

October 11, 2018

ATTN: Ms. Mary A. Krepelka, Board Administrator
Office of the Select Board
Town Hall
730 Massachusetts Avenue
Arlington, MA 02476-4908

Re: Grants Committee of the Arlington Commission for Arts and Culture (formerly known as the
Arlington Cultural Council)

Dear Select Board,

Please be advised that at the October 9th meeting of the Grants Committee of the Arlington Commission for Arts and Culture (the Arlington Cultural Council), we voted on the membership of Heidi Kendig, whose letter of interest and resume are attached. The vote to accept her as a member was unanimous.

If it is possible to put this matter on the agenda for the next meeting (10/22) we would be grateful, as we are anxious to add her to the membership at this especially busy time of the year.

If you should have any questions, or require any additional information, please do not hesitate to contact me.

Very truly yours,

S. Rebecca Holmes-Farley
Corresponding Secretary

Heidi Kendig

Arlington, MA 02474

May 14, 2018

Adam Chapdelaine, Town Manager
730 Massachusetts Ave. Annex
Arlington, MA 02476
achapdelaine@town.arlington.ma.us

Mr. Chapdelaine:

Enclosed, please find an abridged resume detailing my experience relating to the open commissioner positions on the town's Commission on Arts and Culture. I discovered the open positions recently and became very excited as I learned more details about the mission of the committee.

I discovered my love of art early in life, but did not discover my medium of choice (clay) and my love of the wheel until my time in college when I earned a minor in Studio Art. When I moved to the Boston area, I continued my ceramic work at various studios; over the years I have had the opportunity to participate in multiple events such as MIT's *Artist Behind the Desk* series and holiday sales, Cambridge Open Studios and Somerville Open Studios. Most recently, though, I have been teaching wheel-thrown ceramics to both children and adults at Indigo Fire Studio in Belmont, a position that I first heard about through the Arlington List.

Like many artists, I unfortunately find that my art is my hobby. By day, I work in grants management/finance in research administration at Harvard University. My position involves managing the research portfolios (mainly grants and contracts) of a number of faculty members from cradle to grave. My pre-award responsibilities involving proposals include: assisting in finding funding announcements to apply to and understanding the specific requirements set out by individual sponsor and solicitations; creating all administrative and financial sections of the proposal, and answering any questions on overall requirements and format; reviewing proposals for compliance and receiving official approval for submission. Once a proposal has been selected for funding (post-award), I am responsible for: understanding and enforcing compliance with all sponsor and university rules and regulations; reconciling and approving all charges; reporting and forecasting financial information and creating project spend plans to both internal and external parties. I have been in this field for over a decade now, and am well-versed in the regulations of numerous federal, state, industrial, and non-profit sponsors.

My husband and I purchased our first home in Arlington approximately six years ago and couldn't imagine living in another town. While I feel as if our close-knit neighborhood is something unique to our street, I understand that it's not—it's a great quality found throughout our town, but not in many other locations. I look forward to the opportunity to give back to the Arlington community and personally help it thrive. My personal and professional qualifications and experience have led me to believe that serving on the Commission on Arts and Culture is the ideal way to do so.

Sincerely,
Heidi Kendig

HEIDI (KADOR) KENDIG

Administrative professional working in Research Administration in all aspects of both pre- and post-award grants management, with diverse experience in fields such as financial accounting, contracts and grants, and project management in both academic and industrial settings. Recognized for strong interpersonal skills in supervising, mentoring, and leadership. Considered to be a team player and quick learner with excellent written and verbal communication skills and advanced computer skills. Able to recognize shortfalls in current procedures, leading to development and implementation of viable solutions.

RELEVANT EXPERIENCE

Indigo Fire Studio Instructor

2017-2018 (recurring)

Teach weekly courses of wheel-thrown ceramics for students of all ages and all skill levels.

Harvard University, Department of Molecular and Cellular Biology Research Portfolio Manager

2017-present

Sole employee responsible for both pre- and post-award. Assist faculty in portfolio with all aspects of pre- and post-award activities. Approve procurement and reimbursements for compliance with University and Sponsor terms for projects in portfolio and serve as credit card approver. Create ad-hoc reports as requested by both PIs and Sponsors. Serve as point of contact for compliance and policy questions and as department subject matter expert on non-NIH proposals; train staff on non-NIH rules and regulations.

Massachusetts Institute of Technology, Materials Processing Center (MPC) Senior Financial Administrator

2016-2017

Responsible for pre-award activities for all MPC Principal Investigators (PIs) and post-award grant administration for a portfolio of PIs totaling \$26M.

Boston University, Center for Space Physics; Institute for Astrophysical Research Assistant Director

2013-2016

Responsible for all administrative aspects of two university laboratories, including human resources, procurement, and pre- and post-award grant administration. Directly supervise administrative staff and mentor student employees. Create and process all human resource items for research staff for hiring, annual reviews, termination, and visa documentation. Perform post-award grant administration for 23 PIs totaling \$25M in federal funds. Created training documentation adopted by multiple departments across campus.

Fraunhofer USA, Inc. Center for Sustainable Energy Systems (CSE) Manager, Project and Grant Administration

2012- 2013

Responsible for providing a high level of support for proposal development, as well as pre- and post- award grant administration. Work closely with PIs to develop proposals, including managing the application process and maintaining data on applications and awards. Created budgets, produced documentation for, and submitted 80+ proposals in 6 months.

Massachusetts Institute of Technology, CSAIL Financial Officer

2011- 2012

Support PIs in all pre-award and post-award aspects of projects. Monitor PIs' individual portfolios and provide monthly overviews of spending. Largest portfolio: 24 PIs totaling approximately \$13.4M.

Charles River Analytics Division Project Coordinator—Cognitive Systems Division

2008- 2011

Supported Division Vice President and PIs in all aspects of the division, which consisted of 35 employees and 30+ projects. Authored company policy on monthly financial review and trained all staff in those processes.

State Street Corporation Account Controller—Mutual Funds

2007- 2008

Responsible for verifying all transactions and determining daily investable cash. Valued portfolios; verified and reconciled custody ledgers and accounting ledgers. Created monthly accuracy reports. Served as company representative to the client and interoffice liaison for fund group. Identified shortfalls in liaising procedures with overseas sister office which had resulted in inefficiencies. After verifying compliance with international and corporate policies, created and implemented new procedures to fix shortfalls.

EDUCATION

Boston University, M. Ed.

- Educational Leadership & Policy Studies (concentration in Higher Education)

Gustavus Adolphus College, B.A.—Cum Laude

- English; Minor in Studio Art
- Member, Phi Beta Kappa

OFFICE OF THE SELECT BOARD

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 11, 2018

Heidi Kendig

Arlington, MA 02474

Re: Appointment: Arlington Cultural Council

Dear Ms. