TO: City Council
FROM: Office of the City Manager
SUBJECT: APPOINTMENT OF SIMI VALLEY CULTURAL ARTS CENTER FOUNDATION BOARD MEMBERS

STAFF RECOMMENDATION

It is recommended that the City Council approve, and the Mayor appoint, the applicants nominated to the Simi Valley Cultural Arts Center Foundation Board.

BACKGROUND AND OVERVIEW

The Simi Valley Cultural Arts Center Foundation (Foundation) provides endowment and annual financial support for the Simi Valley Cultural Arts Center. The Foundation Board is comprised of up to 21 voting members, including seven City Council-appointed public members and 14 Foundation-appointed members. All members serve staggered four-year terms of office.

On August 12, 2019, the City Council appointed Council Member Luevanos and Council Member Litster to serve on an interview subcommittee to nominate applicants for appointment to the Simi Valley Cultural Arts Center Foundation Board.

FINDINGS AND ALTERNATIVES

There are currently four City Council-appointed vacancies on the Simi Valley Cultural Arts Center Foundation Board. The City initiated a recruitment to solicit applications that concluded on August 2, 2019, and received a total of four applications. On September 4, 2019, the interview subcommittee interviewed the four applicants and all were recommended for appointment to the Foundation Board. The City Council should be advised that this recruitment was initially for three vacancies, but one additional vacancy occurred during the recruitment process. This allowed the interview subcommittee the opportunity to recommend all four applicants for appointment.

The terms for these appointments to the Foundation Board will commence on October 15, 2019 and conclude on June 30, 2022. These are partial term appointments resulting from unscheduled vacancies on the Foundation Board.
The nominees are as follows:

Leanna Brand  
Pilar Doolittle  
Michelle LaPointe  
Nico Martin

The applications of the nominees are included as Attachment A beginning on page 3.

The following alternatives are available to the City Council:

1. Approve, and the Mayor appoint, the applicants nominated to the Simi Valley Cultural Arts Center Foundation Board;

2. Provide staff with other direction.

The interview subcommittee recommends Alternative No. 1.

**SUGGESTED CITY COUNCIL MOTION**

I move to approve, and the Mayor appoint, applicants nominated to the Simi Valley Cultural Arts Center Foundation Board.

**SUMMARY**

There are currently four City Council-appointed vacancies on the Simi Valley Cultural Arts Center Foundation Board. On September 4, 2019, the interview subcommittee comprised of Council Member Luevanos and Council Member Litster interviewed the applicants and is recommending that the City Council approve, and the Mayor appoint, all four applicants to the Simi Valley Cultural Arts Center Foundation Board. These appointments will commence on October 15, 2019 and conclude on June 30, 2022.

Linda Swan  
Deputy City Manager

Prepared by: David Yoshitomi, Community Services Manager

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Thank you for your interest in serving on the Simi Valley Cultural Arts Center Foundation Board. This appointment is for terms that will begin on October 1, 2019 and conclude on June 30, 2022.

The Foundation's purpose is to develop, support, encourage, and enhance presentation of the performing and visual arts, educational programs, and cultural activities within the City of Simi Valley through its fundraising effort. The Foundation provides annual financial support and is currently building an endowment fund for the Simi Valley Cultural Arts Center. Its signature fundraising event is the Spotlight Awards which also recognizes contributions made by local performers, volunteers, educators and patrons.

The deadline for this application is Friday, August 2, 2019 at 5:00 p.m. If you have any questions regarding this application or the appointment process, please contact David Yoshitomi, Community Services Manager at (805) 583-6762.

1. Please provide your contact information.

   Salutation (Mr. Ms. Mrs.): Ms
   First Name: Leanna
   Last Name: Brand
   Address: Zip Code:
   Home Phone: Work Phone: Not answered
   Email: Mobile Phone:

2. Please Provide Your Current Employment Information.

   Place of Employment: St Julie Billiart Catholic Church
   Job Title: Music Director
   Responsibilities: Choose music for 5 liturgies per week. Oversee all musicians. Cantor 2-4 Masses per week. Direct the choirs including children

3. How did you hear of this opportunity with the Simi Valley Cultural Arts Center Foundation?

   City of Simi Valley Website
   Current or Past Board Member Served Previously
   Newspaper

4. Please list any relevant background information, including education, employment experience, and special training. You can also attach a resume.

