City of Geneva Local Development Corporation

Meeting Agenda

Title: Local Development Corporation Meeting

Location: Geneva BID Conference Room
Zoom will also be available for remote participation (info below)

Date: May 4, 2022

Time: 12pm-2pm

Agenda Item	Potential Outcome	Person Responsible
Call to Order		Dave Linger, Chair
Administration		
Minutes April 2022	Motion to approve minutes	Dave Linger, Chair
Financial Report April 2022	Motion to approve financial report	Tracy Verrier
Agenda Items		
Executive Session	The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value thereof.	Dave Linger, Chair
Grant Writing Proposals	Motion to approve grant writing expenditure	Tracy Verrier & Matt Horn
Marketing Committee Report	Report on discussion at joint marketing committee and recommendations	Tracy Verrier
Nominating Committee - LDC Board	Motion to approve nomination of Craig Talmage	Tracy Verrier
Adjournment	Motion to adjourn	Dave Linger, Chair

Next LDC meeting: June 1st, 2022, 12pm

Quorum (Confirmation required)
Dave Linger
Robert Sollenne
Chevanne Devaney
Paula Bucklin
Robert Koczent
Dana Hollenbeck
Marc Rodriguez
Peter Gillotte

Staff
Tracy Verrier
Matt Horn

Join Zoom Meeting
https://us02web.zoom.us/j/82424953044?pwd=VHNES2NvZ3lRTFdVZDlaaVZrME9MUT09
Dial in: (929) 205-6099
Meeting ID: 824 2495 3044
Passcode: 487818

REGULAR MEETING MINUTES
April 6, 2022
12pm

Board Members in Attendance
Paula Bucklin
Peter Gillotte
Dana Hollenbeck
Dave Linger
Marc Rodriguez
Rob Sollenne

Others in Attendance
Tracy Verrier, Executive Director, MRB Group
Mayor Stephen Valentino

Agenda Items

Call to Order: Dave Linger called the meeting to order at 12:05pm.

Minutes Approval:
Motion to approve the January and March meeting minutes by Dana Hollenbeck, second by Peter Gillotte, board unanimously approved the motion.

Financial Report:
Tracy Verrier provided a report on the financials for January 1 through March 30.

- The report does not reflect March interest as the bank statement has not been received yet. That will likely be about $15.
- There were two bills last month:
  - $1241.25 for half of the cost of environmental review on the Gateway parcel
  - $2491.60 for MRB administrative services
- Motion to approve the financial report by Rob Sollenne, second by Peter Gillotte. Motion carried unanimously.

Communications Project Funding:
The Communications Director that is being shared between BID and the City started last week. Michael Mills provided a proposal memo for marketing activities funding. There was not a specific dollar amount requested, but $10,000 was the possible amount discussed previously. The proposal outlines various publications and outlets that they would use for marketing depending on the amount of funding that is available. Mayor Valentino asked if the group will meet the new Communications Director and asked if the additional funding would supplement the salary of the individual or if the funding would be going toward advertising costs? The board agreed that they would like to meet the Communications Director, and Dave Linger clarified that the funds would go to the actual marketing activities rather than salary. He noted that the LDC will likely not be able to fund this every year, so asked about whether the board would want to fund $10,000 this year or split it up over two years. Rob Sollenne explained that he is in favor of marketing to attract visitors, but the proposal doesn't really outline a plan that shows how the money would be used. Peter Gillotte agreed that it would help to meet the new person and get a more specific plan for how the funds would be used. Tracy Verrier explained that the outlet/media usage will likely depend on the level of funding available. Rob Sollenne asked if the City would be willing to match whatever the LDC provides, and Dave Linger suggested reallocating money that budgeted for the Communications position because it was vacant for three months. Mayor Valentino explained he'd also need a more specific plan, but they could look at it. Rob Sollenne requested that any new proposal include a sustainability plan for how to continue marketing in future years.

Nominating Committee:

Dana Hollenbeck said that she saw Craig Talmage and he seemed positive about joining the board. Tracy Verrier will follow up and try to bring an official motion next month. Tracy explained that the Revolving Loan Fund committee has a vacancy, and the LDC board is the appointing body for that committee. She noted that there likely isn't a rush, so just something to start thinking about. The vacant seat was held by an accountant. The current make-up of the committee is the City Manager, City Comptroller, 3 bankers, and 1 entrepreneur. Tracy suggested that the vacant seat could be filled by an accountant or an additional private business person. Dave Linger asked if there are specific seats on that committee? Tracy did not believe so, but will confirm. Dave Linger suggested having someone from the RLF committee come to present at a future board meeting so that the LDC board can get a better sense of what the group is doing before making any decisions.

