Shelby County Government

A C Wharton, Jr.
Mayor

November 3, 2008

The Honorable Deidre Malone
Chairman, Shelby County Board of Commissioners
160 North Main, Suite 450
Memphis, Tennessee 38103

Dear Chairman Malone:

Pursuant to the rules and regulations governing the Shelby County Conservation Board, I hereby nominate James A. Hutcheson, Pamela D. Beasley, Richard D. Phillips, Sr., Warren C. Funk, Tonya M. Meeks, and Alycia Carter Peoples for appointment to the above-mentioned board. Terms of Service shall begin upon Commission approval and will expire as listed below:

For your use, biographical information is attached and approval of the Board of Commissioners will be appreciated.

Sincerely,

A C Wharton, Jr.
Mayor

ACW/lar

Enclosure

160 North Main Street, Suite 850 ✦ Memphis, TN 38103 ✦ 901-545-4500 ✦ Fax 901-545-4759

SUMMARY

I. **Description of Item**

This resolution appoints six new members, James A. Hutcheson, Pamela D. Beasley, Richard D. Phillips, Sr. Warren C. Funk, Tonya M. Meeks, and Alycia Carter Peoples to the Shelby County Conservation Board.

II. **Source and Amount of Funding**

III. **Contract Items**

A. Type of Contract – N/A

B. Terms – N/A

IV. **Additional Information Relevant to Approval of this Item**

Members of the Shelby County Conservation Board are appointed for terms of five (5) years each. James A. Hutcheson is filling the unexpired term of W. Howard who is deceased; Pamela D. Beasley and Richard D. Phillips, Sr. are filling term-limited positions; Warren Funk is filling a vacant position; Tonya M. Meeks and Alycia Carter Peoples are filling positions that have never been filled. This is the first term for all appointees.

Board/Commission

Division of County Government

Name: James Albert Hutcheson

Date of Birth: 10-20-49 Race C M X F

Business Name: Millington Telephone Inc.

Business Address: 4880 Navy Rd. Millington Zip: 38053 Phone 872-5210

E-mail alberth@bigriver.net Fax 872-7710

Education: Attended Mississippi State, University of Memphis

Name of Spouse: Pamela (Pam) Number of Children 3

Home Address: 4860 Second Ave Millington Zip 38053 Phone 872-3806

Resident of Shelby County 59 years.

Have you ever been convicted of a felony? Yes ____ No X
I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X No ____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed. yes

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

NA

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

Wife - Pam - Part Time - Millington First Baptist Church
Daughter - Mickey Wilhite - Teacher - Shelby County - MCHS
Son - Russell Wilkins - Huntingdon 1st Baptist Church
Son - James Hutcheson - Nurse - LeBonheur

Signature

10-1-8
Date

(For Office Use Only)
Attendance Record (if applicable)
No. of Meetings ____ No. Attend ____ No. Absent ____
Disposition:
Approval ____ Resolution ____ Item # ____

NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS, AUTHORITIES OR COMMISSIONS

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are disciminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 NONE
2
3
4
5
6
7
8

List below any of the aforementioned clubs of which you belong that do not have female members.

1 NA
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 NA
2
3
4

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No NA

Submitted: James Albert Hutchesan (Albert)
(Print Name)

Signature: James A. Hutchesan

Date: 10-1-8

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. **NAME**
   JAMES Albert Hutcheson

2. **DATE OF GRATUITY**
   NONE

3. **NATURE AND PURPOSE OF THE GRATUITY**
   NA

4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**
   NA

5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**
   NA

6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**
   NA

7. **DESCRIPTION OF THE GRATUITY**

NA

8. **COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)**

NA

9. **The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.**

James A. Hutchison — 10-1-8

Signature — **Date**

JAMES ALBERT HUTCHESON

Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

James Albert Hutcheson III

4860 Second Avenue
Millington, TN 38053
901.872.3806

Professional Experience:

Millington Telephone Company, Inc., Millington, TN

1967 – 1974: Part-time work while attending college
1974 – 1985: Progressed to full-time position in Engineering Department
1985 – July, 2008: Advanced to Engineering and Construction Manager
August, 2008 – Present: Promoted to Plant Manager