   Degree in Music - Vocal Performance
   Minor in Theater Arts
   Professional stage, singing, opera work
   National Board member for American Guild of Musical Artists (live performance labor union)
   30+ years doing SAGAFTRA film work as a singer
5. Please list your current membership and position in volunteer organizations.

Leader of Indivisible Simi Valley, grassroots organization
Member of Simi Valley Democrat's

6. Please list your past membership and position in volunteer organizations.

Simi Arts Commission appointed member
Simi Arts foundation city appointed member

7. Please state why you are interested in serving on the Simi Valley Cultural Arts Center Foundation Board.

I have more time now to get back to being involved with things in our community

8. Please describe your past fundraising experience (if any).

Raised $5,000.00 for LOS Robles Master Chorale by putting on a fundraising gala
Co-Chaired the Spotlight Awards banquet for 2 years
Recorded and sold a benefit CD for the LOS Angeles Mater Chorale

9. Please share some of your fundraising ideas to build the Cultural Arts Center endowment.

Benefit concerts paired with interactive stations with food and drink

10. Are you willing and able to attend Simi Valley Cultural Arts Center Foundation meetings which are typically held on the second Wednesday of each month at 6:00 p.m. at the Cultural Arts Center?

Yes

11. I acknowledge that this application and information contained herein is a matter of public record upon submittal.

Please type your name: Leanna Brand
Thank you for your interest in serving on the Simi Valley Cultural Arts Center Foundation Board. This appointment is for terms that will begin on October 1, 2019 and conclude on June 30, 2022.

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1. Please provide your contact information.

<table>
<thead>
<tr>
<th>Salutation (Mr. Ms. Mrs.):</th>
<th>Ms.</th>
<th>First Name:</th>
<th>Michelle</th>
<th>Last Name:</th>
<th>LaPointe</th>
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<td>Address:</td>
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2. Please Provide Your Current Employment Information.

**Place of Employment:** C3 Advertising

**Job Title:** President/Creative Director

**Responsibilities:**

- Develop, plan, and execute marketing and advertising strategies and programs across multiple channels: web, print, direct mail, video, social media, search, event presentations, and others.
- Manage creative and production teams, processes, and budgets.
- Work with clients, vendors, and stakeholders to achieve common goals.
- Facilitate team development of objectives and tactics.
- Evaluate and manage client customer lists and other data, and develop targeted tactics to grow revenue and increase audiences.

3. How did you hear of this opportunity with the Simi Valley Cultural Arts Center Foundation?

**Neighbor/Friend**
4. Please list any relevant background information, including education, employment experience, and special training. You can also attach a resume.

Education: Graduate of the University of Notre Dame with a B.A. in American Studies.

Prior to founding C3 Advertising, I was
Copy Director at the DAK Catalog, Canoga Park, CA
Communications Director at Rogersound Labs, Chatsworth, CA
Marketing Manager at M/D Systems, Encino, CA
Creative Supervisor, Stone & Adler, Chicago, IL
Senior Copywriter, Kobs & Brady, Chicago, IL
Copywriter, Stone & Adler, Chicago, IL

Advertising awards include a Gold Echo, a Silver Caps, a CADM Past President’s Cap, a Pioneer Best of Show, and numerous other industry awards.

Former member of the Board of the Direct Marketing Association of Southern California, speaker on advertising and marketing events, guest instructor on marketing at local colleges, advertising award judge, and author of a blog on marketing and advertising.

For more information, please see my website at https://www.c3advertising.com

Attach a resume:

5. Please list your current membership and position in volunteer organizations.

Member of the Simi Valley Democratic Club and the Ventura County Democratic Club
Volunteer as marketing mentor at Hub 101

My advertising agency, C3 Advertising, provides full marketing services to one 501(c)3 client per year on a pro-bono basis. Our current pro-bono client is EcoTipping Points (ETP). We are currently providing ETP with marketing strategy, offer structure (membership packages and premium sourcing), website redesign, video editing, online fundraising, public relations, help finding strategic partnerships, and introductions to high-value donors.

