has been extremely eye opening for me. She's going to be just fine; she's got a huge support system and she's a nurse so she'll be able to financially support herself as well... I am extremely happy for her; but I know there are many women out there going through the same traumas without the same support. I feel a weight on my heart to do more. I have been trained as an air traffic controller to stay calm in crisis, prioritize information, make executive decisions, and stay focused and organized regardless of what life throws my way. All of these skills came to play to support my friend that night when she needed me most, and I believe I could use them again to help someone else. I may be young, but I am also passionate and dedicated to empowering women. I am on a mission to learn as much as I can about victim advocacy, gender equality, woman's issues, etc. I am planning to dedicate my life to these efforts and I believe this board would greatly expand my knowledge and impact. I hope to be given the opportunity to contribute to the Commission Of Women's future successes!

Lindsey Deutsch

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

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Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

[Upload a Resume](#)

Are you now paid by the City of Alexandria?

☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain:

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☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

Bachelor of Science - University of Alaska Anchorage Pilot License - Private Pilot License, Instrument Rating, and Seaplane Rating Certified Professional Air Traffic Controller/Radar Certification

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

Air Traffic Control Specialist - 2016-Present Studied Abroad 2015 - Germany/Unemployed UPS Flight Ops/Part Time Supervisor - 2013-2015

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[Redacted]

Non-Discrimination Data Supplemental Questions

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For Applications to City Boards, Commissions, and Committees**

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The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

CITY OF ALEXANDRIA BOARDS & COMMISSIONS

Personal Data Record Form

Profile

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New Applicant or Current Member

☒ New Applicant

Amelia

First Name

Kays

Last Name

Email Address

Date of Birth

Place of Birth

Home Address

Street Address

Suite or Apt

City

State

22302

Postal Code

Primary Phone

Alternate Phone

Marine Corps

Employer

Attorney/LtCol

Job Title

Applicants may only apply for ONE board/commission/committee at a time.

Which Boards would you like to apply for?

~~None Selected~~

Commission for Women

Amelia Kays

Type of Position/Role

At large member

Demographics

Do you currently live in the City of Alexandria?

☐ Yes ☐ No

If yes, how long?

7 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☐ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☐ No

If yes, please explain

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I am the First Vice Regent of the John Alexander Chapter of the Daughters of the American Revolution (DAR). Last year, I coordinated with Ms. Maribel Ramos for her to present the work of The Commission for Women to my DAR Chapter. She was extremely difficult to work with and never presented or sent any materials about the Commission's work. I would like to be appointed to the Commission so that I can understand the Commission's work and become an ambassador for the Commission. I do not want anyone else to have the negative experience of the Commission that I had. Further, I am currently enrolled in Alexandria City Academy, which inspired me to apply. I am interested in working in local government when I retire from the military.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☐ No

If yes, please list the board:

How many terms have you served on this board?

Amelia Kays

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☐ No

If yes, please state the names of the boards for which you have applied

Upload a Resume

Are you now paid by the City of Alexandria?

☐ Yes ☐ No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☐ Yes ☐ No

If yes, please explain:

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☐ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☐ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

B.A. in English and Philosophy from the College of Wooster (2001), J.D. from the University of Iowa College of Law (2004), LL.M. in Elder Law from the University of Kansas School of Law (2013).

Amelia Kays

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

Worked as a Judge Advocate in the Marine Corps for 15 years. I have served as Chairman for the Board of Directors for Alexandria Masters Swimming, a 501(c)(7) organization; on the Leadership Team at Del Ray United Methodist Church and as the President of the Del Ray United Methodist Women; and as Secretary and First Vice Regent of the John Alexander Chapter, DAR.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[REDACTED]

Non-Discrimination Data Supplemental Questions

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Date of Application

[REDACTED]

CITY OF ALEXANDRIA BOARDS & COMMISSIONS

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New Applicant or Current Member

☒ New Applicant

Crystal

First Name

Kramer

Last Name

Email Address

Date of Birth

Place of Birth

Home Address

Street Address

City

Primary Phone

Suite or Apt

State

22304

Postal Code

Alternate Phone

Offit Kurman, PC

Employer

Attorney

Job Title

Applicants may only apply for ONE board/commission/committee at a time.

Which Boards would you like to apply for?