Additional Responsibilities:

1984: Instrumental in planning and construction of premier regional baseball facility, becoming the National Training Site for the United States Olympic Baseball Team from 1986-1996.
1987 – 2000: Venue Chairman for *USA Stadium*, owned and operated by Millington Telephone Company. Duties included coordination for infrastructure including managing championship playing field, surrounding grounds, and all properties maintained by Millington Telephone Company

Educational Background:

1967: Millington Central High School
1967 – 1968: Mississippi State University: Concentration in engineering
1968 – 1974: Memphis State University: Concentration in Civil Engineering
1972: Michigan State University: Graduate, Telephone Engineering Transmission School

Political Career:

City of Millington Board of Alderman:

1992: Appointed to fill and complete term of vacant board position
1992 – 2008: Elected to four consecutive terms in office
2008: Currently running unopposed for fifth term for 2009 – 2012

Civic Involvement & Information of Interest:

Consistent, avid supporter of City of Millington arts and athletic programs
Long-time supporter of local school athletic and arts programs including the Millington Central High School Football Booster Club
Born and raised in the community of *Cuba* in Northwest Shelby County
Married to wife Pam, of 34 years
Active member of First Baptist Church of Millington

Conservation Board
Board/Commission

Division of County Government

Name: Pamela D. Beasley (Pam)

Date of Birth: 10-15-55 Race C M (F)

Business Name: City of Germantown

Business Address: 2276 West St. Zip: 38138 Phone 901-757-7375

E-mail pbeasley@germantown-tn.gov Fax 901-751-5700

Education: MS Degree in Education Memphis State Univ. 1985

Name of Spouse: Number of Children 1

Home Address: 1208 Cordova Green Dr Cordova Zip 38018 Phone 901 756 5989

Resident of Shelby County 10 years.

Have you ever been convicted of a felony? Yes ___ No ✗
I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ✗ No ___

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

None

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

None

Pamela D. Beasley
Signature

10-8-08
Date

(For Office Use Only)
Attendance Record (if applicable)
No. of Meetings ___ No. Attend ___ No. Absent ___
Disposition:
Approval ___ Resolution ___ Item # ___

NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS, AUTHORITIES OR COMMISSIONS

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 Tennessee Recreation & Parks Association
2 Wolf River Conservancy
3 Toastmasters International
4 Germantown Civitan Club
5 Germantown Athletic Club
6
7
8

List below any of the aforementioned clubs of which you belong that do not have female members.

1 None
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 None
2
3
4

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No

Submitted: Pamela D. Beasley
(Print Name)

Signature: Pamela D. Beasley

Date: 10-8-08

Pam Beasley, CPRP
Director of Parks and Recreation

Academic:
Master of Science in Leisure and Recreation Management from Memphis State University
Bachelor of Science in Education from Memphis State University

Professional:
Certified Parks and Recreation Professional from the National Recreation and Parks Association

Pam provides oversight to a $4.9 million budget and permanent and part-time employees in three divisions – parks, recreation and the rangers. She serves on the City's Management Team and has been instrumental in the development of City and departmental goals, performance measures, and strategic plans. She has been a leader in the City's "green" initiatives through implementation of the City's Greenway Master Plan, formation of the Wolf River Nature Area, development of the Wolf River Nature Center project and securing a partnership agreement with the State of Tennessee to manage the Riverwoods State Natural Area located in Germantown.

Pam has been an active member of Tennessee Recreation and Parks Association and National Recreation and Park Association since 1979. She will serve as President of the state organization in 2009 and has held many offices and served on numerous committees as well as serving as chairman of the NRPA Southern Regional Council and Secretary of the American Parks and Recreation Society. These opportunities have allowed her to be well networked with other directors, departments and agencies across the country. She is currently serving on the Tennessee Department of Environment and Conservation's Recreation Advisory Committee responsible for authoring the Tennessee State Recreation Plan.

Her other strengths include: extensive experience in grant writing and is familiar with state funding sources; strategic planning; recreation and leisure programming and trend analysis; creating community partnerships; budgeting and revenue generation; risk management; and natural resource management.

