DATE: 03-10-2011

TO: City Clerk

FROM: Representative Beto O'Rourke

ADDRESS 2 Civic Center Plaza 10TH Floor, El Paso, TX TELEPHONE 915-541-4123

Please place the following item on the (Check one): CONSENT X REGULAR

Agenda for the Council Meeting of 03-22-2011

Item should read as follows: Appointment of Susan Goodman Novick to the Museum and Cultural Affairs Advisory Board by Representative Beto O'Rourke.

SPECIAL INSTRUCTIONS:

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Museum and Cultural Affairs Advisory Board

NOMINATED BY: Representative Beto O'Rourke DISTRICT: 8

NAME OF APPOINTEE Susan Goodman Novick
(Please verify correct spelling of name)

BUSINESS ADDRESS:

CITY: El Paso ST: TX ZIP: PHONE:

HOME ADDRESS:

CITY: ST: ZIP: PHONE:

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Vacant

EXPIRATION DATE OF INCUMBENT:

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: ____
RESIGNED ____
REMOVED ____

DATE OF APPOINTMENT: 03/22/2011

TERM BEGINS ON : 10/01/2010

EXPIRATION DATE OF NEW APPOINTEE: 10/01/2011

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: ____

UNEXPIRED TERM: ____

SUSAN GOODMAN NOVICK

PROFESSIONAL EXPERIENCE

Susan Goodman Novick, Certified Archivist, El Paso, Texas, September 2006 – present

Assist individuals, corporations and organizations to find, organize, preserve and share their histories. Representative clients include: a Texas foundation that sought to organize its historical files and develop a marketing brochure; an individual who sought to organize family papers and photographs; and a women's organization planning its centennial celebration. Member of Academy of Certified Archivists and Society of Southwest Archivists.

Archivist/Manuscripts Librarian, C.L. SONNICHSEN SPECIAL COLLECTIONS DEPARTMENT, UNIVERSITY OF TEXAS AT EL PASO LIBRARY, El Paso, Texas, September 2003 – August 2006

Organized collections of women's organizations and provided reference assistance to patrons. Served on Exhibit Committee and led local arrangements committee for meeting of Society of Southwest Archivists. Coordinated the Casasola Project, a community project in cooperation with the *El Paso Times* to publish and identify portrait photographs from the 1920s to the 1960s.

Director of Collections, PASO AL NORTE MUSEUM, El Paso, Texas, November 2001 – August 2006

Assisted in formation of the first major museum in the United States dedicated to the history of migration across the nation's southern border. Developed collection policies, identified potential collections in the U.S. and Mexico, served as liaison to local and regional archives entities, and collaborated on funding proposals to foundations and government agencies.

Major Gifts Officer, THE NATIONAL ACADEMIES, Washington, D.C., August 2000 – July 2001

Identified, cultivated, and solicited gifts exceeding $100,000 to support the priorities of the National Academies and served as director of the Presidents' Circle, a group of major donors.

Director of Stewardship and Special Events, THE NATIONAL ACADEMIES, Washington, D.C., April 1999 – July 2000

Planned, implemented, and evaluated the stewardship and campaign events program for the National Academies' Office of Development. Managed stewardship and donor relations activities, managed external and internal communications for the Campaign for the National Academies, managed special events, and served as director of The Presidents' Circle.

Development Officer, NATIONAL ACADEMY OF SCIENCES, Washington, D.C., April 1996 – April 1999

Managed National Academy of Sciences Libraries Project, including project development, administration, and marketing; coordinated special events for the Academy Industry Program; developed and directed cultivation plans for over 500 individual donors and prospects; planned and oversaw special events recognizing donors; served as main writer and editor for Office of Development; and coordinated staff seminar series for Office of the President.

Development Associate, NATIONAL ACADEMY OF SCIENCES, Washington, D.C., September 1992 – April 1996

Wrote and edited grant proposals, stewardship reports, case statements, quarterly office newsletter, official correspondence, and outreach materials. Developed and implemented project fundraising strategies for Academy staff involving research on foundations and corporations.

Associate, DUTKO AND ASSOCIATES, Washington, D.C., 1987 – 1990

Managed energy, environment, international trade issues for major Washington political consulting firm. Assisted major domestic and international industrial clients in developing appropriate political and legislative strategies to deal with the U.S. government. Conducted legislative analysis, maintained contacts with members of Congress and staff, developed and implemented lobbying strategies, and coordinated client visits to Washington.

Director of Administration, AMERICAN BUSINESS CONFERENCE, Washington, D.C., 1986

Managed all administrative functions of trade association of CEOs of 100 growth companies. Served as liaison to Congressional and Administration offices, as well as with the Conference's Board of Directors.

Research Associate, BUREAU OF BUSINESS RESEARCH, GRADUATE SCHOOL OF BUSINESS, UNIVERSITY OF TEXAS, Austin, Texas, 1983 – 1985

Researched and published articles and studies relating to high-technology industries and employment patterns in Texas, small business growth, and economic development financing. Coordinated Lloyd M. Bentsen, Jr. Chair in Government/Business Relations.

EDUCATION

Master of Science in Library Science, **The Catholic University of America**, Washington, D.C., May 1997; coursework included archives and special collections

Master of Public Affairs, **Lyndon B. Johnson School of Public Affairs**, University of Texas, Austin, Texas, August 1983

A.B., History, **Smith College**, Northampton, Massachusetts, May 1981; concentration in Modern European Studies

CURRENT CIVIC ACTIVITIES

Texas Jewish Historical Society, Board Member
Friends of the Smith College Libraries, Executive Committee Member
Smith College Alumnae Admission Coordinator for El Paso area
Executive Forum of El Paso, Member
Pan American Round Table (El Paso chapter), Member

January 2011