

FILED  
CITY OF SEATTLE  
2013 MAR -5 PM 2: 20

City of Seattle  
Notice of Appointment

CITY CLERK

<b>Name:</b> <i>Lisa Fraser</i>		<b>Executive Appointment</b> <input checked="" type="checkbox"/> <b>Reappointment</b> <input type="checkbox"/> <b>Legislative Appointment</b> <input type="checkbox"/> <b>Agency Appointment</b> <input type="checkbox"/> <b>PDA Council</b> <input type="checkbox"/> <b>PDA Constituency</b>
<b>Residential Neighborhood:</b> <i>Queen Anne</i>	<b>Zip Code:</b> <i>98109</i>	<b>Contact Phone No.:</b> <i>(206) 812-0161</i>
<b>Appointed to:</b> <i>Seattle Special Events Committee Citizen Advocate Representative</i>		<b>Date of Appointment:</b> <i>March 13, 2013</i>
<b>Authority (Ord., Res.):</b> <i>SMC 15.52.020 Committee membership</i>		<b>Term of Office:</b> <b>From:</b> <i>Confirmation</i> <b>To:</b> <i>April 1, 2014</i>
<b>Background:</b> <ul style="list-style-type: none"> <li>• <i>Lisa is in her 15<sup>th</sup> year with SH Worldwide, overseeing the sales and logistical teams for Seattle events and national meetings</i></li> <li>• <i>Lisa has served as Special Events Committee Citizen Advocate Representative since April 2008</i></li> <li>• <i>Lisa is an at-large representative</i></li> </ul>		
<b>Authorizing Signature:</b> 		<b>Name and Title of Officer Making Appointment:</b> <i>Mayor Mike McGinn</i>

# Lisa M. Fraser

Seattle, WA

## OBJECTIVE

To obtain a position that utilizes my leadership and management background and special event logistic experience to contribute to an effective results-oriented team within the organization by which I am employed.

## KEY ATTRIBUTES

- Competent, committed, reliable professional with a proven record of success in assuming increased levels of responsibility
- Over 20 years experience in team management, executive leadership, special event logistics, budget management and proved implementation of productivity improvement processes
- Excellent written and verbal communication skills
- Effective team member who is comfortable both leading and collaborating

## EMPLOYMENT HISTORY

### **SH Worldwide, Inc.**

Seattle, WA

#### Vice President; Global Meetings and Events

2010-Present

- Management of 16 full time employees, 3 part time employees
- Management of all DMC/Registration/Event Services department sales and operations
- Consult for high level execution and logistics for corporate/association events
- Responsible for driving overall sales/profit goals
- Responsible for creating, implementing department efficiencies
- Responsible for department budgets
- Overall company efficiencies

#### Vice President of Event Operations

2008-2010

- Management of 6 full time employees, 3 part-time employees
- Management of all DMC operations
- Responsible for high level execution and logistics for corporate/association events
- Responsible for driving operation profit goals
- Responsible for creating, implementing department efficiencies
- Overall company efficiencies

#### Director of Operations

2004-2008

- Management of 6 full time employees, 3 part-time employees
- Management of all DMC operations
- Responsible for high level execution and logistics for corporate/association events
- Responsible for driving operation profit goals
- Responsible for creating, implementing department efficiencies
- Overall company efficiencies

#### Sr. Event and Program Manager

1998-2004

- Management of 3 full-time employees
- Responsible for execution and logistics for corporate/association events

### **Sorrento Hotel**

#### Food and Beverage Supervisor

1994-1998

- Management of 25 part-time employees including wait, bar and support staff
- Managed day to day operations of The Hunt Club, Fireside Lounge and summer restaurant Capri
- Responsible for meeting daily and monthly sales goes for all food and beverage outlets
- Responsible for hiring, scheduling and training all front of house food and beverage staff

## TECHNICAL SKILLS

Microsoft Word, Excel, Publisher, PowerPoint, Outlook and Outlook Express, Quickbooks, Internet savvy

REFERENCE UPON REQUEST

## SEATTLE SPECIAL EVENTS COMMITTEE

Four members: Per SMC 15.52.020, all subject to City Council confirmation, one-year terms

- 0 Appointed by City Council
- 4 Appointed by Mayor

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
6	F	1	Lisa Fraser	3/13/13	4/1/14	2	Citizen Advocate Representative	Mayor
6	M	2	Tom Anderson	3/13/13	4/1/14	2	Citizen Advocate Representative	Mayor
5	M	3	Oliver Little	3/13/13	4/1/14	1	Citizen Advocate Representative	Mayor
6	F	4	Phillipa Hoshko	3/13/13	4/1/14	1	Citizen Advocate Representative (Alt.)	Mayor
		5						
		6						
		7						
		8						
		9						

### \*Diversity

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor	2	2							1	3
Council										
Other Bodies										
<b>Total</b>	2	2							1	3

\*\*Other includes diversity in any of the following: race, gender and/or ability

## SPECIAL EVENTS COMMITTEE

March 2013

The Special Events Committee is comprised of representatives from the following:

- The Mayor's office;
- The Budget Director;
- The Fire Chief;
- The Police Chief;
- The Superintendent of Parks & Recreation;
- The Director of Engineering, Construction and Land Use;
- Licenses and Consumer Affairs;
- The Department of Neighborhoods;
- A representative of the Municipality of Metropolitan Seattle; and
- Three citizen representatives (and one alternate) who serve a term of two-years.
  - Appointed by the Mayor and confirmed by the council.

\*\*\* *“the Mayor shall appoint the Chair of the committee, who shall serve for a term of two years and may be reappointed. The incumbent Chair shall hold over at the expiration of his or her term until a successor is appointed and qualifies.”*

D#	Name	Date Appointed	Term Expires	Term #	Position / Representative Of	Appointing Authority
(6) M	Lieutenant Tom Heun				Fire, Department of	
(6) M	Lieutenant Craig Aman				Medic One	
(6) M	Lieutenant Mark Kuehn				Seattle Police Department, Traffic Division	
(1) M	Lieutenant Eric Sano				Seattle Police Department, Traffic Division	
(1) M	Glenn Bartolome				King County Metro	
(6) M	Joel Lehn				Planning & Development, Department of	
(6) F	Cherie MacLeod				Revenue & Licensing/Consumer Affairs	
(6) M	Keith Ayling				Risk Management	
(6) F	JuliAnn Clifton				Seattle Center	
(6) M	Pat Kaufman				Seattle Public Utilities	
(6) M	Jeff Hodges				Parks and Recreation	
(6) M	Mike Shea				Transportation, Department of	
(2) F	Lieutenant Susan Blaker				Washington State Liquor Control Board	
(6) F	Beth Goldberg				Budget Director	Ordinance
(6) F	Michele Scoleri				Mayor's Office	Ordinance
(6) M	Jeff Stalter				Director of Engineering, Construction & Land Use (DPD)	Ordinance

