Shelby County Government

A C Wharton, Jr.
Mayor

February 9, 2009

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 Lauren Taylor for appointment to the above-mentioned board. Term of Service shall begin upon Commission approval and will expire five years from the date the resolution is adopted.

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 one new member, Lauren Taylor, 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. Lauren Taylor is filling a position that has never been filled. This is the first term for Ms. Taylor.

Board Members

Appointments	Resolution Date	Expire Date	Member Since	Race	Term
S/C Conservation Board					
Ms. Pamela Beasley	12/08/2008	08/31/2009	12/08/2008	WF	5
Mr. Maurice Butler	01/12/2009	01/12/2014	01/12/2009	BM	5
Mr. Warren Funk	12/08/2008	12/31/2009	12/08/2008	WM	5
Mr. James Hutcheson	12/08/2008	08/31/2010	12/08/2008	WM	5
Ms. Tonya Meeks	12/08/2008	12/08/2013	12/08/2008	BF	5
Mr. Justin Mitchell	11/20/2006	08/31/2011	04/26/2004		5
Ms. Alycia Peoples	12/08/2008	12/08/2013	12/08/2008	BF	5
Mr. Richard Phillips, Sr.	12/08/2008	08/31/2013	12/08/2008	WM	5

Shelby County Conservation Board
Board/Commission

Division of County Government

Name: Lauren Taylor

Date of Birth: June 26, 1978 Race Caucasian M ____ F X

Business Name: Hyde Family Foundations

Business Address: 17 West Pontotoc, Suite 200 Zip: 381 Phone (901)685-3400

E-mail ltaylor@hydefoundation.org Fax (901)683-7478

Education: Smith College, BA Geology, 2001

Name of Spouse: Justin Taylor Number of Children 1

Home Address: 1744 Forrest Avenue Zip 38112 Phone (901)272-2130

Resident of Shelby County 8 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, I understand.

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.

Justin Taylor, The Finished Product LLC } Mid-South Maze, Inc.

Signature

February 4, 2009
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 NOT APPLICABLE
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 NOT APPLICABLE
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 NOT APPLICABLE
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 N/A

Submitted: LAUREN TAYLOR
(Print Name)

Signature:

Date: 2/4/09

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

   LAUREN TAYLER

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

2/4/09
Date

LAUREN TAYLOR
Print Name

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

Lauren McDonald Taylor

1744 Forrest Avenue
Memphis, TN 38112

(C) 901.497.5592 (W) 901.685.3400
ltaylor@hydefoundation.org

17 West Pontotoc Avenue, Suite 200
Memphis, TN 38103

EDUCATION

Smith College, Northampton, MA. BA completed 1/01. Major: Geology. Dean's List/First Scholar.

University of Costa Rica, San Jose, CA. 1/99-7/99. Study abroad program with homestay; coursework in Spanish language.

Sea Education Association, Woods Hole, MA. 8/98-11/98.

WORK EXPERIENCE

Hyde Family Foundations, Memphis, TN
Program Officer for Greening Initiatives, 1/07-present. Guide Foundations' investment strategy in support of an interconnected parks and greenways system in Memphis. Program area efforts focus on master planning, organization capacity-building, funding strategy development, identifying and utilizing area experts, benchmarking peer cities, serving as a project convener and collaborator, park programming research, public engagement planning, and encouraging public-private partnerships.
Director of Grants Management, 2/05-12/07. Managed grant application and review process and all grants approved by Foundations' trustees. Duties included: oversight of grants assistant; reviewing, processing, and tracking grants and payments; evaluating requests and making funding recommendations to trustees; reviewing grantee reports and evaluating progress; communicating effectively with constituents (grantees, staff, and trustees); analyzing data and preparing reports on grantee progress, grant allocations, and best practices for trustees; planning and managing semiannual trustee meetings; overseeing various communication projects. Evaluated and overhauled grant application process and grantmaking and reporting guidelines; formalized internal/external grantee compliance policies; created internal guidelines for all component of grants management; and produced and launched new website.

Metropolitan Inter-Faith Association, Memphis, TN
Grants and Research Officer, 6/03-2/05. Responsible for raising $500,000 in operating support annually from local and national foundations and public funding sources. Established annual comprehensive grants development plan. Identified funding opportunities and developed proposals based on needs of 18 programs. Monitored expenditure of grant funds and follow-up reporting. Helped development and program staff prioritize institutional budgetary needs, and supervised restricted requests. Liaison between programs, public relations, and development staff; maintained research information and proposal language for staff use. Spearheaded and obtained funding for program evaluation project, outside regular fundraising responsibilities.

LampLighter, Memphis, TN
Editor, 6/02-11/04. Responsible for overall function of monthly newspaper, including quality, accuracy, and timeliness of production, plus regular reports on financial, equipment, and staffing needs. Understood community affairs and maintained relationships with community leaders, neighbors, and business owners. Managed volunteer writers, photographers, and illustrators. Supervised advertising and distribution managers and delivery volunteers. **Editorial Contributor**, 8/00-6/02.

WORK EXPERIENCE CONTINUED

At Home in Memphis, Memphis, TN. **Editorial Contributor,** 6/02-4/05.

Justine Magazine, Memphis, TN. **Editorial Contributor,** 1/04-10/04.

The Grant Center, Memphis, TN, 4/03-6/03. **Intern/Consultant.** Researched funding sources, created research reports, and compiled and edited guide to regional funders. Contractual grant writer to local non-profits and public agencies.

VOLUNTEER EXPERIENCE

Memphis Farmers Market, Memphis, TN, 4/06-8/08. **Past Board Secretary.**
Evergreen Historic District Association, Memphis, TN, 1/06-12/06. **Past Board Member.**
Cooper-Young Development Corporation, Memphis, TN, 1/05-9/06. **Past Board Member.**
Cooper-Young Community Association, Memphis, TN, 1/01-8/04. **Past Community Volunteer.**

ADDITIONAL

- **Memberships**: Grantmakers Forum – Memphis (Membership Chair), Grants Managers Network, Urban Land Institute
- **City of Memphis Park Services Master Plan Update Committee** (1/09-present)
- **Shelby Park Conservancy Working Group Committee** (2008-present)
- **Greening Greater Memphis** steering committee (2/08-present); nominee for board of directors (in formation)
- Graduate of **Leadership Academy Fellows Program** (completed 4/07)
- **Junior League of Memphis Leadership Certification Program** (completed 5/05)
- **Grantsmanship Training Program** (completed 3/03)
- **Computer skills:** MicroEdge GIFTS; Macromedia Contribute 3; Raiser's Edge; FC Search; Microsoft Office; Adobe Acrobat Illustrator/Photoshop; Arcview GIS; Scanning Electron Microscope; and Visual Modflow.
- Working knowledge of **Spanish language**