

OHIO CITY INCORPORATED BOARD OF TRUSTEES APPLICATION

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Part 1: Candidate Information

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

Name:	Helen Knipe Smith				
Address:	3016 Carroll Ave	City:	Cleveland	State:	OH
Zip:	44113				
Phone:			Email:		
Ohio City Incorporated Membership:	<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				
Length of Ohio City residency?	Since 1970 - 47 years				

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

Helen Knipe Smith
Signature

Helen Knipe Smith
Print

3/9/2017
Date

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OHIO CITY

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

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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: Helen Knipe Smith Date: 9 March 2017

Print Name: HELEN KNIFE SMITH

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Part 3: Personal Statement

1. Why I want to serve on the OCI Board:

For the past several terms as an OCI Board member, I served as Chair of the Safety Committee. A number of important programs have been initiated including the Safety Camera Program, the Home security audit and the joint cooperation between OCI and Tremont West in hiring a Safety Coordinator for both neighborhoods. The Safety Coordinator will be hired shortly and we are 2/3 of the way through the completion of the Camera program. It is essential that both programs move forward to become an integral part of OCI's strategic plan and mission. I believe I can be an effective Board member in making these programs successful.

I served as the City Council representative for 18 years in the early days of Ohio City, also representing the Flats Westbank, Clark Metro and part of Tremont. That history along with service on the Board for a number of years gives me a unique role of knowing what has been tried, what has failed, what should be tried again and suggestions on how approaches can be more efficacious. In many instances, I can explain how we got into this "mess."

Part 2. Professional Experience

Describe your experiences in areas checked above. Some projects and initiatives were undertaken before becoming an elected official, some as an elected official, others during my time at the County and as President of HKS Consultants.

Community Activist and Community Connections: Was co-founder of the Ohio City Block Club Association; Helped lead the fight to save Carnegie West Library from Demolition by the Library Board of Trustees; Initiated an Anti-arson campaign and housing board-up program that became Near West Housing; Closed with neighborhood assistance over 10 liquor outlets that were a nuisance to neighborhood residents. Led anti-prostitution program. Former member Board of Trustees, West Side Community House, Riverview GAC, Malachi House, May Dugan Multi-Service Center; Co-founder of Cleveland Mediation Center

Developer/Builder/Finance/ Lending/Real Estate: These experiences are all interrelated in the following projects:

Built the first new construction south of Lorain: Dunbar Square Development;
Team Member for Upper Chester redevelopment; Assisted in making possible the development of Merrell Building; Bender Building; Metzner Building, Market Street renovation; GLBC Building renovation; Massimo da Milano renovation; Johnny Mango; Market Square Park Phase 1; Market Plaza; Dave's Supermarket; Market Ave. Parking Lot; Cleveland Public Theater Renovation, Phase 1; CATS new construction 1; Variety Theatre Historic renovation. Assisted

Smith

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with Master Plans for MetroHealth, Lutheran Medical Center and St. Ignatius High School and the school's new construction program for replacement housing South of Lorain.

Historic Preservation

Served on the Cleveland Landmarks Commission; Sponsored legislation and led lobbying effort for Ohio City Historic districts designation; Directed Cuyahoga County HELP housing program that initiated loans for historic properties in Cleveland and Inner Ring suburbs.

Fundraising: Was a public relations and fundraiser for non-profit organizations before becoming a City Council member. Have assisted CDC's and non-profits as well as political candidates in funding raising strategies.

3. **Involvement in Ohio City Neighborhood Organizations:** Member of Bridge, Carroll, Jay Block club since its inception. OCI representative to Fries Schuele Condo Association. Volunteer annually at Weekend in Ohio City. Volunteer at Street Fair.
4. **Involvement in non-Ohio City Neighborhood organizations:** pending Board Member Promise Academy, CMSD Charter School; Volunteer in numerous Political campaigns and issue campaigns in Cleveland and Cuyahoga County.

Smith

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Helen Knipe Smith

Helen Knipe Smith is a veteran activist, former elected official and nonprofit advisor. She is currently president of the Cleveland-based HKS Consultants, LLC.

The firm's work includes political strategic planning, advocacy, non-profit management, community relations, economic development and government affairs.

HKS Consultants' clients have included Mayor Frank Jackson's Transition; Dan T. Moore; Action Cleveland; The Frangos Group; a number of small businesses and non-profits (tax and governmental appeal work); Dunbar Square Development Group and Upper Chester Development, LLC.

Ms. Smith has 40 years of experience in Cleveland's public, private and nonprofit sectors. As member of Cleveland City Council for 18 years, she was the first woman elected majority leader. She served the Ohio City, Flats, Tremont and Clark Metro neighborhoods and led their redevelopment efforts, which resulted in millions of reinvestment dollars. Her leadership led to the first Urban Development Action Grant awarded to a neighborhood social service entity, the Franklin Plaza Nursing Home. After serving five terms in City Council, Ms. Smith ran for mayor in 1997 spearheading a grass roots effort to refocus the City's efforts on rebuilding its neighborhoods.

In 1998, Ms. Smith joined Cuyahoga County serving on the Board of Revision and later as the founder and director of the County Treasurer's housing loan program, which she coordinated with every municipality's mayor and council in the County. In 2001, she joined the Democratic State ticket as the candidate for State Auditor. Since 2002, she has focused on serving clients of HKS Consultants.

In addition to a number of awards and honors she received throughout her career, Ms. Smith was selected in 1999 and 2001 by the United States Department of State to provide guidance to Slovenian and Macedonian women who desired to run for public office.

Prior to entering City Council, Ms. Smith directed public relations and fundraising activities for nonprofit organizations. She received her bachelor's degree from Maryville University in St. Louis, Mo. and her master's degree from Case Western Reserve University.

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