Discussion of Activities:

- Grants: Tracy Verrier recommended that the LDC consider applying for New York Main Street and Microenterprise grants. However, the timeline is such that the applications are due for these programs in July and won't be awarded until December. So both of these programs would fund activities in 2023. Tracy explained that MRB's grant writing services tend to average $5,000 per application. She also explained that the grants would cover some of the administrative costs if a consultant was hired for administration, but the grants would likely not cover all of the administration costs. The administration would also depend on how things look with the City by the time the grants come through, and if they have capacity to do any of the administration. Right now, the assumption is that a consultant would be needed for the entirety of administration. The board would like MRB to bring grant writing proposals for NYMS and Microenterprise to the next meeting, along with assurances that BID and the City are on board as partners for the roles they need to play. While the LDC is open to investing in the grant writing, they would like the City to cover any gap on administration costs. Mayor Valentino will speak with City staff to ensure that LDC efforts don't overlap with any City efforts and to get their input. He will invite Jennifer Slywka, interim City Manager, to the next LDC meeting.
- The board entered executive session by acclamation to discuss the proposed lease or sale of real property at 12:50pm.
- The board exited executive session by acclamation at 1:02pm.

Dave Linger made a motion to adjourn, which passed by acclamation. The meeting adjourned at 1:02pm.

Profit & Loss YTD Comparison
April 1 - 27, 2022

	Apr 1 - 27, 22	Jan 1 - Apr 27, 22
Ordinary Income/Expense		
Income		
Investments		
Interest-Savings, Short-term CD	0.00	27.96
Total Investments	0.00	27.96
Total Income	0.00	27.96
Expense		
Contract Services		
Outside Contract Services	5,427.50	9,160.35
Total Contract Services	5,427.50	9,160.35
Total Expense	5,427.50	9,160.35
Net Ordinary Income	-5,427.50	-9,132.39
Net Income	**-5,427.50**	**-9,132.39**

Balance Sheet
As of April 27, 2022

	Apr 27, 22
ASSETS	
Current Assets	
Checking/Savings	
Certificate of Deposit	81,135.00
LDC Checking Account	169,203.90
Total Checking/Savings	250,338.90
Total Current Assets	250,338.90
Other Assets	
Land and Buildings - Investment	44,567.00
Total Other Assets	44,567.00
TOTAL ASSETS	**294,905.90**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	40,427.50
Total Accounts Payable	40,427.50
Total Current Liabilities	40,427.50
Total Liabilities	40,427.50
Equity	
Retained Earnings	263,610.79
Net Income	-9,132.39
Total Equity	254,478.40
TOTAL LIABILITIES & EQUITY	**294,905.90**

May 4, 2022

David Linger
Geneva Local Development Corporation
47 Castle Street
Geneva, NY

RE: PROPOSAL FOR PROFESSIONAL SERVICES
GENEVA LOCAL DEVELOPMENT CORPORATION
CONSOLIDATED FUNDING APPLICATION – MICROENTERPRISE ASSISTANCE PROGRAM

Dear Mr. Linger:

We are pleased to provide this proposal for assistance in preparing an upcoming Consolidated Funding Application (CFA) through the New York State Department of Homes and Community Renewal (HCR) for the Microenterprise Assistance Program (MAP) on behalf of the Geneva LDC. This grant application will request funding to support small businesses and entrepreneurial pursuits in the City of Geneva, particularly those that support low- and moderate-income individuals and families. The current program guidelines grant amounts of up to $300,000, which could be re-granted to eligible businesses in amounts of $5,000 to $35,000. Up to 15% of the grant amount can be allocated to administration and program delivery costs. MAP applications are accepted on a rolling basis.

I. Background

It is our understanding that the Geneva LDC would like to engage MRB Group to write a grant application for MAP funding, with the primary applicant most likely being the City of Geneva.

HCR solicits applications through the New York State Consolidated Funding Application (CFA) for the purpose of providing resources to support and foster the development of microbusinesses by providing grants in conjunction with capacity building and entrepreneurial assistance.

II. Scope of Work

MRB Group will assist the Geneva LDC with the preparation of a MAP application by preparing the various documents required to submit through the CFA application portal.

