

★ ★ ★  
**OHIO CITY**

INCORPORATED

est 1836

**2017 OHIO CITY INCORPORATED BOARD OF TRUSTEES APPLICATION**



**ELIGIBILITY:**

Thank you for your interest in serving on the Ohio City Incorporated Board of Trustees.

To apply for one of the Ohio City Incorporated Board of Trustees seats, you must be a Resident Member of Ohio City Incorporated on or before submitting your application and a member of Ohio City Incorporated for a minimum of 30 days. Visit [www.ohiocity.org](http://www.ohiocity.org) to print your membership form. Please include the membership form with your application. If you are unsure about your membership status, contact Agnes Akite at Ohio City Incorporated: [aakite@ohiocity.org](mailto:aakite@ohiocity.org).

In order to be considered a candidate, a signed copy of the *Ohio City Incorporated Board Expectations* document must be submitted with this application.

All Ohio City Incorporated Board of Trustees Candidates are encouraged to attend the 2017 Annual Meeting on Tuesday March 21<sup>st</sup> 2017 and the Ohio City Incorporated Meet the Candidates Night on April 25<sup>th</sup> from 6:00pm to 7:00pm.

We look forward to reviewing your complete application on or before **March 10<sup>th</sup>, 2015 by 5:00pm.**

**CHECKLIST**

*Please ensure the following items below are included with your application. **Personal information including address, email, and phone number will not be shared but the rest of your application will be posted on the Ohio City Inc website and at relevant candidate events.***

Part 1: Candidate Information

Part 2: Experience & Professional Expertise

Part 3: Personal Statement

- Why do you wish to serve on the Ohio City Incorporated Board of Trustees?
- Please describe your experience in the areas checked in Part 2. Include any special achievements and/or any experiences that you feel would enhance the organization.
- Describe your involvement in Ohio City neighborhood organizations or Ohio City Incorporated sponsored committees, projects, or block clubs.
- Describe your involvement in non-Ohio City neighborhood organizations/activities.

Application Signed & Dated

Ohio City Incorporated Board Expectations Document

Resume or Curriculum Vitae

**Applications must be received on or before March 10<sup>th</sup>, 2016 by 5:00pm**  
Email to: Alex Frondorf— Governance Chair  
[frondorf@gmail.com](mailto:frondorf@gmail.com)  
Carrie Miller—Director of Neighborhood Services  
[emiller@ohiocity.org](mailto:emiller@ohiocity.org)

**Applications can also be mailed to:**  
Attn: OCI Governance Committee  
Ohio City Incorporated  
2525 Market Avenue, Suite A  
Cleveland, Ohio 44113

# OHIO CITY INCORPORATED BOARD OF TRUSTEES APPLICATION



### Part 1: Candidate Information

Please fill out your contact information below. Personal information including address, email, and phone number will not be shared.

<b>Name:</b>	Maria Caldwell Nosse						
<b>Address:</b>	1862 West 44th Street	<b>City:</b>	Cleveland	<b>State:</b>	OH	<b>Zip:</b>	44113
<b>Phone:</b>			<b>Email:</b>				
<b>Ohio City Incorporated Membership:</b>	<input checked="" type="checkbox"/> I am currently a Resident Member in-good-standing						
	<input type="checkbox"/> My Resident Membership form is attached to this application						
<b>Length of Ohio City residency?</b>	35-years (entire life)						

### Part 2: Experience & Professional Expertise

Please check the areas in which you have experience and/or professional expertise. Responses to Part 2 will be made available to Ohio City Incorporated membership prior to the election.

<input checked="" type="checkbox"/> Accounting	<input type="checkbox"/> Developer/Builder	<input checked="" type="checkbox"/> Human Resources
<input type="checkbox"/> Bilingual	<input type="checkbox"/> Education	<input type="checkbox"/> Legal
<input type="checkbox"/> Community Activist	<input type="checkbox"/> Finance/Lending	<input type="checkbox"/> Marketing
<input checked="" type="checkbox"/> Community Connections	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Outreach
<input type="checkbox"/> Construction Contractor	<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Design/Architecture	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Strategic Planning

### Part 3: Personal Statement

Please answer the following questions & attach with your application. Limit 1 page, single-spaced. Responses to Part 3 will be made available to Ohio City Incorporated membership prior to the election.