Locally, Pam is a charter member of the Germantown Civitan Club where she is a member of the executive board. She is also a member of the Wolf River Conservancy, the Germantown Chamber of Commerce, Leadership Germantown Alumni Association and Hope Presbyterian Church.

Project Experience Examples:
Greenway System Development – Phase I,II,III,IV and VI (1998 – ongoing)
Germantown Centre Expansion (2000)
Johnson Road Park Plan (2001)
Municipal Park Master Plan (2004)
Median Master Plan (2005)
Greenway Easement Study (2006)
Park Improvements Project – Phase I and II (2004 - ongoing)
Many infrastructure upgrades in the park system including lighting, fencing, furnishings, playgrounds, tennis courts, landscaping, signage, etc

CONSERVATION
Board/Commission

?
Division of County Government

Name: Richard D. Phillips Sr. "Rick"

Date of Birth: JAN 14, 1943 Race CAU (M) F

Business Name: G.A. Robinson Land Co. LLC

Business Address: 100 No. Main Bldg Suite 3100 Zip: 38103 Phone 526-7631

E-mail Connie@GARobinson.com Fax 526-1440

Education: College Graduate

Name of Spouse: Janet Wilson Phillips Number of Children 3

Home Address: 6160 Greenlee St Arlington, TN Zip 38002 Phone 867-7022

Resident of Shelby County 65 years.

Have you ever been convicted of a felony? Yes ____ (No) ____

I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. (Yes) ____ No ____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

NONE

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

WIFE - Janet LeBonheur - Administration - NO

SON - Wilson - CBU Graduate Student - NO

Richard D. Phillips Sr.
Signature

10/1/08
Date

(For Office Use Only)
Attendance Record (if applicable)
No. of Meetings ____ No. Attend ____ No. Absent ____
Disposition:
Approval ____ Resolution ____ Item # ____

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

RDP

1 None
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List below any of the aforementioned clubs of which you belong that do not have female members.

RDP

1 N/A
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

RDP

1 N/A
2
3
4

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

RDP

Circle Below: N/A
Yes No

Submitted: Richard D. Phillips SC
(Print Name)

Signature: Richard D. Phillips SC

Date: 10/1/08

4/2/2008

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

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1. **NAME** N/A LOP

2. **DATE OF GRATUITY**

3. **NATURE AND PURPOSE OF THE GRATUITY**

4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**

5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

OCT.01.2008 09:52 5261440 GARGBISONLAND #0776 P.005 /006

7. **DESCRIPTION OF THE GRATUITY**

_____

_____

_____

8. **COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)**

_____

9. **The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.**

Ralph Phillips SC
Signature

10/1/08
Date

Richard D. Phillips SC
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

OCT.01.2008 09:52 5261440 GARDISONLAND #0776 P.006 /006

PERSONAL BIOGRAPHY
OF
RICHARD D. PHILLIPS, SR.
"RICK"

6160 Greenlee
Arlington, Tennessee 38002
Home Telephone: (901) 867-7022
Office Telephone: (901) 526-7631
Mobile Telephone: (901) 848-5122
Fax: (901) 526-1440

PERSONAL:

Date of Birth	January 14, 1943
Married	Janet Wilson Phillips
Children	Sheila Deeann Kruzan
	Richard D. Phillips, Jr.
	Wilson Corbitt Phillips
Grandchildren	Talbot Charles Kruzan
	Hayes Richard Kruzan
	Brennan Elise Kruzan

EMPLOYMENT:

G. A. Robinson Land Company
Suite 3100
100 North Main Building
Real Estate brokerage and management of agricultural tracts in Tennessee, Mississippi, and Arkansas.

