



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

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MEMORANDUM

DATE: February 6, 2019
TO: Board Members
SUBJECT: Appointment to the CDBG SubCommittee

This memo is to request the Board's approval of my appointment of Sarah Lee, Arlington, MA, to the CDBG Subcommittee, with a term expiration of 1/31/2022.


Town Manager

SARAH L. LEE

Slover Linett Audience Research, Chicago, IL and Arlington, MA

2005 – present

Promoted to President (former positions include: Vice President; Senior Associate; and Research Associate)

Member of four-person leadership team responsible for firm-wide strategic planning efforts, financial oversight, professional development and mentorship of staff, and all day-to-day aspects of firm management. Direct design and implementation of evaluation, market research, and other strategic engagements with nonprofit and philanthropic clients. Develop written research reports, evaluation frameworks, and strategic recommendations and deliver highly engaging presentations to executives, trustees, and other stakeholders.

- Lead business development efforts to grow revenue and expand market share. Contributed to revenue growth of approximately 150% between 2009 and 2018.
- Design and oversee implementation of ongoing 8-year, \$1.7-million process evaluation of a major Irvine Foundation initiative and led grantees through grant planning processes. Contribute to cohort learning curriculum and developed new model for understanding equity, diversity, and inclusion-focused organizational change in arts nonprofits.
- Designed and implemented a qualitative and quantitative assessment of the MacArthur Foundation's "MacArthur Award for Creative and Effective Institutions" and facilitated internal foundation reflection on strategic program design changes. Resulted in public report describing how institutional support can be leveraged to enhance nonprofit effectiveness.
- Designed and facilitated a collaborative process to help Chicago-area nonprofits develop new strategies to support sustainability and programmatic innovation in the arts. Resulted in development of new programs and tools at Arts & Business Council of Chicago.
- Initiated internal Equity, Diversity, and Inclusion working group. Expected to result in new hiring, retention, and training practices.

Cultural Policy Center at the University of Chicago, Chicago, IL

2003 – 2004; 2007 – 2008

Research Associate

- Consulted with academic and policy research teams on analysis of arts and cultural industries data. Contributed to new understanding of economic impact of arts and culture sector.
- Led quantitative analysis for and co-authored multi-city benchmarking study of music industry. Study informed ongoing civic and commercial dialogue about impact of music industry in Chicago.
- Co-founded and organized Emerging Scholars in Cultural Policy conference. Provided presentation and networking opportunities for students at top cultural policy research centers.

Imagitas, Inc., Newton, MA

2000 – 2001

Senior Marketing Associate, Offline Product Revenue

- Developed models for predicting advertiser-generated revenue from print product distributed by US Postal Service. Helped to maximize business unit revenue.
- Researched and wrote website content as member of team that received Vice President Gore's Hammer Award for contributions to development of FirstGov.gov.

Historic Neighborhoods Foundation, Boston, MA

1999

Program Associate

- Collaborated with leaders in Boston's planning and development community to design educational forums addressing current issues in Boston's growth and development. These advanced civic dialogue about smart, equitable development in the region.

EDUCATION

UNIVERSITY OF CHICAGO, Chicago, IL

M.P.P., June 2004

Completed coursework toward Ph.D., Public Policy (degree not completed), specializing in urban and cultural policy and program evaluation.

Student coordinator, Political Economy Workshop.

Honors: Harris Fellowship (2 years) and Teaching Assistant of the Year Award, 2005-06 (microeconomics, statistics, econometrics).

HARVARD UNIVERSITY, Cambridge, MA

AB, Government, cum laude, June 1999

Co-founder and editor-in-chief, *Common Conscience* (undergraduate political magazine).

Selected participant, Women's Leadership Conference.

Honors: Harvard College Scholarship (4 years) and Elizabeth Cary Agassiz Award.

SARAH L. LEE

SELECTED PUBLICATIONS

- Sarah Lee and Katherine Gean (2017). *The Engagement Revolution: A Study of Strategic Organizational Transformation in 10 California Arts Nonprofits*, a report for the James Irvine Foundation.
- Sarah Lee and Kiley Arroyo (2017). *Recognizing and Advancing Nonprofit Excellence: An Evaluation of the MacArthur Award for Creative and Effective Institutions*, a report for the MacArthur Foundation.
- Sarah Lee, Peter Linett, and Nicole Baltazar (2016). *Setting the Stage for Community Change: Reflecting on Creative Placemaking Outcomes*, a report for the Levitt Foundation.
- Sarah Lee and Peter Linett (2014). *New Data Directions for the Cultural Landscape: Toward a Better-Informed, Stronger Sector*, a report for the Cultural Data Project.
- Nick Rabkin, Peter Linett, and Sarah Lee (2012). *A Laboratory for Relevance: Findings from the Arts Innovation Fund*, a report for the James Irvine Foundation.
- Sarah Lee with Amy Barr, Karlene Hanko, Catherine Jett, Anne Lee Groves, and Peter Linett (2012). *Charting New Paths through Innovative Collaboration: Chicago Arts Organization Needs Study*, a report for the Arts & Business Council of Chicago and the Illinois Arts Council.
- Lawrence Rothfield, Don Coursey, Sarah Lee, Daniel Silver, and Wendy Norris (2007). *Chicago Music City: A Report on the Music Industry in Chicago*, a report for the Chicago Music Commission.
- Christopher R. Berry and Sarah L. Lee (2006). "The Community Reinvestment Act: A Regression Discontinuity Analysis." *Harris School Working Paper Series*.
- Don Coursey and Sarah Lee. "An Examination of the Effects of Impact Fees on Chicago's Suburbs: An Updated Report." Commissioned by the Illinois Association of Realtors.

PROFESSIONAL AFFILIATIONS & VOLUNTEER EXPERIENCE

Board of Directors, ArtsBoston
Steering Committee Member, Cultural Research Network (past Chair)
Classroom Aide, Adult ESOL Class, Cambridge Community Learning Center
Member, American Evaluation Association
Member, Visitor Studies Association

OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR
DIANE M. MAHON, VICE CHAIR
JOSEPH A. CURRO, JR.
JOHN V. HURD
CLARISSA ROWE



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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

January 30, 2019

Sarah Lee

Re: Appointment: CDBG Subcommittee

Dear Ms. Lee:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, February 11th at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with Fran, Ashley, or Lauren at the above number.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:ls