- 1) Why do you wish to serve on the Ohio City Incorporated Board of Trustees?
- 2) Please describe your experience in the areas checked in Part 2. Include any special achievements and/or any experiences that you feel would enhance the organization.
- 3) Describe your involvement in Ohio City neighborhood organizations or Ohio City Incorporated sponsored committees, projects, or block clubs.
- 4) Describe your involvement in non-Ohio City neighborhood organizations/activities.

### Applicant Signature

This application was completed to the best of my knowledge and in good faith:

---

 Maria Caldwell Nosse 3/9/2017

**Signature** **Print** **Date**

## 2017 OHIO CITY INCORPORATED BOARD OF TRUSTEES APPLICATION

### Part 3: Personal Statement

Maria Caldwell Nosse

- 1) I wish to continue to serve on the OCI Board because I believe my accounting knowledge provides a benefit to the organization. Further, I support (financially and through volunteer hours) many good things the organization is doing. I've lived my entire life in Ohio City, except when I left for college, and will continue to support the organization and neighborhood whether part of the Board or not.
- 2) I have been a Certified Public Accountant for 10 years and practiced public accounting for over 11 years. In 2013, I opened my firm's regional office in Ohio City. My experience in public accounting includes financial statement preparation, tax preparation, dealing with payroll taxes & employment issues and other financial consulting activities. This experience lends to my ability to serve on the finance committee by reviewing financial statements, reviewing tax returns, considering capital expenditures, making compensation and benefit suggestions, etc. My connections with the community, built through years of getting to know my neighbors, enhance my ability to gain an understanding of how members & other stakeholders feel about neighborhood issues and I feel I can communicate those feelings and concerns to the Board.
- 3) I have served on the OCI finance committee for over 5 years, served as an OCI Board member for about 4 ½ years and have served as the Treasurer for about 2 years. I have historically co-chaired, and now sponsor, the May Dugan Center's tree-lighting ceremony. I serve on the Urban Community School alumni board, chair the alumni board events committee and have been a CYO basketball coach there for 3 years. I am involved as a volunteer and committee member at a former Ohio City, now Detroit Shoreway institution, Near West Theatre. I serve on the finance committee of Brite Cleveland, whose office is located in Ohio City. I volunteer as much as possible for the Near West Recreation League, including coaching the original tee ball and bowling seasons and continuing coaching of baseball and soccer. I occasionally attend by block club meetings, as my schedule allows, but stay up to date through block club emails.
- 4) For 5 years, I was a member of 100+ Woman Who Care, an organization of women who meet quarterly to present local charities they feel passionately about, then vote to select a charity for the entire group to financially support. I have served on the Catholic Education Endowment Trust board for 4 years and served as the Treasurer for 1 year.

# Maria Caldwell Nosse, CPA

---

1862 West 44th Street, Cleveland, OH 44113 |

## Objective

- Use my education and experience with process improvement to assist my employer with generating better work-life balance, better client relationships and higher profits

## Experience

### **VICE PRESIDENT | ZIMMERMAN & CO CPAS | 2013-CURRENT**

- Manage employees and client relationships
- Design and implement processes to stream-line assignments and improve efficiency
- Compile financial statements
- Prepare corporate and individual income tax returns
- Review, develop and implement internal and client business and accounting processes

### **SENIOR MANAGER | MCMANAMON & CO CPAS | 2006-2013**

- Manage staff and facilitate communication between with partners and clients
- Plan and execute large audit engagements
- Prepare corporate and individual income tax returns
- Devise and execute complex business and individual tax planning strategies
- Learn, implement and teach staff new software

