



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Board of Trustees
FROM: Alexandra Cramer, Planner/Project Manager
DATE: January 14th, 2025
SUBJECT: HAB Appointment

SUMMARY

The Town has received an application for the Historic Advisory Board opening. Gayle Gardner has applied to fill a vacancy on the Historic Advisory Board. The candidate's application, resume and letter of interest is attached. The Historic Advisory Board has seven (7) seats with three (3) year staggered terms, with currently two (2) vacant seats.

If appointed, Gayle Gardner would fill a seat with a three-year term starting now through December 31, 2027.

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees appoint Gayle Gardner to the Historic Advisory Board for a three-year term starting January 14, 2025, through December 31, 2027.

ATTACHMENT(S)

Application, Resume & Letter of Interest



APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

Please complete the following application for consideration for service on the Elizabeth Historic Advisory Board. Along with this application, please submit a letter of interest for the position describing your experience, expertise, and reasons you would like to be a member of the Historic Advisory Board.

Name: Gayle Gardner

Address: [REDACTED]

Email: [REDACTED] Contact Phone #: [REDACTED]

Occupation: _____

Please list your areas of experience and expertise:

- Administration
- Accounting/Finance
- Program Development
- Communications
- Public Relations
- Design
- Marketing / Advertising
- Economic Development
- Historic Preservation Event
- Management Downtown
- Business Activity

Additional areas of expertise/ experience Executive Assistant, event planning, genealogy, Parliamentary Procedure

Have you attended an Elizabeth Historic Advisory Board meeting, event, forum, webinar, etc.?

- Yes
- No

If so, please explain your involvement.

I attended as an observer to learn more about the board and attended the workshop.

Please submit this application along with a separate letter of interest. Make sure you have read through the Elizabeth Historic Advisory Board job description and understand the position's responsibility and requirements.

Submit to: Zach Higgins, AICP, Community Development Director, zhiggins@townofelizabeth.org
Town of Elizabeth, 151 S Banner Street, PO Box 159, Elizabeth CO 80107 303-646-4166

Gayle T. Gardner

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Elizabeth, CO 80107
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Career Objective: Organized, results-oriented professional with 20+ years of experience managing executives with travel planning, monthly reports, payroll, schedule coordination, expense reports, event planning and communications seeks managerial position that will benefit organization through executive support.

Education: Bachelor of Science Degree, Northern Illinois University

WORK EXPERIENCE

*October 2006 -
September 2014*

Genuine Parts Company / NAPA Auto Parts Regional Office

Title: Executive Assistant / Centennial, CO

Executive Assistant to the Western Division Vice President of a Fortune 200 Company. Duties include completing various reports with Microsoft Word and Excel on a daily/weekly/monthly basis, including annual sales planning and budget preparations. Create and build PowerPoint Presentations for large audiences. Meeting and event planning for large groups requiring out of town travel. Booking extensive travel for executives, managers and self. Preparing expense reports on a biweekly basis. Professional interaction with high level executives and celebrities. Various other duties.

*July 2005 -
October 2006*

HealthONE EMS

Title: Program Secretary / Englewood, CO

Course Registrar for EMS Education Programs provided by HealthONE/Swedish Medical Center. Daily contact with outside sources and customers utilizing exceptional customer service and marketing skills. Data input in large in-house databases utilizing Microsoft Access and other software programs. Assisting Course instructors to ensure smooth flow of course from the registration process through the end of the course.

*January 2000 -
June 2005*

Coram Healthcare

Title: Executive Administrative Assistant / Centennial, CO

Provided administrative support to Senior Vice President of Operations, the Area Vice President of Sales, the Regional Vice President of Operations and Sales. Duties included creating and maintaining area report work sheets, including research and data analyzing P&Ls, budgets and month-end reporting, providing training on company intranet, creating PowerPoint presentations, scheduling and participating in conference calls and assisting the account managers and branch management of all West Area Branches. Creating and

maintaining calendars, scheduling off-site meetings and conference calls and payroll. During this time period, moved from San Diego, CA to Parker, CO staying employed with same company.

