

Personal Data Record Form

Profile

FOR PUBLIC INFORMATION

All appointments to City Boards and Commissions are made by the City Council through the Executive Secretary for Boards and Commissions. **APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME.** Please complete this application in its entirety. Your application will be forwarded to the City Council. Fill in all applicable blanks on the form. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact the Council members and introduce themselves.

New Applicant or Current Member

☒ New Applicant

Nicholas Gueterman
First Name Last Name

[Redacted]
Email Address

Date of Birth

[Redacted]

Place of Birth

[Redacted]

Home Address

[Redacted] [Redacted]
Street Address Suite or Apt
[Redacted] [Redacted] 22314
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Heffner Architects Project Manager
Employer Job Title

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

Which Boards would you like to apply for?

Beauregard Urban Design Advisory Committee: Submitted

Type of Position/Role

Architect/Design Background

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

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

Having worked in Alexandria for nearly ten years and lived here for more than five, I thought this would be the best way to lend my personal expertise to engaging with and improving 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?

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:

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

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

Syracuse University School of Architecture Bachelor of Architecture 2008

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

For the last five years I have been a Project Manager at Heffner Architects in Alexandria. In that capacity I designed and executed multi-family and townhome projects. I personally executed or oversaw the generation and production of design concepts, presented those projects to relevant review boards and councils, generated construction documents while coordinating with civil, landscape, structural, and MEP engineers, and finally I bring projects to fruition throughout the construction process.

Nicholas Gueterman

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

Non-Discrimination Data Supplemental Questions

By submitting this application electronically, I hereby certify that all information contained herein is true and complete and that the transaction will be subject to the Virginia Uniform Electronic Transactions Act..

SUBMISSION OF THIS PAGE IS VOLUNTARY

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Non-Discrimination Data Supplemental Questions
For Applications to City Boards, Commissions, and Committees

Completion of this section is **VOLUNTARY**. When completed, the section is separated and redacted from your application prior to the application's submission to City Council. **COUNCIL AND STAFF DO NOT USE THIS FORM IN DETERMINING APPOINTMENTS.** Information provided in this section is treated confidentially and the information is forwarded to the Alexandria Office on Human Rights for compilation of statistics. One responsibility of the Human Rights Commission (HRC) is to track whether the diversity in our City's population is reflected in appointments made to boards, commissions, committees and authorities; the HRC does this using only data supplied on this form. The HRC reports statistics only to Council.

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.

Date of Application

Ethnicity

Gender

Sexual Orientation

For what Board, Commission, Committee, or Authority are you applying?

Do you live in the City of Alexandria?

Do you have Disability?

If yes, briefly describe the disability?

How did you learn of the vacancy for which your applying?

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New Applicant or Current Member☒ New Applicant

Samantha

First Name

Moore

Last Name

Email Address

Date of Birth**Place of Birth****Home Address**

Street Address

Suite or Apt

City

State

22311

Postal Code

Primary Phone

Alternate Phone

American Bakers Association

Employer

Senior Director of Meetings &
Education

Job Title

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

Which Boards would you like to apply for?

Beauregard Urban Design Advisory Committee: Submitted

Type of Position/Role

Citizen

Demographics

Do you currently live in the City of Alexandria?

☒ Yes ☐ No

If yes, how long?

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

As a resident of Alexandria City and especially as a homeowner within the Beauregard corridor, I will bring a unique perspective to this board. I have over ten years of experience in city-wide exposition planning where I oversee upwards of 25,000 participants in a variety of services from transportation, housing and activities. I am an idea candidate because of my experience but also because I am an avid user of the roadways, stores, pedestrian areas, green spaces, etc. of the Beauregard area. I am invested in the community and the progression of implementation of the plan. I can I can offer insight to resident attitudes, development implications and how it impacts work/play/live scenarios within communities.

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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.):

The Pennsylvania State University, BS Hospitality Management Internationally certified in Corporate Meetings Management and Exposition Management

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

International Baking Industry Exposition (Washington, DC), Assistant Secretary and Chief Staff Person - Chief staff person and team leader of all IBIE Committee members, staff, vendors, alliance partners and stakeholders. Main duties include: lead development, approval and successful execution of the IBIE strategic plan, budget and Division of Responsibilities (DOR), emergency preparedness/Contingency planning, schedule and maintain meetings, minutes, action items for committees and task forces, maintain all LLC records, strategic alliances, audits, vendor contracts, partner with the Registration and Technology Manager to coordinate and optimize contracts/services, contract and manage 35-40 hotels as part of official IBIE Hotel block, contract and manage transportation services for IBIE, manage meeting/function space (exhibit exhibitor floor) and make all arrangements for all ABA requirements for the corporate meeting program, and offices, meetings, and receptions. American Bakers Association (Washington, DC), Senior Director, Meetings & Education - Reports directly to President & CEO, main responsibilities include management and implementation of all planning aspects for approximately 30-35 in-person/20 virtual business conferences and meetings per year. Responsibilities include but not limited to: management of four team members, contracting and management of all contracts, special event planning, emergency and legal contingency planning, evaluate performance to goals and strategic initiatives of education programming, partnerships and budgets. Community of Anti-Drug Coalitions of America (Alexandria, VA), Manager, Meetings & Exhibits – Reported directly to VP, Meetings & Special Events and the CEO/Chairman. Main responsibilities included marketing and execution of CADCA's largest training events, National Leadership Forum and the Mid-Year Training Institute. Duties included promotion and management of the exhibit programs at both events, housing and registration management, vendor coordination, contract adherence, call for presentation and programming management, production and coordination of all printed programs and marketing pieces, content creation for both the event websites and mobile apps. In addition to the main training events, other responsibilities included RFPs for vendors, multi-city housing and meeting space RFPs for regional trainings, coordination of the Drug-Free Kids Dinner Campaign (Gala Fundraising event for 500 attendees, includes high profile special guests/entertainment and a silent/mobile auction), and the coordination and management of various medium to large local forums held in DC, Alexandria, VA and National Harbor, MD.

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