

DATE: October 15, 2008

TO: City Clerk

FROM: Representative Susie Byrd

ADDRESS 2 Civic Center Plaza, 10<sup>th</sup> Floor TELEPHONE 915-541-4996

Please place the following item on the (Check one): CONSENT XXX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of October 21, 2008

Item should read as follows: Appointment of James H. Tolbert to the Parks and Recreation Advisory Board by Representative Susie Byrd, District 2.

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Parks and Recreation Advisory Board

NOMINATED BY: Representative Susie Byrd DISTRICT: 2

NAME OF APPOINTEE James H. Tolbert  
(Please verify correct spelling of name)

BUSINESS ADDRESS: 2701 Frankfort

CITY: El Paso ST: TX ZIP: 79930 PHONE: 915-613-4902

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

NAME OF INCUMBENT: Jaime Barceleau

EXPIRATION DATE OF INCUMBENT: 10/14/2008

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

DATE OF APPOINTMENT: 10/21/2008

EXPIRATION DATE OF NEW APPOINTEE: 10/14/2010

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: XX  
2<sup>nd</sup> TERM: \_\_\_\_\_  
UNEXPIRED TERM: \_\_\_\_\_

# JAMES H. TOLBERT

## SUMMARY

I have had a lifetime devotion to public and community service which has included an advocacy for those who have needed care and attention and support for charitable and non-profit organizations. I have served as a Board member and President of a number of organizations dedicated to improving the lives of others. I am skilled in communicating, relationship and consensus building, sales and organizational development.

## PROFESSIONAL HISTORY

### **Independent Sales Representative** 1995 – present

Opened new and successfully managed a Western States client base of nearly 200 active accounts through relationship marketing and a strong internet presence including authoring a business tips e-letter.

### **Newsletter Publisher** 2002 – present

Wrote, edited and published two successful and entertaining emailed newsletters; dramatically increased subscriptions; did all research; included up-to-date news with links to internet sources. Currently write an e-letter and a blog for the Newman Park Neighborhood Association.

### **Parish Priest, Episcopal Church** 1983 – 1998

Pastored parishes in Texas, Arizona and Washington; developed strong outreach and educational programs; provided administrative direction and oversight for all program areas including community and public relations, training sessions for interpersonal development and ministry outreach, and parish financial management; supervised full-time staffs; edited and published monthly or bi-monthly newsletters; built support groups; and presided over all parish board meetings.

### **Chaplain, Coronado Community Hospital, Pampa, TX** 1984

Provided counseling and comfort for all patients and kept in close communication with all area church leaders.

### **Chaplain, Brackenridge Hospital, Austin, TX** 1982 – 1983

Called on patients in orthopedic and neurological wards and PEDI-ICU; created and led active group counseling with families of long-term patients.

### **Remodeling Contractor** 1978 – 1980

Managed small insurance repair and remodeling company; supervised accounting activity, purchasing, prep work, solicitation of projects; served as project manager for all jobs through completion.

### **Teacher, Lubbock Independent School District** 1975 – 1978

Taught High School level English and American History.

## COMMUNITY SERVICE

City of El Paso Tree Board	2008 – present
El Paso Native Plant Society Member	2008 – present
Friends of the Rio Bosque Member	2008 – present
Newman Park Neighborhood Association Board Member	2007 – present
West Texas Urban Forestry Council Board Member	2007 – present
Texas Cooperative Extension Master Gardener	2007 – present
El Paso Cactus and Rock Club Member	2007 – present
Building and Standards Commission, City of El Paso	2007 – 2008
Carnation Farmers Market Committee (Carnation, WA)	2003 – 2006
St. Spiridon's Orthodox Church (Seattle, WA) Parish Council	2006
It's Our District Board President (Issaquah, WA)	2002 – 2006
St. Katherine's Orthodox Church (Kirkland, WA) Council	1998 – 2002
Eastside Catholic Community Services (Bellevue, WA) Board	1991 – 1992
Friends of Youth Advisory Committee (Issaquah, WA)	1990 – 1992
Issaquah Church and Community Services Board	1988 – 1990
AIDS Advisory Committee, Issaquah Public Schools	1990
Issaquah Volunteer Center Board President	1988 – 1989
Co-Founder and First Board President, Tra-Lee Women's Crisis Center, (Pampa, TX)	1984 – 1985
Texas Department of Human Resources Certificates of Achievement	1984 and 1985

## EDUCATIONAL BACKGROUND

M.Div., Episcopal Theological Seminary of the Southwest	1983
B.S.Ed., Texas Tech University	1975