6. Please list your past membership and position in volunteer organizations.

Marketing Director, Simi Change campaign
Guest judge, 2019 Pierce College Student Art Show
Teen Catechism Teacher, St. Peter Claver Parish
Simi Mountains Conservancy
Simi Valley Film Council
Atherwood Elementary School Technology Committee

7. Please state why you are interested in serving on the Simi Valley Cultural Arts Center Foundation Board.
I've been a homeowner in Simi Valley for 30 years. I've raised my children here. The Simi Valley Cultural Arts Center has been a regular part of my family's life. We've attended performances there, my children participated in programs when they were young, and I've enjoyed exhibits at the center. I've been a consumer of cultural arts all my life (literally -- my maternal uncle is a composer and retired orchestra conductor. My late paternal aunt was an opera singer). I've been a member of numerous museums and have held season tickets to theaters including the Valley Performing Arts Center and the L.A. Opera.

The Cultural Arts Center is already one of our most important cultural institutions. With nurturing and support, it can become an even more important community resource and a place where different many residents can showcase their talents, enjoy the arts, and come together. The Cultural Arts Center also has the potential to become a much greater regional draw, drawing revenue to the Center and to surrounding businesses. I have the knowledge and expertise to help the Center increase ticket sales, draw a larger community and regional audience, gain supporters and donors, and grow its endowment. I would very much enjoy helping the Center to achieve its goals.

There are other skills that are critical to success in any non-profit effort -- indeed, to any effort where there is a large committee or board and numerous stakeholders with different primary interests. Those skills include the ability to build consensus, contribute without ego, take the lead when needed, and to help everyone stay focused on mutual goals. Those are skills I employ every day in my role as creative director and team leader at C3 Advertising.

8. Please describe your past fundraising experience (if any).
My past fundraising experience includes membership growth, special event promotion, and endowment fundraising efforts. In alphabetical order:

Brookfield Zoo  
California State University San Bernardino  
Chapman University  
Childhelp U.S.A.  
Chumash Museum  
Direct Marketing Association of Southern California  
DNC Senatorial Campaign Committee  
EcoTipping Points  
EDUCOM  
ETS (Educational Testing Service)  
Field Museum of Natural History  
L.A.C.E. (Los Angeles Contemporary Exhibitions)  
LADMA  
LAUP (Los Angeles Universal Preschool)  
Medical Assistance Program  
Mental Health Association of Greater Chicago  
Netre Dame University Alumni Association of Ventura County  
Santa Monica Museums of Art  
SimiChange  
Simi Mountains Conservancy  
Smithsonian Institution  
University of California at Santa Barbara  
University of Southern California Marshall School of Business  
University of Southern California Keck School of Medicine  
Urbana High School  
Yerba Buena School  

9. Please share some of your fundraising ideas to build the Cultural Arts Center endowment.
In my experience, cultural arts organizations require four factors for sustainability, financial health, and growth.

1. It must maintain its core audience, so that they will continue their patronage. This central inner circle of support is critical, but over time, core audiences shrink for all kinds of reasons -- aging, attrition, moving, changing tastes and interests, waning ability to sustain financial support. So while it's critical to maintain, respect, and attract that audience, an unchanging core is enough on its own to grow.

2. Like any local business or organization, a cultural arts institution must change to meet the interests, tastes, and needs of its market. That includes providing a broader platform for local talent and cultural institutions, from dance to music to visual arts, and providing programs and promotions that draw in a wider demographic from the larger community. That might include more cultural programs, more performances in Spanish, more experiential events that appeal to millennials, or more multi-generational or family events. This factor is perhaps the most critical for "easy wins"; larger utilization of the facilities, and rapid growth, because when you invite more people from the community to participate, they bring their audiences -- the friends, relatives, neighbors, faith communities, and other supporters. This broader audience is the foundation of new repeat audiences and a larger base of core support.

3. A wider base of casual or occasional patrons -- people within the community who might not be regular patrons of the arts, but who attend events at least a few times a year. Market penetration in Simi Valley is less than it could be. Addressing, inviting, and choosing programs that draw in more people further widens the circle of support for the Cultural Arts Center. This can be done with standard marketing tools, but it can also be done by pursuing strategic partnerships with local businesses.

4. Drawing in audiences from outside Simi Valley, from neighboring communities in Ventura County, the Conejo Valley, and the San Fernando Valley. This not only has potential for healthier funding for the Centers, but also to help larger audiences get in the habit of coming over the hill to Simi Valley for entertainment (and dining, and other activities).