Specifically, we will undertake the following tasks resulting in a complete application:

- Document need for the program in the City of Geneva and how it supports existing community plans
- Work with relevant stakeholders (LDC, BID, City of Geneva) to establish a Program Design Plan and underwriting guidelines, and to identify an appropriate training program
- Outline how the program will impact low- and moderate-income individuals and families
- Describe success stories from past MAP implementation
- Ensure that the required public participation (including public hearing) and municipal resolution are completed
- Incorporate all necessary documents and information into the CFA application portal

III. Fee

MRB Group's fee will be an hourly not to exceed basis with a total budget of **$3,000.00**.

The cost figure shown above represents our hourly not to exceed amount. This proposal presumes no significant changes in program guidelines. Should guidelines change significantly, or if any additional work beyond this fee and outside the scope of this proposal is expected, it would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Groups Standard Rates are subject to annual adjustment.

IV. Commencement of Work

Upon receipt of the signed proposal, MRB Group will begin work on the CFA grant application process. If MRB is engaged by Geneva LDC to write multiple grants, application work will be prioritized based on application deadlines. For instance, a grant application due in July will be prioritized over the MAP application, which is accepted on a rolling basis.

V. Standard Terms and Conditions

Attached hereto and made part of this Agreement is MRB Group's *Standard Terms and Conditions.*

If this proposal is acceptable to you, please return one copy to our office. Thank you for your consideration of our firm. We look forward to working with you on this project.

With best regards,

Matt Horn
Director of Municipal Services

James J. Oberst, P.E.
Executive Vice-President, C.O.O.

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PROPOSAL ACCEPTED FOR THE GENEVA LOCAL DEVELOPMENT CORPORATION BY:

Signature	*Title*	*Date*

MRB GROUP, ENGINEERING, ARCHITECTURE, SURVEYING, D.P.C.
AGREEMENT FOR PROFESSIONAL SERVICES
STANDARD TERMS AND CONDITIONS

A. TERMINATION

This Agreement may be terminated by either party with seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this Agreement is so terminated, the Professional Services Organization (hereinafter referred to as P.S.O.) shall be paid for services performed on the basis of his reasonable estimate for the portion of work completed prior to termination. In the event of any termination, the P.S.O. shall be paid all terminal expenses resulting therefrom, plus payment for additional services then due. Any primary payment made shall be credited toward any terminal payment due the P.S.O. If, prior to termination of this Agreement, any work designed or specified by the P.S.O. during any phase of the work is abandoned, after written notice from the client, the P.S.O. shall be paid for services performed on account of it prior to receipt of such notice from the client.

B. OWNERSHIP OF DOCUMENTS

All reports, drawings, specifications, computer files, field data and other documents prepared by the P.S.O. are instruments of service and shall remain the property of the P.S.O. The client shall not reuse or make any modification to the instruments of service without the written permission of the P.S.O. The client agrees to defend, indemnify and hold harmless the P.S.O. from all claims, damages, liabilities and costs, including attorneys' fees, arising from reuse or modification of the instruments of service by the client or any person or entity that acquires or obtains the instruments of service from or through the client.

C. ESTIMATES

Since the P.S.O. has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the P.S.O. does not guarantee the accuracy of such estimates as compared to the Contractor's bid or the project construction cost.

D. INSURANCE

The P.S.O. agrees to procure and maintain insurance at the P.S.O.'s expense, such insurance as will protect him and the client from claims under the Workmen's Compensation Act and from claims for bodily injury, death or property damage which may arise from the negligent performance by the P.S.O. or his representative.

E. INDEPENDENT CONTRACTOR

The P.S.O. agrees that in accordance with its status as an independent contractor, it will conduct itself with such status, that it will neither hold itself out as nor claim to be an officer or employee of the client, by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the client, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits or Social Security coverage.

F. SUCCESSORS AND ASSIGNS

The client and the P.S.O. each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the client nor the P.S.O. shall assign, submit or transfer his interest in this Agreement without the written consent of the other.

G. P.S.O. NOT RESPONSIBLE FOR SAFETY PROVISIONS

The P.S.O. is not responsible for construction means, methods, techniques, sequences or procedures, time of performance, programs, or for any safety precautions in connection with the construction work. The P.S.O. is not responsible for the Contractor's failure to execute the work in accordance with the Contract Drawings and/or Specifications.