~~None Selected~~

Commission for Women

Crystal Kramer

Type of Position/Role

Citizen

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

5.5 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☒ Yes ☐ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

Interests & Experiences

Statement of Interest/Why You Should Be Appointed

I am writing to express my sincere interest in a position on the City of Alexandria's Commission for Women. I have called the City of Alexandria home for over five and a half years. I am a prior City of Alexandria employee, having worked for the Commonwealth's Attorney's Office from 2010 to 2012. As a passionate human rights advocate, I wish to serve my community by bringing attention to women's issues, helping others understand the importance and significance of those issues, and effectuating change that will advance women's equality. As a woman who has witnessed great disparities in opportunities, pay, and overall well-being between women and men in my own daily life in the historically male-dominated legal profession, I know a great percentage of female Alexandrians suffer from similar inequalities in other professions. A focus of mine for the past few years has been to take steps to improve the legal profession for women. By serving on the Board of the Northern Virginia Women Attorneys Association, meeting with judges on increasing female representation in the judiciary, and serving as a committee member on the women's initiative at my firm, I have grown to understand how pervasive the inequalities between women and men are and I have taken action to address those inequalities through education and policy change. Now, I would like to expand my efforts to help those outside of my own profession. Being in court has shown me that a disproportionately large percentage of defendants in lawsuits for unpaid medical bills and unpaid rent are women, particularly minority women. I also recognize the unique challenges faced by mothers, single parents, victims of domestic and sexual abuse, and transgendered women. These disparities and challenges unique to women deserve recognition and a committed collaborative team to defeat those disparities and challenges. I want to be a part of that team, a part of the decision making, and part of the solution. If I am appointed to the Commission, I will diligently fulfill these responsibilities and will strive to make positive and meaningful contributions. Thank you in advance for your consideration.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☒ Yes ☐ No

If yes, please state the names of the boards for which you have applied

Commission for Women

Upload a Resume

Are you now paid by the City of Alexandria?

☐ Yes ☒ No

Crystal Kramer

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain:

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☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

Juris Doctor, George Mason University School of Law, Arlington, VA, 2012 Bachelor of Arts, James Madison University, Harrisonburg, VA, 2007 Bar Admissions: Virginia State Bar (2013); Eastern District of Virginia (2013)

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

Offit Kurman - Practice Group Leader Attorney (progressed from associate to counsel to principal from 2014 to present and appointed Practice Group Leader by the firm in October 2020) - As Practice Group Leader I manage all attorneys and paralegals of the Landlord Representation Group, specifically managing workflow delegation, monitoring work quality, identifying staffing needs, developing a group marketing budget, building team unity, and improving trust, knowledge, and confidence of the group within the practice of law. As a Principal Attorney I represent clients in all aspects of commercial litigation, landlord-tenant litigation, and simple estate matters. Expert in trial and pre-trial practice in general district court and experienced in trial and pre-trial practice in circuit court and federal district court. Skilled at drafting pleadings, demands, motions, discovery documents, lease agreements, and settlement agreements as well as project management, litigation administration, and research. Serve as general corporate advisor to clients on legal issues prior to and during litigation. Presenter at a variety of seminars and CLEs. As Chair of the Diversity and Inclusion Committee's Leadership and Advancement Task Force and Member of the Women's Initiative I have spearheaded the development of new firm policies regarding promotions and advancement of attorneys to leadership positions. Virginia Women Attorneys Association, Northern Virginia Chapter - Served in various capacities on the Board of Directors and currently a non-Board member. Seeking to increase education about issues unique to women in the practice of law and effectuate positive change for women in law and low income women. Hold educational and social events for members. Hold philanthropic events to support charities that serve disadvantaged women. Free All Captive Elephants - Board of Director of nonprofit seeking to save elephants in captivity, particularly circuses and roadside zoos. Draft legislation and meet with legislatures. Communicate with state and federal agencies regarding a captive elephant in a roadside zoo that fails to comply with state and federal law. Joe Biden-Kamala Harris Campaign - served as a Voter Protection Attorney on Election Day and volunteered by making phone calls to gain support, get out the vote, and recruit volunteers. Alexandria Democrats - Member and volunteer at West End Farmer's Market. Fairfax County Bar Association - Co-chair of the GDC Committee where I work with fellow attorneys and the judges of the General District Court to improve the practice of law, particularly during the pandemic. We have recently founded the Equal Access to Justice Committee, on which I also serve as a member. Northern Virginia Pro Bono Law Center - volunteer as a pro bono attorney representing low-income tenants in disputes with their landlords.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[Redacted references section]