The first step in achieving these goals will be to take a deep dive into the existing data. I’d start by look at the current mailing and subscriber list, and the event and ticket sales data, to determine patterns for patrons, most popular types of events, and most profitable events. I’d look at the most underserved markets that offer opportunities for the most revenue growth. From there we could develop a plan that addresses these needs and lays a solid foundation for growth, and implement the most effective strategies and tactics.

10. Are you willing and able to attend Simi Valley Cultural Arts Center Foundation meetings which are typically held on the second Wednesday of each month at 6:00 p.m. at the Cultural Arts Center?

Yes

11. I acknowledge that this application and information contained herein is a matter of public record upon submittal.

Please type your name: Michelle LaPointe
Thank you for your interest in serving on the Simi Valley Cultural Arts Center Foundation Board. This appointment is for terms that will begin on October 1, 2019 and conclude on June 30, 2022.

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The deadline for this application is Friday, August 2, 2019 at 5:00 p.m. If you have any questions regarding this application or the appointment process, please contact David Yoshitumi, Community Services Manager at (805) 583-6762.

1. Please provide your contact information.

Salutation (Mr. Ms. Mrs.): Mr
First Name: Nico
Last Name: Martin
Address:
Zip Code:
Email:
Home Phone:
Work Phone: Not answered
Mobile Phone:

2. Please Provide Your Current Employment Information.

Place of Employment: The Walt Disney Company
Job Title: Engineer
Responsibilities:
Overseeing the HVAC controls, lighting controls and power monitoring system. Also, managing facility electrical and control system projects for the Burbank Walt Disney Studios, Disney Glendale facilities and ABC facility in Prospect Ave, Los Angeles.

3. How did you hear of this opportunity with the Simi Valley Cultural Arts Center Foundation?

Other:
Received an email from the city website

4. Please list any relevant background information, including education, employment experience, and special training. You can also attach a resume.

I have BS in Electrical Engineering and an MBA in Entrepreneurship. Also earned a Computer Programming certificate back in 1999.

Attach a resume: Nico Martin's Resume.pdf

5. Please list your current membership and position in volunteer organizations.

A member with Secretary officer role in the Simi Valley Toastmasters. Also, a member Couples for Christ in Simi Valley.

6. Please list your past membership and position in volunteer organizations.

Not answered

7. Please state why you are interested in serving on the Simi Valley Cultural Arts Center Foundation Board.

I am interested in the fundraising efforts to provide vital operating support that allows the Center to bring artistic, cultural, and educational programming to the community.

8. Please describe your past fundraising experience (if any).

None but people told me I was a fast learner and also a hard worker.

9. Please share some of your fundraising ideas to build the Cultural Arts Center endowment.

1. Look for bequest donors to raise endowment funds.
2. Organize a capital campaign open house or other PR campaigns that prospective donors could be invited.

10. Are you willing and able to attend Simi Valley Cultural Arts Center Foundation meetings which are typically held on the second Wednesday of each month at 6:00 p.m. at the Cultural Arts Center?

Yes

11. I acknowledge that this application and information contained herein is a matter of public record upon submittal.

Please type your name: Nico Martin
QUALIFICATIONS

- Experienced in Allen Bradley PLCs and HMI programming.
- Strong programming and troubleshooting skills.
- Experienced in network protocols such TCP/IP, MODBUS, BACNET, LON Works, CCN and etc.
- Experienced in managing projects
- Strong analytical and technical skills
- Experienced in managing contractors and workforce
- Strong leadership and communication skills

WORK EXPERIENCE

Senior Controls Systems Engineer/Project Manager 7/2014 - Present
Disney Corporate Facilities | Burbank Studios, Glendale GCBC and Prospect ABC Studios, CA
- Performing Tridium Niagara HMI control programming with web user interface.
- Leading and managing electrical and HVAC control projects.
- Leading the project team as the Project Manager from project opportunity, funding request, kickoff, design, construction to closeout.
- Participating in hiring new employees and interns
- Leading and managing facility electrical and control systems assets.
- Leading and managing electrical metering, lighting and HVAC contractors.
- Supporting peers projects when needed
- Performing troubleshooting works.
- Coordinating project schedules and plans with other department.
- Leading and performing various HVAC and lighting controller programming.