H. INVOICES AND PAYMENT

Client will pay MRB Group, Engineering, Architecture, Surveying, D.P.C. for services in respect of the period during which Services are performed in accordance with the fee structure and work estimate set forth in the proposal. Invoices will be submitted on a periodic basis, or upon completion of Services, as indicated in the proposal or contract. All invoices are due upon receipt. Any invoice remaining unpaid after 30 days will bear interest from such date at 1.5 percent per month or at the maximum lawful interest rate, if such lawful rate is less than 1.5 percent per month. If client fails to pay any invoice when due, MRB may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of Services upon ten (10) days prior written notice by MRB to client. Notwithstanding any termination of Services by MRB for non-payment of Invoices, Client shall pay MRB in full for all Services rendered by MRB to the date of termination of Services plus all interest and termination costs and expenses incurred by MRB that are related to such termination. Client shall be liable to reimburse MRB for all costs and expenses of collection, including reasonable attorney's fees.

I. FEES REQUIRED FROM JURISDICTIONAL AGENCIES

MRB Group, D.P.C. is not responsible for nor does the Compensation Schedule established in the Agreement include fees or payments required of jurisdictional agencies. The client herein agrees to pay all application, entrance, recording and/or service fees required by said agencies.

J. P.S.O. NOT AN EMPLOYEE

The P.S.O. agrees not to hold himself out as an officer, employee or agent of the Owner, nor shall he make any claim against the Owner as an officer, employee or agent thereof for such benefits accruing to said officers, employees or agents.

K. INDEMNITY

The Owner will require any Contractor and Subcontractors performing the work to hold it harmless and indemnify and defend the Owner and P.S.O., their officers, employees and agents from all claims resulting from the Contractor's negligence in the performance of the work.

May 4, 2022

David Linger
Geneva Local Development Corporation
47 Castle Street
Geneva, NY

RE: PROPOSAL FOR PROFESSIONAL SERVICES
GENEVA LOCAL DEVELOPMENT CORPORATION
CONSOLIDATED FUNDING APPLICATION – NEW YORK MAIN STREET

Dear Mr. Linger:

We are pleased to provide this proposal for assistance in preparing an upcoming Consolidated Funding Application (CFA) through the New York State Department of Homes and Community Renewal (HCR) for the New York Main Street (NYMS) program on behalf of the Geneva LDC. This grant application will request funding to support mixed use building improvements within a targeted area of the City of Geneva, particularly improvements that create or enhance housing that meets "affordable" rental thresholds. In 2021, NYMS offered grants of up to $500,000 for the Target Area Building Renovation Activities program. The grant amount could include 7.5% for administration, with the remainder supporting building renovation projects. Matches are provided by the building projects, not the grant applicant. We anticipate similar amounts will be offered for the 2022 program.

I. Background

It is our understanding that the Geneva LDC would like to engage MRB Group to write a grant application for NYMS funding, with the primary applicant most likely being the City of Geneva.

HCR solicits applications through the New York State Consolidated Funding Application (CFA) for the purpose of supporting building renovations in targeted downtown and main street areas. In particular, HCR seeks to support adaptive reuse of historic buildings into mixed-use facilities and the creation and enhancement of affordable housing units.

Based on recent conversations with HCR representatives, it is our understanding that NYMS applications in 2022 will require substantial pre-application development work to be competitive. Successful applications will likely have utilized a marketing and public engagement process to identify the vast majority of renovation projects to be funded.

II. Scope of Work

MRB Group will assist the Geneva LDC with the preparation of a NYMS application by preparing the various documents required to submit through the CFA application portal. Specifically, we will work with relevant partners to undertake the following tasks resulting in a complete application:

- Identify a target area and potential renovation projects
- Provide interested building owners and developers with information about the processes and requirements of participating in NYMS, and confirm proposed project eligibility
    - *Pre-development Note: if sufficient interest in the program and/or eligible projects cannot be identified during this predevelopment phase, work on the proposal will stop and Geneva LDC will only be billed for work completed.*
- Work with confirmed participating building owners and developers to understand the proposed renovations and budgets, as well as collect project documentation
- Outline the program strategy and how it will assist in enhancing economic activity and vibrancy of the target area
- Define the implementation strategy
- Demonstrate alignment with existing community plans
- Provide examples of past successful NYMS implementation
- Ensure that the required public participation and municipal resolution are completed
- Incorporate all necessary documents and information into the CFA application portal

III. Fee

MRB Group's fee will be an hourly not to exceed basis with a total budget of **$10,000.00**.

- *Pre-development Note: Pre-development work to identify projects for inclusion in the proposal will be an hourly not to exceed of $3,000.*

The cost figure shown above represents our hourly not to exceed amount. This proposal presumes no significant changes in program guidelines. Should guidelines change significantly, or if any additional work beyond this fee and outside the scope of this proposal is expected, it would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Groups Standard Rates are subject to annual adjustment.