*March 1996 -
December 1999*

Title: Administrative Supervisor (Coram Healthcare) / San Diego, CA

Functioned as Branch Coordinator for one year and then promoted to Administrative Supervisor. While in this position, the employee base grew from 80 to 125 employees. Main responsibilities included facilities management, safety management and training, Human Resources, supervising the reception area and providing administrative support for the Branch Manager and the sales and marketing teams. Heavily involved in preparing all personnel files for JCAHO Accreditation Visit.

*April 1993 -
March 1996*

Title: Administrative Secretary (Mercy Home Care Services) / San Diego, CA

Hired as Word Processor and within 3 months was promoted to Administrative Secretary to the Vice President of Managed Care. Provided support to the Nurse Manager and the Billing Manager. Supported other managers when support staff was out of the office.

***Community
Involvement***

Daughters of the American Revolution— joined in May of 2014 and elected for three terms as Chapter Registrar. Service in 2021 included being elected as Chapter Vice Regent and appointed State Parliamentarian of the Colorado State Society, NSDAR. In 2023, organized a new chapter and am serving as Organizing Regent of the Running Creek Chapter in Elizabeth, Colorado.

Cherry Creek Valley Rotary Club – 2020-2021

Beta Gaveliers - Parliamentary Study Group – 2020-2024

Colorado Association of Parliamentarians (CAP) – Member 2021 - 2024

National Association of Parliamentarians (NAP) – Member 2021 – 2024

American Legion Auxiliary – Post 82, Elizabeth, Colorado – Member 2023-24

Elbert County Sesquicentennial Celebration Planning Board – 2023-2024

***Additional
Education***

Boston University, 2019 – Completed a 7-week online course in Genealogical Principles and a 15-week online course in Genealogical Research receiving top grades in both classes and earning a Certificate of Genealogical Research from the University.

References:

References available upon request.

October 31, 2024

RE: Historic Advisory Board Opening

Greetings,

My name is Gayle Gardner, and I wish to be considered for the opening on the Historic Advisory Board. I am known to the Town of Elizabeth as the Chapter Regent for the newly organized Daughters of the American Revolution Chapter, the Running Creek Chapter.

For more than 20 years, my career was Executive Assistant. My last employment was Executive Assistant to the Western Division Vice President of NAPA Auto Parts. Since leaving the work force over 10 years ago, I have taken many courses in genealogy, including genetic and forensic genealogy and hold a certificate in genealogical research from Boston University. I have also studied parliamentary procedure and I am a member of the National Association of Parliamentarians and the Colorado Association of Parliamentarians. I served for two years as the DAR's Colorado Society State Parliamentarian assisting all 50 DAR chapters with bylaw and standing rules issues.

In March of 2023, I was appointed by the National Society DAR to organize a chapter in Elbert County. What this has meant for the organizing members is they no longer have to go outside of their community to serve. The historic preservation, education and patriotic projects we bring to the community stay right here in our county when previously members had to travel to Parker, Castle Rock or Colorado Springs to participate with DAR. It has been a fantastic experience getting to know this community. Volunteering with DAR has allowed me to stay involved with many things such as project, event and meeting planning, budgeting, people management and meeting deadlines.

I grew up outside of Chicago and hold a bachelor's degree from Northern Illinois University. I spent the next 21 years of my life living in Southern California where my parents had moved before coming to Colorado. I moved to Parker, Colorado, in May of 2001, and have lived there until September of this year. Having over 23 years in the same town, I have watched the growth. While I understand the need for growth, I also understand the need to preserve our history.

My husband and I recently moved to the Town of Elizabeth and live in Ward 3. We wanted to make sure we lived in town so that we could have an effect on what happens in this community that we care so much about.

I am available for any questions you might have. Thank you for your consideration.

Gayle Gardner