Senior Controls Engineer 6/2012 - 7/2014
Disneyland Resort | Anaheim, CA
- Programmed Carrier HVAC controllers using Carrier Comfort Works.
- Programmed and networked smart power meters and Wonderware Intouch Suite software interfaces.
- Programmed lighting controllers using the web based application.
- Developed .NET web application for HVAC Facility time scheduler that utilize SQL database query to monitor Parkwide HVAC temperature setpoint and operation times schedules.
- Developed .NET web application for Power Monitoring the Parkwide power usages (KWH, KW, KW Demand, Amps, Volts and etc.) for each building, attractions, circuits and etc.
- Developed .NET web application for Disneyland Resort 3 Hotel's water pool quality monitoring (ORP, PH and Temp).
- Developed .NET web application for Disneyland Park and California Adventure water filter plant water quality.
- Developed .NET web application for Disney California Adventure Central Energy Plant operation with graphical user view interface.
- Led and managed DLR utility and energy management projects.

Controls Engineer Consultant for Disneyland, Anaheim, CA 4/2010 - 6/2012
Peak Technical Services | Irvine, CA
- Programmed Carrier HVAC controllers using Carrier Comfort Works.
- Programmed and networked smart power meters and Wonderware Intouch Suite software interfaces.
- Programmed lighting controllers using the web based application.
- Programmed the Cars Land HVAC control user interface screens.
- Programmed the Team Disney Anaheim building HVAC control user interface screens.
Senior Controls Engineer
ASC, Inc. – Aerospace Service and Control | Sylmar, CA
10/2008 – 03/2009
• Design and programmed a complete control system for controlling autoclaves using Allen Bradley CompactLogix PLC and proprietary HMI software.
• Performed onsite commissioning and warranty works.
• Led and managed autoclave projects from design stage to turnover.
• Coordinated project plans and schedules with electrical, mechanical and structural project engineers.
• Performed shop instrumentation test and PLC/HMI programming.

Intelligent Product System Specialist
Schneider Electric/Square D | Tustin, CA
• Programmed smart power meters to interface with the front end software for power usages monitoring.
• Programmed other programming software such as ION, WinPM, SMS, Tenant metering, Iconics HMI
• Coordinated service schedule with customers
• Led and managed projects and performed warranty jobs.

Automation Engineer Consultant for Pfizer Pharmaceutical, Brooklyn, New York
Crosspoint Engineering | Westwood, MA
6/1999 – 12/2005
• Programmed PLCs (Allen Bradley) and HMIs (iFix32) interface to control the manufacturing and packaging of Pfizer products.
• Provided training to the manufacturing and packaging operators.
• Wrote application software user requirements, functional requirements, detailed design specifications and change control documents.
• Led and performed commissioning work on manufacturing and packaging equipment
• Coordinated project plans and schedules with the validation, manufacturing and packaging managers.

Electrical, Instrument and Controls Supervisor
Mitsubishi Heavy Industries, Ltd. | Philippines
PROJECTS: 2X20MW BacMan II Geothermal Power Plant, Botong site, Sorsogon, Philippines
4X20MW Plant D and E Geothermal Power Plant, MakBan site, Batangas, Philippines
PLANT OWNER: National Power Corporation, Diliman, Quezon City, Philippines
• Setup and commissioned DCSs such as RX SIMAC 3.0, Rochester Instrument Event/Fault Recorder.
• Setup all the I/O in the DCS and Recorders. Setup Alarms and PC logging.
• Commissioned and tuned of various plant equipment.
• Led and managed electrical, instruments and control contractors.
• Supervised the Electrical and Instrumentation Panels installations.
• Supervised the power, control and instrumentation cable installations.
• Supervised the test and commissioning of electrical control panels and auxiliaries machines.
• Coordinated project plans and schedules with mechanical, civil and structural supervisors.
• Performed commissioning and tuning of various plant equipment.
• Led and managed electrical, instruments and control contractors.
• Worked for the satisfaction for the plant owner, in order for them to approve and accept the turnover.

