

CITY OF HIGH POINT

AGENDA ITEM

**Title: Appointments/Reappointments – Theatre Advisory Board****From:** City Clerk's Office**Meeting Date:** June 17, 2019**Public Hearing:** N/A**Advertising Date /****Advertised By:** N/A**Attachments:** Applications

PURPOSE:

To reappoint Ken Mickey to the Theatre Advisory Board and appoint Leslie Graham to the Theatre Advisory Board

BACKGROUND:

Council Member Wesley Hudson, Council Liaison to the Theatre Advisory Board, is recommending the following appointments/reappointments to the Theatre Advisory Board.

Reappointment of Ken Mickey. Appointment will be effective immediately and will expire 6/1/2022.

Appointment of Leslie Graham. Appointment will be effective immediately and will expire 6/1/2022. Ms. Graham will be replacing George Harris whose term has expired.

BUDGET IMPACT:

N/A

RECOMMENDATION / ACTION REQUESTED:

Council is requested to confirm the reappointment of Ken Mickey and the appointment of Leslie Graham to the Theatre Advisory Board.

Profile

LESLIE

First Name

GRAHAM

Last Name

lgraham@pricecompro.com

Email Address

1738 N Hamilton St #D

Street Address

Suite or Apt

High Point

City

NC

State

27262

Postal Code

What district do you live in? *☒ Within High Point Corporate Limits

Home: (336) 655-4268

Primary Phone

Mobile: (336) 878-7554

Alternate Phone

Ed Price&Associates-Price
Commercial-HPC Property Mgmt

Employer

Which Boards would you like to apply for?

Theatre Advisory Commission: Submitted

1

Ward you reside in?

Interests & Experiences

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

Work: Ed Price & Associates Realtors & Open Door Ministries; with both, I have been actively involved in the community Currently Volunteer: HP Theatre, Reading Connections

[LEG_Resume_03122019.docx](#)

Upload a Resume

Have you participated in Leadership High Point?☒ Yes ☐ No

2011

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

Gender

☒ Female

LESLIE E. GRAHAM

Mobile (336) 655-4268

Lgraham1738d@gmail.com

REAL ESTATE // PROPERTY MANAGEMENT // EXECUTIVE ASSISTANT

SKILLS

LICENSES

- State of North Carolina Real Estate Broker
- State of North Carolina Notary Public

ORGANIZATIONAL SKILLS

- Project Management
- Program Development
- Strategic Planning
- Building Relationships
- Real Estate Analysis
- Non-profit Marketing Techniques
- Coordinating Volunteers
- Leadership and Management
- Public Speaking
- Oral Communication

RELEVANT EXPERIENCE

PRICE COMMERCIAL PROPERTIES/HPC PROPERTY MANAGEMENT, High Point, NC

Director of Business Development/Executive Assistant: August 2017-present

- Provide administrative and executive assistant duties to the President, CFO, and Broker-In-Charge of commercial real estate and property management companies.
- Create, organize, and maintain documentation and records in accordance with NC Real Estate Commission regulations, rules, and doctrines and company policy.
- Represents company at local community and civic activities and events.

OPEN DOOR MINISTRIES OF HIGH POINT, INC., High Point, NC

Director of Donor Services/Executive Assistant: May 2008-August 2017

- Establish and manage donor relations program that tracks donations, acknowledgments, and recognitions.
- Maintain on-going communications and continued cultivation of past and current donors.
- Collaborate with Agency Board of Directors and Advisory Board to create unique programs and materials to increase donors and donor database.
- Represent the Agency and local United Way as a Loaned Executive during the United Way of Greater High Point Corporate Campaign and Appeal.
- Provided leadership with fundraising, development and administrative leadership in all day-to-day operations of the Agency.
- Prepare and present marketing and networking endeavors and fundraising development presentations and communications.
- Supervise, lead and schedule administrative staff and volunteers and customer relation activities.

ED PRICE & ASSOCIATES, REALTORS, High Point, NC

Executive Assistant: June 2003-April 2008

- Provided administrative and assistant duties to the President, CFO, and Broker-In-Charge of residential and commercial real estate property.
- Created, organized, and maintained documentation and records in accordance with NC Real Estate Commission regulations, rules, and doctrines and company policy.
- Planned and scheduled appointments, meetings, and travel arrangements for President.
- Performed three years of rotational on-site sales duty at company-represented subdivisions and work sites.
- Represented company at local community and civic activities and events.

LESLIE E. GRAHAM

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REAL ESTATE // PROPERTY MANAGEMENT // EXECUTIVE ASSISTANT

BOARD MEMBERSHIP AND ACTIVITIES

- High Point Theatre
- American Red Cross
- Cornerstone Healthcare Foundation
- Fireman's Relief Fund
- Reading Connections
- EV Homeowners Association Board of Directors
- Maranatha Fellowship Church
- (former) Habitat for Humanity
- (former) The ARC of High Point
- (former) Mental Health Associates of the Triad
- (former) The Alzheimer's Association
- (former) American Cancer Society
- (former) Leslie's House - emergency/crisis shelter for homeless women

EDUCATION

UNIVERSITY OF CONNECTICUT, Storrs, CT

GUILFORD TECHNICAL COMMUNITY COLLEGE, Jamestown, NC