## Education

**MASTER OF SCIENCE IN ACCOUNTANCY | 2004-2005 | UNIVERISTY OF CINCINNATI**

**BACHELOR OF BUSSINESS ADMINISTRATION | 2000-2004 | UNIVERSITY OF CINCINNATI**

## Volunteer Experience

### **TREASURER | OHIO CITY INCORPORATED | 2015-CURRENT**

- Board member 2012-current

### **TREASURER | CATHOLIC EDUCATION ENDOWMENT TRUST | 2016-CURRENT**

- Board member 2014-current

### **EVENT COMMITTEE CHAIR | URBAN COMMUNITY SCHOOL ALUMNI BOARD | 2016-CURRENT**

- Founding board member 2015-current

### **FINANCE COMMITTEE MEMBER | BRITE CLEVELAND | 2015-CURRENT**

### **BENEFIT COMMITTEE MEMBER | NEAR WEST THEATRE | 2017**



**OHIO CITY INCORPORATED**  
**2017 BOARD OF TRUSTEES STATEMENT OF EXPECTATIONS AND COMMITMENT**



The following responsibilities are specific to Ohio City Incorporated (“OCI”) and are articulated for the purpose of complementing or clarifying certain expectations for the traditional governing responsibilities of Board of Trustees.


Please return a signed copy of this form. This acknowledges that you have read the statement and understand the expectations and commitment being asked of you as a member of the Board of Trustees.

1. Commit to the mission and goals of OCI, as stated in the Bylaws, strategic plan or other initiatives agreed upon by the Board.
2. Attend meetings of the Board of Trustees: Up to twelve (12) meetings are scheduled each year. Board members are expected to attend all meetings of the Board during their term. Board members who must miss an occasional meeting are expected to inform the Board President. Chronic absence may lead to removal from the Board.
3. Serve on at least one committee and attend committee meetings. Meeting dates and times are established by the chairman of each committee.
4. Observe the parliamentary procedures and display courteous conduct in all Board and committee meetings.
5. Prepare for meetings by reviewing agenda materials in advance of meetings.
6. Contribute your expertise through participation in Board meetings and strategic development of the Board and OCI. As a Board of Trustee it is your duty to be informed about matters pertaining to OCI and to vote on resolutions affecting the organization. Participation requires active engagement, which includes articulating and responding to alternative viewpoints through effective, respectful communication, and voting on record when resolutions are brought up for Board vote.
7. Attend and/or volunteer for OCI-sponsored events. Board of Trustees are encouraged to attend as many events as possible, but must attend as a guest or volunteer for at least two major events coordinated by OCI each year. Your attendance as a guest at events requires the purchase of a ticket, the cost of which is either fully or partially tax deductible.
8. Make a personal financial contribution to OCI each year, which is then either donated to the Ohio City Improvement Fund or to a separately funded Board-sponsored neighborhood project. A gift of at least \$100.00 is suggested. Gifts In-kind will not substitute for the minimum contribution. This amount is not inclusive of any membership dues that the Board may elect to require. The Board contribution and any dues are 100% tax deductible.

9. Commit to uphold and comply with fiduciary duties of care, loyalty, compliance, and to maintain accounts as provided under Ohio law.
10. Disclose any potential conflict of interest with OCI and possess the ability to make independent decisions, unencumbered by material conflict of interest.
11. Refrain from discussing or sharing confidential Board business with non-board members in accordance with our confidentiality policies.
12. Be willing to participate in periodic Board of Trustee self-evaluations and annual board evaluations, and be open to constructive feedback on performance as a board member.
13. Support in a positive manner all actions taken by the Board of Trustees even when in a minority position on such actions. Recognize that decisions of the Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.
14. Exercise authority as a Board of Trustee only when acting in a meeting with the full board or as delegated by the Board.
15. Refrain from intruding on administrative and personnel issues that are the responsibility of the Executive Director, except to monitor the results of the organization.
16. Represent OCI in a positive and supportive manner at all times.
17. Abide by this Statement of Expectations, the Confidentiality Agreement, the Conflict of Interest Agreement, and all other Board operating policies and procedures.

***I understand that as a member of the Board of Trustees for Ohio City Incorporated, I will be held accountable to the expectations above on an annual basis.***

- I agree to the above statements and will comply with the requirements**
- I cannot meet these expectations**

Signature: 

Date: 3/9/2017

Print Name: Maria Caldwell Nosse