PROJECT: 1X50MW Mt. Apo I Geothermal Power Plant,
Kidapawan, North Cotabato, Philippines
PLANT OWNER: OXBOW POWER, Reno, Nevada, USA
• Performed SCADA setup, configurations and programming for all the I/O devices in Intellution Fix32
SCADA.
• Commissioned and tuned of Pneumatic and motorized control valve.
• Setup SCADA for PC data logging, alarm setup, and data monitoring.
• Led and managed instrumentation contractors.
• Supervised design and commissioning engineers.
• Coordinated plant schedules and project plans with mechanical, civil, structural and electrical supervisors.
• Led and managed instrumentation contractors.
• Worked for the satisfaction of the plant owner, in order for them to approve and accept the turnover.
PROJECTS: 2X20MW BacManII Geothermal Power Plant, Palayan site, Sorsogon, Philippines
PLANT OWNER: National Power Corporation, Diliman, Quezon City, Philippines
• Supervised the Electrical and Instrumentation Panels installations.
• Supervised the power, control and instrumentation cable installations.
• Performed commissioning of electrical control panels and auxiliary machines.
• Coordinated plant schedules and project plan with mechanical, civil and structural supervisors.
• Worked for the satisfaction of the plant owner, in order for them to approve and accept the turnover.

EDUCATION

Bachelor's Degree, Electrical Engineering,
BSEE - University of Santo Tomas | Manila, Manila

Diploma in Computer Programming GPA 4.0
The Chubb Institute | New York, NY, USA

Master's Degree, MBA GPA 4.0
Ashford University | San Diego, CA, USA

Training

Trained in Rockwell Software/Allen Bradley PLC Programming.
Trained in GE Fancu I/Fix.HMI/SCADA Programming
Trained in Wonderware Intouch SuiteLink HMI/SCADA Programming
Trained in Tridium Niagara Application Programming
Trained in cGMP
Thank you for your interest in serving on the Simi Valley Cultural Arts Center Foundation Board. This appointment is for terms that will begin on October 1, 2019 and conclude on June 30, 2022.

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1. Please provide your contact information.

Salutation (Mr. Ms. Mrs.): Mrs.  First Name: Pilar  Last Name: Doolittle
Address:  Zip Code:  Email:
Home Phone:  Work Phone: Not answered  Mobile Phone:

2. Please Provide Your Current Employment Information.

Place of Employment: PennyMac
Job Title: Manager, Corporate Privacy
Responsibilities:
In this role, I am responsible for managing all potential Privacy consumer complaints, from notification to remediation, for the company. Additionally, I manage the corporate privacy program, service provider due diligence activities, corporate policy, regulatory change, and risk reporting.

3. How did you hear of this opportunity with the Simi Valley Cultural Arts Center Foundation?

Social Media/Other Website

4. Please list any relevant background information, including education, employment experience, and special training. You can also attach a resume.

My educational background is in Recreation Administration, with a focus in commercial tourism. These courses of study was structured around planning special events, fundraising efforts, marketing, and community outreach.

Attach a resume: pd_resume_2018.pdf

5. Please list your current membership and position in volunteer organizations.
Proudly, I serve on the Youth Employment Services Board with the City of Simi Valley, including Co-Chair with the Business Entrepreneur Committee. Additionally, I am a volunteer Greeter at my church.

6. Please list your past membership and position in volunteer organizations.

Prior to these roles, I served on the Board of Directors for Rebuilding Together of Ventura County, and have been engaged in several volunteer opportunities including the Samaritan Center, Relay for Life, For the Troops, Financial Skills for Life, and various events with my local church.

7. Please state why you are interested in serving on the Simi Valley Cultural Arts Center Foundation Board.

I was raised in a theatrical family; my parents owned a radio station in Greenwich Village, New York, and my father performed on Broadway. As a child, I was always involved in the local theater plays, either backstage with my mother, or hosting in the front lobby. In high school, I was always involved in acting classes, and earned being a Thespiian. As a college student, my internship was at the Christopher Cohan Center, where I was trained as a House Manager, and tasked with planning the First Annual Celebration for the 700-seat theater.

As I’m seeking a potential career change, I would love to become involved again in the special interests that I once enjoyed in my youth and early career.

8. Please describe your past fundraising experience (if any).

The most significant fundraising opportunity that I accomplished was the Annual Open House for a local tae kwon doe studio. Over a period of 10 months, I secured 15 vendors for the open house event, collaborated with local businesses to provide food and refreshments, a car wash station, and coordinated a community donation area for goodwill. The event raised $1,500 and increased enrollment by 15% for the school as a result of the event.

9. Please share some of your fundraising ideas to build the Cultural Arts Center endowment.

Community events and dramatization, Dine Out fundraising, Recycling at local events, Studio Movie Grill movie tickets, TirePros Oil Change, ModPizza catering.