Non-Discrimination Data Supplemental Questions

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New Applicant or Current Member

☒ New Applicant

Karen

First Name

Marshall

Last Name

Email Address

Date of Birth

Place of Birth

Home Address

Street Address

City

Primary Phone

Suite or Apt

State

22304

Postal Code

Alternate Phone

Dept of Defense (US Air Force)

Employer

Enlisted Member

Job Title

Applicants may only apply for ONE board/commission/committee at a time.

Which Boards would you like to apply for?

~~None Selected~~

Commission for Women

Karen Marshall

Type of Position/Role

Board Participant

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

Over 2 Years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☐ Yes ☒ No

Have you ever served the City of Alexandria in any capacity?

☒ Yes ☐ No

If yes, please explain

I recently participated and completed the Alexandria City Academy 1st Virtual Session (Fall 2020).

Interests & Experiences**Statement of Interest/Why You Should Be Appointed**

I am very interested in Women's issues and desire to affect change in positive ways and based on my research of this commission, its purpose aligns with my personal goals and desire to serve my community, women in particular.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Karen Marshall

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

[Upload a Resume](#)

Are you now paid by the City of Alexandria?

☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain:

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☒ Yes ☐ No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

I have earned 2 associate degrees (Information Mgt and Human Resource Mgt), from Community College of the Air Force I have earned a Bachelor's degree in Marketing, from VCU, Richmond, VA I have also earned my Master's Degree in Management and Leadership from Webster University, St Louis, MO
Certificates in Project Management and Microsoft Software

Karen Marshall

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

I have been in the US Military for nearly 23 years. I have worked for Senior Air Force Enlisted Leadership as Deputy Chief of Staff, Travel Manager, Office Manager, Superintendent and Senior Enlisted Leader. I have been stationed at Joint Base Andrews, Ramstein Air Base (Germany) and currently at the Pentagon, working for the first female Senior Enlisted Leader in the Air Force. We champion diversity and inclusion issues, to include Women's issues, such as sexual assault and prevention.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[Redacted]

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Date of Application

[Redacted]

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Profile

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New Applicant or Current Member

☒ New Applicant

Anuja

First Name

Miner

Last Name

Email Address

Date of Birth

Place of Birth

Home Address

Street Address

City

Primary Phone

Suite or Apt

State

22314

Postal Code

Alternate Phone

Employer

Job Title

Applicants may only apply for ONE board/commission/committee at a time.

Which Boards would you like to apply for?

~~None Selected~~

Commission for Women

Anuja Miner

Type of Position/Role

Commissioner

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

20 years

Have you ever attended a meeting of the Board or Commission for which you are applying?

☒ Yes ☐ No

Have you ever served the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain

Interests & Experiences**Statement of Interest/Why You Should Be Appointed**

I have served on the commission since 2014 and have been an integral part of helping the commission achieve it's mission and objective in order to eliminate gender discrimination and to encourage equal opportunity for women in all aspects of their lives. I have worked on the Salute to Women events, Vola Lawson Fundraiser, Take your Daughters & Sons to Work Day, Status of Women Report and helping with the Domestic Violence Shelter. I want to continue building on the many successes we have had. This year has been especially challenging due to Covid and would like to continue helping the under-served in my community.

Are you currently a member of a City Board, Commission, Committee or Authority?

☐ Yes ☒ No

If yes, please list the board:

How many terms have you served on this board?

2

Anuja Miner

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

I want to continue the great work that we are doing. I have had the opportunity to work with some incredible women and men in serving our community through multiple initiatives. I am also enjoying working with City Council and Friends of the Commission on our collective mission. Over the years, the Commission's efforts have focused on supporting existing City programs that focus on women, specifically: domestic violence, sexual assault and teen pregnancy. I have helped raise funds for the domestic violence shelter through the Salute to Women program that recognizes women and young girls who are making a difference in our community. (2) Providing guidance and advice to the City on relevant legislation and public policy issues. (3) Sponsoring awareness and outreach events, including the Annual Salute to Women Awards Program and Take Our Daughters and Sons to Work Day. (4) The preservation and promotion of women's history in Alexandria through the Women's History Tour and related projects. In addition, the Commission stays active on affairs within the city. Commissioners learn about and provide insight on local issues by attending Council meetings, hearings and symposia, inviting speakers to Commission meetings, and attending educational and civic programs within the City and around the region. In FY 2014, the Commission celebrated the 40th Anniversary of the formation of the Commission on the Status on Women in 1974 at the 34th Annual Salute to Women Awards Ceremony.

