

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Appointment & Reappointments – Citizen Advisory Council	
FROM: City Clerk's Office	MEETING DATE: June 17, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Application	

PURPOSE: To confirm the appointment of Katie Nance and the reappointments of Orel Henry and Jessica Wynn to the Citizens Advisory Council

BACKGROUND: Council Member Andrew is recommending the appointment of Katie Nance to the Citizens Advisory Council; term effective immediately and expiring on May 31, 2025. Council Member Johnson is recommending the reappointment of Orel Henry, and Council Member Harman is recommending the reappointment of Jessica Wynn to the Citizens Advisory Council both terms effective immediately and expiring on May 31, 2026.

BUDGET IMPACT: none

RECOMMENDATION/ACTION REQUESTED: City Council is requested to confirm appointment of Katie Nance to the Citizens Advisory Council; term effective immediately and expiring on May 31, 2025, and confirm the reappointments of Orel Henry and Jessica Wynn with both terms effective immediately and expiring on May 31, 2026.



Profile

Katie

First Name

Nance

Last Name

nance.kathleen@yahoo.com

Email Address

3609 Oak Field Ct.

Street Address

Suite or Apt

High Point

City

NC

State

27265

Postal Code

Mobile: (443) 928-3235

Primary Phone

Alternate Phone

High Point Market Authority

Employer

Which Boards would you like to apply for?

Citizens Advisory Council: Submitted

Ward you reside in?

5

Interests & Experiences

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.

[Resume_Kathleen_Nance.pdf](#)

Upload a Resume

Have you participated in Leadership High Point?

☒ Yes ☐ No

If yes, please list the year in which you participated in Leadership High Point:

2023, currently on steering committee 2024

Gender *

☒ Female

KATIE NANCE

PROFESSIONAL SUMMARY

High-performing school administrator and non-profit executive with eleven years of management and senior leadership experience building and maintaining relationships with a diverse range of stakeholders. In-depth knowledge of business operations at all levels. Demonstrated proficiency in strategic planning, staffing, training and development, budgeting and program management.

WORK HISTORY

REGISTRATION COORDINATOR 08/2023 to Present

High Point Market Authority, High Point, NC

- Responsible for the frictionless preregistration and onsite registration experience for over 75,000 attendees each spring and fall market, the largest home furnishings trade show in the world
- Project manage the transition to a new registration vendor including timeline, stakeholder communication rollout, customized software development, and equipment needs
- Develop student initiatives and cultivate strategic partnerships through a multipronged approach that enhances the interest and knowledge of the home furnishing industry in a wide array of students from diverse backgrounds and experiences
- Implement and ensure effective use of strategic growth programs to increase buyer attendance at market including Insider's Tours, Vacation Rental Design Summit, and New Buyer Webinar
- Train, support and manage 50 onsite staff members to provide excellent customer service while still maintaining the integrity of our database and remaining consistent in qualification of attendees

DIRECTOR OF EDUCATION AND PROGRAMS 08/2021 to 08/2023

Nido And Mariana Qubein Children's Museum, High Point, NC

- One of three directors responsible for all aspects of the construction, opening, and ongoing success of the Qubein Children's Museum (2022 NC Visitor Attraction of the Year)
- Directed day-to-day operations of the museum and supervised all staff to delegate assignments and ensure high customer service standards for over 85,000 guests visiting from 42 states in first seven months of operation
- Recruited, hired and trained initial staff, working to establish key internal functions and outline the scope of positions for new organization resulting in a positive, supportive culture
- Designed and implemented all aspects of field trips, parties, rentals and add on programs, generating over \$168,000 in revenue during first seven months of operations
- Developed, implemented and revised operational policies, employee handbooks, emergency protocols, and guidelines
- Maintained accurate expense tracking and reporting
- Engaged donors through donor events and communications
- Ensured accurate tracking and reporting of sales and revenue
- Supported employees in problem-solving measures to ensure all customers received excellent customer service
- Negotiated price and service with vendors to improve profitability

- Represented the Nido and Mariana Qubein Children's Museum at various community-related events facilitating support and partnerships between the museum and multiple organizations

PROJECT DIRECTOR 12/2020 to 06/2021

Boys And Girls Clubs of Greater High Point, High Point, NC

- Responsible for all operations of Forest Hills site including, hiring, supervising and coaching Site Coordinator, all Youth Development Professionals, and NC-Licensed Teacher Tutors
- Redesigned all aspects of operations including scheduling, organization, supplies and layout of site in order to enhance learning opportunities and most effectively utilize staff strengths and experiences
- Created blueprint for effective scaling of Forest Hills 21st Century Community Learning Center (CCLC) model to other Boys and Girls Clubs
- Effectively monitored, documented, and submitted all documentation to required to receive \$400,000 21st CCLC Grant
- Increased enrollment and average daily attendance, thereby ensuring grant funding remained in place and more students benefited from the program
- Implemented club-wide positive behavior management plan to improve student behaviors and learning outcomes

DIRECTOR OF LOWER SCHOOL 08/2017 to 12/2020

High Point Friends School, High Point, NC

- Responsible for student learning, family satisfaction, and teacher support in grades kindergarten through fourth
- Designed and implemented first in-house remedial tutoring program for struggling readers
- Restructured lower school enrichment schedule to allow for common collaboration time for all lower school teachers
- Organized and led professional development programs for all staff members including Protecting All Children, Orton-Gillingham training, SMART Notebook, and CPR training
- Instituted standards for DRA administration to allow for valid data use across grade levels also ensuring all students were considered equally for remedial support
- Observed, evaluated, and coached all lower school and specialist teachers

ADMISSIONS DIRECTOR 08/2017 to 12/2020

High Point Friends School, High Point, NC

- Implemented new online inquiry, application and enrollment program
- Developed new admissions protocols for students in the prospective student pipeline
- Led admissions committee, facilitating group discussions and developed consensus for admissions decisions
- Responsible for the development, marketing and implementation of all admissions activities and open houses
- Developed method for collecting and tracking admissions data
- Instituted first community-wide safety and wellness day

EDUCATION

Appalachian State University, Boone, NC
Master's of School Administration, 08/2018

High Point University, High Point, NC
Bachelor of Arts, 05/2008

SKILLS/ CERTIFICATIONS

- Fiscal Management
- Program design and implementation
- Exhibit development
- Instructional Techniques
- School and Business Administration
- Change and Growth Management
- Leadership and People Development
- Effective Communicator and Public Speaker
- Strategic Planning
- Operational Leadership
- Customer and donor relations
- Employee Motivation and Performance
- Orton-Gillingham
- Academically Gifted Teaching

CERTIFICATIONS AND PROFESSIONAL ORGANIZATIONS

North Carolina Professional Educator's License
Elementary Education (K-6)
Academically or Intellectually Gifted
School Administrator: Principal

Orton Gillingham Trained
Institute for Multi-Sensory Education

Greater Greensboro Reading Council
Past President

Graduate Business High Point Chamber of Commerce Leadership High Point
Class of 2023

CURRENT SERVICE ORGANIZATIONS

Greater High Point Food Alliance Food Security Fund Grant Committee
2023-Present

Business High Point Chamber of Commerce Leadership High Point
Steering Committee
2023-Present

Immaculate Heart of Mary Catholic Church
Lector/Greeter