IV. Commencement of Work

Upon receipt of the signed proposal, MRB Group will begin work on the CFA grant application process. We anticipate that grant applications will be due in the later part of July 2022 and grant awards will be announced in December 2022.

V. Standard Terms and Conditions

Attached hereto and made part of this Agreement is MRB Group's *Standard Terms and Conditions.*

If this proposal is acceptable to you, please return one copy to our office. Thank you for your consideration of our firm. We look forward to working with you on this project.

With best regards,

Matt Horn
Director of Municipal Services

James J. Oberst, P.E.
Executive Vice-President, C.O.O.

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PROPOSAL ACCEPTED FOR THE GENEVA LOCAL DEVELOPMENT CORPORATION BY:

Signature	*Title*	*Date*

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K. INDEMNITY

The Owner will require any Contractor and Subcontractors performing the work to hold it harmless and indemnify and defend the Owner and P.S.O., their officers, employees and agents from all claims resulting from the Contractor's negligence in the performance of the work.

BOARD MEMBER NOMINATIONS: Board Appointment
FOR CONSIDERATION AT
Geneva LDC BOARD MEETING – May 4, 2022

Appointments:

Craig Talmage:
• The Nominating Committee is recommending Craig Talmage to be appointed to the Geneva Local Development Corporation Private sector (100 plus employees) board seat for a term of June 1, 2022 through December 31, 2025.

1. A motion to nominate Craig Talmage to the LDC board move by ____, second by ____.

Biography: https://www.hws.edu/academics/entrepreneurial/facultyProfile.aspx?facultyID=1502

Craig Talmage

Craig.Talmage@gmail.com 623-980-9288 Stern Hall, 300 Pulteney Street, Geneva, NY 14456

Skills

- Job and Organizational Analyses
- Six Sigma Improvement
- Technical Writing
- Statistical Analysis
- Group Process Facilitation
- Board Development
- Survey Design
- Client/Community Presentations
- Validity and Reliability Research
- Training/Curriculum Development
- Advanced U.S. Census Research
- Citizen Researcher Training
- Performance Management
- Entrepreneurial Coaching
- Entrepreneurial Development
- Assessment and Evaluation
- Program and Policy Evaluation
- Basic Web Editing
- Selection Tool Development
- Community Outreach
- Project Management
- Needs Assessment
- Asset Based Community Development/Planning
- Qualitative, Quantitative, and Mixed Methods Research
- Long-Term Strategic Planning
- Succession Planning
- Business Plan Development
- Co-working Development

Education

Arizona State University *Phoenix, AZ* **2010 – 2014**
Ph. D. Community Resources & Development
Coursework Foci Social Entrepreneurship; Assessment and Evaluation
Dissertation Focus Psychological Social Capital Development

Minnesota State University, Mankato *Mankato, MN* **2008 – 2010**
Master of Arts Industrial-Organizational Psychology
Thesis Focus Job Applicant Reactions and Behaviors

The University of Arizona *Tucson, AZ* **2004 – 2008**
Bachelor of Science Family Studies & Human Development
Magna Cum Laude with Honors General Business Minor
Honors Focus Economic Costs of Bullying and Harassment

Teaching

Assistant Professor *Hobart & William Smith Colleges, Entrepreneurial Studies*, June 2019-Present, Geneva, NY
Visiting Assistant Professor Jan. 2016-May 2019, Geneva, NY

Courses: Entrepreneurial Studies 120 – Economic Principles for the Entrepreneur
Entrepreneurial Studies 201 – Quantitative Tools for the Entrepreneur
Entrepreneurial Studies 220 – Social Innovation for the Entrepreneur
Entrepreneurial Studies 400 – Senior Capstone for the Entrepreneur
Entrepreneurial Studies 450/456 – Independent Study for the Entrepreneur