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months?

☐ Yes ☒ No

If yes, please state the names of the boards for which you have applied

[Upload a Resume](#)

Are you now paid by the City of Alexandria?

☐ Yes ☒ No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

☐ Yes ☒ No

If yes, please explain:

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

☒ Yes ☐ No

Anuja Miner

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867?

☒ Yes ☐ No

EDUCATIONAL BACKGROUND (Please list certificates, diplomas, degrees, seminars, etc.):

Bachelor's Degree - The University of Michigan Certified Association Executive Candidate (Taking exam in December, 2020) LinkedIn Learning

SUMMARY OF WORK AND PRACTICAL EXPERIENCE (Please list titles and duties for the past five years):

HELICOPTER ASSOCIATION INTERNATIONAL, Alexandria, VA : Director of Membership, Jan 2018 – Aug 2020 (reported to VP of Business Dev.) •Created, managed and directed membership department strategic objectives, including new marketing programs and campaigns for recruitment and retention resulting in increased membership by over 20%. •Managed \$1.5M department budget, including membership revenue forecast and reporting. •Directed the conversion to AMS, managed database team and training, and supervised data review/purging efforts of 100K plus records. •Identified and instituted new processes, procedures & guidelines for seamless membership application submission and approval. •Supervised and managed membership department coordinator, and other association teams. COUNCIL OF STATE RESTAURANT ASSOCIATIONS, Washington, DC : Executive Vice President, Jun 2016 – Dec 2017 (reported to Board of Directors) •Managed \$1M organizational budget and reported actuals, forecast and financial performance to BOD. •Created and led sponsorship drive generating a 20% increase in revenue for all conferences. •Managed and coordinated budgets for two annual conferences including venue selection, speakers and sponsors. •Created, directed and managed CSRA's Mission, Objectives & Strategic Plan. •Direct member liaison between the 50 State Restaurant Associations and the National Restaurant Association. AMERICAN BUTTER INSTITUTE, Arlington, VA (Managed by the National Milk Producers Federation): Executive Director, October 2013 – May 2016 (reported to Board of Directors) •Created, directed, and executed the association's \$1M annual marketing and promotion budget resulting in a 40-year high increase to consumer demand. •Create and directed the association's strategic goals, mission and priorities. •Appeared as the association's spokesperson on national television and print media promoting the butter industry. •Developed & moderated programming for annual conference attended by over 900+ dairy industry leaders NATIONAL MILK PRODUCERS FEDERATION, ARLINGTON, VA: Vice President, Membership Services, Jan 2012 – May 2016 (reported to President & CEO) •Obtained a \$1 billion annual return by managing \$200M program for Cooperatives Working Together by enhancing communication & member activities with oversight of auditors and accounts payable functionality. •Obtained a \$50K cost savings by streamlining efficiencies through the implementation of a new AMS. •Increased membership 200% with 100% retention by doubling cooperative and associate membership. •Promoted by the Association's President/CEO to Executive Director of the American Butter Institute. •Directed and managed the association's 35 cooperative members representing over 30,000 dairy industry farmers and leaders. •Staff liaison to the NMPF Officers & Board of Directors. Senior Director, Executive Office & Membership Services, Jan 2000 – Dec 2011 (reported to President & CEO) •Developed, managed and created new membership department activities resulting in a sustained increase in cooperative and association memberships. •Created and implemented successful membership drives by instituting new marketing strategies and enhancing participation in industry meetings and trade shows. •Staff liaison to the Board of Directors and Officers. •Created and implemented association's membership database and website enhancing marketing and programming opportunities. •Coordinated sponsorship drives, including program logistics for all annual & board meetings & events.

REFERENCES (Please list names and addresses of four references that you have contacted and support your application).

[Redacted references section]