10. Are you willing and able to attend Simi Valley Cultural Arts Center Foundation meetings which are typically held on the second Wednesday of each month at 6:00 p.m. at the Cultural Arts Center?

Yes

11. I acknowledge that this application and information contained herein is a matter of public record upon submittal.

Please type your name: Pilar Doolittle
PILAR E. DOOLITTLE  

LEADERSHIP  PROGRESS  DILIGENCE

PROFILE
- 16 years in mortgage industry; corporate and line-of-business accomplishments
- 5 years in sales, training, marketing, administration & event culture management

PROFESSIONAL EXPERIENCE

PennyMac, Moorpark, CA  Manager, Corporate Privacy  June 2014 - present
- Responsible for consumer privacy complaints received (year-over-year trend; 70/2014, 266/2015, 281/2016, 293/2017), including tracking of change management for internal processes.
- Drive Corporate governance routines across 17 Divisions for Corporate Privacy Program, including Privacy Subcommittee quarterly meetings, risk reporting (inclusive of systems access), annual risk assessment, and regulatory adherence.
- Management of the Federal Annual Privacy Notice, including State-specific notifications, and Online Privacy Notices on all public-facing websites.
- Monitored compliance for Divisional Privacy Procedures for the Company.
- Accountable for Service Provider initial and annual due diligence and compliance.

Bank of America, Simi Valley, CA  AVP, REO Alternative Disposition  July 2012 – June 2014
- Audit remediation; collect required materials, draft communication and response.
- Lead project manager for training program; partner with Global Learning and executive management to outline, socialize and monitor project to completion.
- Vendor Oversight liaison; partner with Vendor Management to develop SLA’s, SOW, monitor scorecard metrics.
- Community Initiatives Team Manager
  - Manager for team of three (3); review staffing, process improvement, and performance evaluations.
  - Intermediary for vendors, closing companies, internal and external business partners.
  - Utilize robust reporting to achieve monthly goals; 1200+ successful donations completed in six (6) months.

- Audit facilitation, investor relations, resource specialist
- Key point of contact for investors, executive management, and internal business partners.
- Facilitator for 29 audits; handled non-disclosure agreements, engagement and findings letter(s), research and remediation phase(s).
- Accountable for audit deliverables, analysis, quality control of reporting, and onsite testing.
- Maintain and monitor internal investor website for investor access, accuracy of public documentation, and provide investor trainings.
- Review industry trending for market analysis and forecast of future audit demand.
- Executive representation
  - Keynote speaker for Loan Servicing Overview presented to investors during audits and onsite visits.
  - Responsible for quarterly servicing reference material utilized by executives and Rating Agencies.

Bank of America (previously Countrywide Home Loans), Simi Valley, CA  Culture Specialist  Oct 2003 – Mar 2009
- Leadership, Culture and Change Management
  - Corporate representative for United Way; efforts raised $8,773 in on-site campaign contributions.
- Scorecard Governor for culture programs across 17 divisions; impact resulted 90% compliance, cross-divisional sharing of best practices.
- Managed ten (10) quarterly & annual marketing events resulting in organizational effectiveness.
- Coordinated 31 forums at CA & AZ sites as platform for executive management interface.
  - Administration
    - Quality control review and data input for correspondent lending files; daily quota routinely met.
    - Created New Employee Orientation class evolving into mandatory curriculum for new associates.

EDUCATION/ AFFILIATIONS

California Polytechnic State University, San Luis Obispo, CA  
B.S. in Recreation Administration, Concentration: Commercial Tourism  
May 1997

Youth Employment Services Advisory Board Member, City of Simi Valley, CA  
Board of Directors; Rebuilding Together of Ventura County  
Financial Youth & Education Officer; Gold Coast Community Volunteers, Bank of America  
Mentor; Leadership, Education, Advocacy & Development (LEAD), Bank of America  
Vice President Education; Toastmasters International, Madera Club 176  
Triplet Connection Convention  
July 2016 - present
  - Mar 2009 – June 2014  
  - Sept 2010 – June 2012  
  - Sept 2011 – Sept 2012  
  - June 1993

Experienced in Microsoft Word, Excel, PowerPoint, Adobe Reader/ Writer, SharePoint, & Visio.

PILAR E. DOOLITTLE  

LEADERSHIP  |  PROGRESS  |  DILIGENCE