

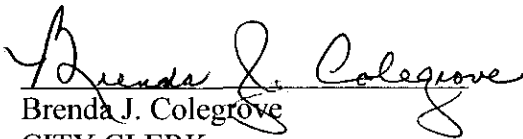
RESOLUTION NO. 1900

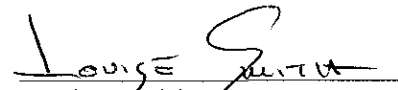
BE IT RESOLVED by the City Council of the City of Salisbury, Maryland that the following individual is appointed to the Friends of Poplar Hill Mansion Board of Directors for the term ending as indicated:

Name
Cindy Feist

Term Ending
4/30/2013

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the 12th day of April, 2010.


Brenda J. Colegrove
CITY CLERK


Louise Smith
COUNCIL PRESIDENT

APPROVED BY ME THIS

13th day of April, 2010


James Heton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: John Pick
From: Sherrell McBride SM
Subject: Appointment to the Friends of Poplar Hill Mansion Board of Directors
Date: March 31, 2010

Mayor Ireton would like to appoint the following person to the Friends of Poplar Hill Mansion Board of Directors:

<u>Name</u>	<u>Term Ending</u>
Cindy Feist	4/30/2013

Attached you will find Ms. Feist's letter of interest and the Resolution necessary for her appointment. Please forward this information to the City Council to be placed on the agenda for the next Council meeting. Please let me know if you have any questions.

Attachments

CC: Mayor Ireton

Sherrell McBride

From: Cindy Feist [sacc@salisburyarea.com]
Sent: Thursday, March 11, 2010 6:16 PM
To: Sherrell McBride
Subject: Submission letter for Board of Director for Poplar Hill Mansion
Attachments: Cynthia Feist Resume for Boards.doc

City of Salisbury
Office of the Mayor
125 N. Division Street, Room 304
Salisbury, MD 21801

Attn: James Ireton, Jr., Mayor

Re: Friends of Poplar Hill Mansion – Board of Director Openings

Dear Mr. Ireton:

This email is to express my interest in the Board of Director opening for Friends of Poplar Hill Mansion listed in the Salisbury Chamber News & Notes. The opportunity presented in this listing is very appealing, and I believe that my experience and education will make me a competitive candidate for this position.

The key strengths that I possess for success in this position include, but are not limited to, the following:

- Having served in several capacities with other non-profits.
- Strive for continued excellence and eager to learn.
- I am self-motivated and organized.
- Experienced in public relations (newsletters, website, etc).

You will find me to be energetic, confident, responsible, and personable, the type of person on whom the Friends of Poplar Hill Mansion can rely. I also have a great deal of experience, which gives you the versatility to place me in a number of contexts with confidence that the level of excellence you expect will be met. Please see my resume attached for additional information on my experience.

I hope that you'll find my experience and interests intriguing enough to warrant a face-to-face meeting, as I am confident that I could provide value to you and the City as a member of your team with the Friends of Poplar Hill Mansion.

I can be reached anytime via my cell phone, 443-880-3054. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

3/30/2010

*Cindy Feist
Director of Media and Public Relations
Salisbury Area Chamber of Commerce
144 East Main Street
Salisbury, MD 21801
sacc@salisburyarea.com (410) 749-0144*

Cynthia M. Feist
4148 Elk Creek Drive
Salisbury, Maryland 21804
Phone: Home 410-548-2105
Cell 443-880-3054
E-Mail: FeistyCM@comcast.net

**EMPLOYMENT
BACKGROUND:**

Salisbury Area Chamber of Commerce
144 East Main Street
Salisbury, MD 21804
5/2008 – Present

POSITION: Director of Media & Public Relations
DUTIES: Responsible for publication press releases of Salisbury Business Journal and email News & Notes, Photographer for Business After Hours and Events, Website Design and Update, Maintain Flickr, Facebook and LinkedIn Accounts, Responsible for College Student Discount Program, Liason for Recycling, Eldercare, PR & Marketing Committees. On Healthcare and Technology Task Forces. Responsible for Membership Billing, Invoicing for Events, and posting checks.

John T. Zweig, Ed.D
1323 Mt. Hermon Road, Suite 3-A
Salisbury, MD 21804
7/1994 – 5/2008

POSITION: Office Coordinator
DUTIES: Daily management of a successful Physician Office. Accounts receivable, Insurance re-credentialing. Insurance authorizations and verification for all types of medical insurance. Creating policies and procedures, scheduling appointments. Installation and over-site of integrated office computer system.

EDUCATION:

Williamsport School of Commerce
Williamsport, PA 17701
Associate Degree – Specialized Business

COMMENTS:

References furnished upon request.