CHURCH:

Arlington United Methodist Church
Member 2000
Past Chairman of Administrative Board

TOWN OF ARLINGTON CIVIC:

Arlington Planning Commission
October 1995-1999, 2003-2006
Chairman of Board- Five Years

Arlington Industrial Development Board
November 1999-Present
Chairman of Board- Since January 2002

Arlington Board of Zoning Appeals
March 2000-September 2006

Arlington Depot Square Commission
April 2000- Present
Chairman since its inception

Shelby County Election Commission
Arlington Election Officer

REGIONAL AND NATIONAL CIVIC:

Former member of Board and Chairman of Budget and Allocation, United Way of Greater Memphis

Former Chairman of the Board, Memphis Emmaus Community

Former member of Board of Directors, Ducks Unlimited, Canada

Former member of Board of Directors, Ducks Unlimited, Inc.
Instrumental in relocating the National Headquarters from Long Grove, Illinois to Shelby County, Tennessee

Member of Board of Directors, Old Kamp Kia Kima Preservation, Inc.
Historic restoration of former scout camp at Hardy, Arkansas, which was closed in 1964

President, Old Kamp Kia Kima Preservation, Inc. (2006-)
Historic restoration of former scout camp at Hardy, Arkansas, which was closed in 1964

Century Plus Donor Lifeblood

Board/Commission

Division of County Government

Name: WARREN C. FUNK

Date of Birth June 23, 1942 Race Caucasian M X F ____

Business Name: ____

Business Address: ____ Zip: ____ Phone: ____

E-mail wfunk@comcast.net Fax: ____

Education: Bolton High - University of Memphis - undergrad + LAW.

Name of Spouse: BRENDA FUNK Number of Children: one daughter Terry McGee

Home Address: 9748 Greenspruce Dr. Lakeland Zip: 38002 Phone: 386-6655

Resident of Shelby County 66 years.

Have you ever been convicted of a felony: Yes ____ No NO

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

None

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

None

Warren C. Funk
Signature

8-17-08
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings ____ No. Attend ____ No. Absent ____

Disposition:

Approval ____ Resolution ____ Item# ____

Term of Service ____

Previous years served ____

_____
Board/Commission

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 colonial Country Club
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

1 _____
2 _____
3 _____
4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 _____
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes (No)

Submitted: WARREN C. FUNK
(Print Name)

Signature: Warren C. Funk

Date: 8-17-08

Bio of Warren Funk

Warren Funk was born and raised in Arlington, Tennessee. Graduate of Bolton High School in 1960. Graduate of University of Memphis, both undergraduate and law.

Worked for the Memphis Publishing Company from 1960 until 2008. Retired in April of 2008 from position of newspaper's general counsel. Lives in Lakeland. Lifelong resident of Shelby County.

Married – Wife's name is Brenda. One daughter, Terry McGee of Germantown and one grandson, John Michael McGee.

Mr. Funk has been a volunteer with the Mid-South Fair for many years. Currently he is a member of the Junior Youth Talent Committee, the Senior Youth Talent Committee, the Mid-Way Committee and the Board of Directors.

He is a former president of Colonial Country Club, and a former member of the board of the Cynthia Milk Fund.

He is an avid golfer who also enjoys fishing with his grandson.

Conservation
Board/Commission

Boards & Commissions
Division of County Government

Name: Tonya M. Meeks

Date of Birth: 11/6/71 Race B M ____ F ✓

Business Name: Self-Employed - Consultant

Business Address: 390 Winding River Zip: 38120 Phone 901.277.5404

E-mail tmmeeks@yahoo.com Fax ____

Education: B.A. English - Northwestern University (IL)

Name of Spouse: N/A Number of Children N/A

Home Address: 390 Winding River Zip 38120 Phone 901.277.5404

Resident of Shelby County 32 years.

Have you ever been convicted of a felony? Yes ____ No ✓
I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ✓ No ____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/A

Tonya M. Meeks
Signature

10-20-08
Date

(For Office Use Only)
Attendance Record (if applicable)
No. of Meetings ____ No. Attend ____ No. Absent ____
Disposition:
Approval ____ Resolution ____ Item # ____

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 N/A
2
3
4
5
6
7
8

List below any of the aforementioned clubs of which you belong that do not have female members.