- Grew the entrepreneurial studies minor from inception to the largest minor program with over 220 students.
- Provides students with a foundational understanding of entrepreneurship and innovation theory (e.g., Schumpeterian or Kirznerian) present across history and in the entrepreneurial enterprises in today's markets.
- Helps students acquire an understanding of the economic principles guiding various types of organizations and markets; rational behavior; competition vs. monopoly power; game theory; pricing strategies; and production.
- Provides instruction around Excel skills necessary for entrepreneurial success and success in today's workforce.
- Covers topics such as accounting terminology; analyzing financial statements; ethics considerations; budgeting; data collection; summarizing data; data visualization; hypothesis formulation and testing; sampling techniques; normal distributions; group differences, nonparametric tests; and, correlations and regression techniques.
- Leads students in applied projects and facilitate understanding through case studies and news reports.
- Instructs students in the foundations of social entrepreneurship, such as social innovation and social enterprise, so that they can apply their knowledge to solve real-world social problems during and outside of the course.
- Supervises students on internships or conducting summer research and holds independent study courses in downtown Geneva, New York with local entrepreneurs and community members in attendance.
- Developed and instructs a senior capstone course where students consult for local entrepreneurs/enterprises and students develop and pitch their own enterprise plans and analyze the potential for success of those plans.

Faculty Associate and Honors Faculty *Arizona State University, Public Affairs,* Jan. 2015-Present, Phoenix, AZ
Arizona State University, Community Resources & Development, June 2018-Present, Phoenix, AZ
Course: Public Affairs 560 – Community Resilience (online only)
Community Resources and Development – Inclusive Community Development (online only)

- Facilitated online learning activities, such as discussions, interactive MS PowerPoint presentations, and other multimedia experiences.
- Provided feedback based on assessment and evaluation plans to students regarding their coursework.

Past Assignments

Faculty Associate *Arizona State University, Community Resources & Development,* Jan. 2015-July 2018, Phoenix, AZ
Courses: Nonprofit Leadership and Management 410 – Social Entrepreneurship (Spring 2015; Fall 2015)
Nonprofit Leadership and Management 402 – Assessment & Evaluation of Community Services (Fall 2015)
Parks and Recreation and Management 402 – Assessment & Evaluation of Community Services (Fall 2015)
Community Resources & Development 302 – Inclusive Community Development (Summer 2018)

- Led an Asset Based Community Based Development (ABCD) assessment project in the downtown Phoenix.
- Lectured, led discussions, provided feedback, and provided interactive instructional activities to students.
- Created evaluation and assessment plans for course projects.
- Led students in an assessment of local social entrepreneurship and assets for the We Are Downtown project.

Adjunct Faculty *Glendale Community College, Psychology,* Aug. 2012-Dec. 2015, Glendale, AZ
Courses: Psychology 101, 230 & 231 – Introduction to Psychology; Introduction to Statistics (Lecture & Laboratory)

- Lectured, led discussions, provided feedback, and provided interactive instructional activities to students.
- Facilitated and reviewed lab activities using SPSS software and other hands-on learning methods.
- Created evaluation and assessment plans for course projects.

Instructor *Arizona State University, Community Resources & Development,* August 2011-May 2014, Phoenix, AZ
Course: Tourism Development and Management 402 – Assessment & Evaluation of Community Services

- Led an ABCD assessment in central Phoenix (Fall 2013 & Spring 2014) for the We Are Downtown project.
- Led a survey effort regarding tourism in the western suburbs and parks of Phoenix (Spring 2013).
- Led an interview assessment process focusing on the experiences of students at ASU (Fall 2013).
- Led ABCD consultation with the Southwest Valley United Way in Phoenix, Arizona (Spring 2012).
- Led a tourism assessment with the Arizona Office of Tourism and Port Authority in Nogales, AZ (Fall 2011).

Highlighted Guest Instructor Experience

Hobart and William Smith Colleges, Geneva, NY
- Epic Product Fails! Presented October 2018 to Epic Fails (FSEM 028-01)
- Measurement Issues and Personality and Prediction. Presented February 2017 to Personality (PSY 220-01)
- Jumpstart Your Entrepreneurship Potential: Exploring the Keys to the Entrepreneurial Mindset. Presented January 2017 at the Leadership Institute hosted by the Centennial Center for Leadership.
- Trust in Research. Presented February 2016 to Community-Based Research: Intro (SJSP 101-01)
- The Building Blocks of Social Entrepreneurship. Presented January 2016 at the Leadership Institute hosted by the Centennial Center for Leadership.
- Jumpstart Your Entrepreneurship Potential: Exploring the Keys to the Entrepreneurial Mindset. Presented January 2017 at the Leadership Institute hosted by the Centennial Center for Leadership.
- Exploring the Entrepreneurial Self. Presented January 2018 at the Leadership Institute hosted by the Centennial Center for Leadership.

Geneva High School, Geneva, NY
- How to Write Social Responsibility Statements. Presented 2018-2019 with Ashley Pereira, Economics Teacher, in preparation for the annual Panther Pitch.