1 N/A
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 N/A
2
3
4

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No

Submitted: TONYA M. MEEKS
(Print Name)

Signature: Tonya M. Meeks

Date: 10-20-08

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Shelby County Ethics Commission

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1. **NAME**

   N/A

2. **DATE OF GRATUITY**

   N/A

3. **NATURE AND PURPOSE OF THE GRATUITY**

   N/A

4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**

   N/A

5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

   N/A

6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

   N/A

7. **DESCRIPTION OF THE GRATUITY**

N/A

8. **COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)**

N/A

9. **The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.**

Signature

10-20-08
Date

TONYA M. MEEKS
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

TONYA M. MEEKS

390 Winding River Circle • Memphis, Tennessee 38120 • (901)277-5404 • tmmeeks@yahoo.com

RELEVANT EXPERIENCE

INTERIM EXECUTIVE DIRECTOR **January 2008 – Present**
MPACT Memphis, Memphis, Tennessee

- Develop and implement overall strategic and action plans for nonprofit organization.
- Direct and oversee the design, implementation, promotion, and evaluation of programs and programming priorities.
- Support operations and administration of the board.
- Created and maintain a $250K annual budget.
- Identify avenues, resources and communication methods to serve and engage members. Set overall membership growth target at 20% to reach 500+ members for current fiscal year.
- Direct fundraising planning and implementation, including identifying resource requirements, researching funding sources, and administrating fundraising records and documentation.
- Work to insure the community and membership are continually made aware of the organization, its mission and programs.

MANAGER – MEMBERSHIP & MARKETING **October 2006 – April 2007**
Alliance for Nonprofit Excellence, Memphis, Tennessee

- Served as main point of contact for the organization's 300+ member base.
- Drafted and implemented strategic marketing plan.
- Worked to maintain and increase membership - marketing programs through 12 face to face visits per month, 30+ phone calls per week, and direct mail campaigns.
- Met with and presented to local governmental, civic, and private organizations to increase awareness for overall program initiatives.
- Assisted board of directors with its fundraising efforts.

SPECIAL ASSISTANT **November 2005 – August 2006**
Office of U.S. Representative Harold E. Ford, Jr.
U.S. 9th Congressional District of Tennessee, Memphis, Tennessee

- Served primarily as a writer for the Congressional District office.
- Managed and drafted all Congressional District correspondence.
- Prepared member for district appearances and events with briefs, advancement notes, and remarks.
- Served as field representative to member at district meetings and events.
- Assisted member in addressing constituent concerns relative to immigration, commerce, and insurance matters.

CLARENCE J. JUPITER FELLOW **February 2005 – October 2005**
COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION (CASE)
The University of Memphis, Memphis, Tennessee

- Completed a CASE eight-month, professional fellowship program hosted by the Advancement Division of the university.
- Hands-on work for the program rotation entailed training in the three professional areas of advancement – development, alumni relations, and marketing & communications.
- Projects included coordinating an annual fundraising event for the College of Arts & Sciences, planning and managing special events for the university president, and researching strategy for reviving leadership giving to the Annual Fund.

SENIOR PARALEGAL- INTERNATIONAL **November 1999 – November 2005**
Thomas & Betts Corporation, Memphis, Tennessee

- Traveled throughout Europe and Asia to manage and coordinate company's corporate secretarial function for more than 60 legal entities and subsidiaries in 29 countries.
- Researched and assessed legal environment for countries targeted for expansion.
- Served as liaison to international business reps and corporate legal department.
- Hired and maintained a network of 200+ international attorneys as local counsel to subsidiaries.
- Managed and coordinated closings for international mergers, acquisitions, and divestitures.
- Formed new international legal entities.
- Managed integration of newly formed and acquired legal entities.
- Managed and addressed export controls matters.

EDUCATION

NORTHWESTERN UNIVERSITY, Evanston, Illinois
Bachelor of Arts Degree in English, June 1995

THE NATIONAL CENTER FOR PARALEGAL TRAINING, Atlanta, Georgia
ABA Approved Certificate, Specialty in Business Transactions, June 1998
Recipient of 1998 West Award for Excellence in Legal Research

OTHER EXPERIENCE

Freelance Writer and Nonprofit Contractor • Certified Yoga Teacher (C.Y.T.) • Environment & Natural Resource Committee Member for Sustainable Shelby Initiative • Board Member for MPACT Memphis (2005/06) • Writer & Contributor to T&B *Powerline* employee newsletter

TRAINING & PROFESSIONAL DEVELOPMENT

Napa Valley Writers' Conference, St. Helena, California (July 2006) • CASE Summer Institute in Educational Fundraising, Hanover, New Hampshire (July 2005) • CASE District III Annual Conference Advancement Newcomers Track, Atlanta, Georgia (February 2005)

Shelby County Conservation Board
Board/Commission

Division of County Government

Name: Alycia Carter Peoples

Date of Birth: 11-01-79 Race B M ___ F ✓

Business Name: District Attorney General

Business Address: 201 Poplar Ave Zip: 38103 Phone 901-545-5150

E-mail alyciacarter2@gmail.com Fax ___

Education: B.S. Vanderbilt University, J.D. Duke University

Name of Spouse: Rufus Peoples Number of Children 0

Home Address: 30 N Highland St Zip 38111 Phone (901) 482-3898

Resident of Shelby County 20+ years.

Have you ever been convicted of a felony? Yes ___ No ✓
I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ✓ No ___

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

n/a

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

Rufus Peoples - Federal Express

Alycia C. Peoples
Signature

10-22-08
Date

(For Office Use Only)
Attendance Record (if applicable)
No. of Meetings ___ No. Attend ___ No. Absent ___
Disposition:
Approval ___ Resolution ___ Item # ___

NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS, AUTHORITIES OR COMMISSIONS

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are disciminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

1 Memphis Bar Association
2 National Bar Association-Ben F. Jones chapter
3 Tennessee Bar Association
4
5
6
7
8

List below any of the aforementioned clubs of which you belong that do not have female members.

1.
2
3
4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 _____
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:
Yes No

Submitted: Alycia Carter Peoples
(Print Name)

Signature: Alycia Carter Peoples

Date: 10-22-08

GRATUITY DISCLOSURE FORM
Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. **NAME**
   Alycia Carter Peoples

2. **DATE OF GRATUITY**
   n/a

3. **NATURE AND PURPOSE OF THE GRATUITY**

4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**

5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

7. **DESCRIPTION OF THE GRATUITY**

_____

_____

_____

8. **COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)**

_____

9. **The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.**

Alycia Carter Peoples
Signature

10-22-08
Date

Alycia Carter Peoples
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

ALYCIA CARTER

30 N. Highland St., Memphis, TN 38111 · (901) 482-3898
alyciacarter@gmail.com

EDUCATION

DUKE UNIVERSITY SCHOOL OF LAW, Durham, NC
J.D., May 2005
Honors: Dean's Scholarship

VANDERBILT UNIVERSITY, Nashville, TN
B.S., *cum laude*, Human & Organizational Development, May 2002

PROFESSIONAL EXPERIENCE

OFFICE OF CONGRESSMAN STEVE COHEN, Memphis, TN
Counsel/Associate District Director, 2007-Present
Conduct legal and policy research. Serve as liaison between Congressional office, governmental agencies, and constituents. Draft official correspondence.

FORD & HARRISON, Memphis, TN
Associate Attorney, 2005-2006
Law Clerk, Summer 2004
Represented clients in all phases of litigation, including: drafting motions to compel arbitration and dismiss, summary judgment briefs, and E.E.O.C. position statements. Advised employers on statutory compliance issues. Wrote policies for use in employer handbooks and manuals.

SHELBY COUNTY PUBLIC DEFENDER, Memphis, TN
Law Clerk, Summer 2003
Interviewed defendants in felony cases. Assisted attorneys in domestic violence division. Researched issues in appellate cases.

BURCH, PORTER & JOHNSON, Memphis, TN
Law Clerk, Summer 2003
Conducted research in tort law. Analyzed issues in contract disputes. Prepared jury instructions, exhibit lists, and verdict forms for use in trial.

MORGAN KEEGAN & COMPANY, Memphis, TN
Legal Intern, Summers 2000-2002
Created detailed analysis of clients' financial holdings. Gathered and organized case documents in preparation for trials. Conducted research on employment laws and policies.

ADMISSIONS

Tennessee 2005; Federal courts in Western District of Tennessee.

CIVIC ACTIVITIES/ INVOLVEMENT

Memphis Bar Association; Tennessee Bar Association; American Bar Association; Mediation and Restitution/Reconciliation Services (M.A.R.R.S.)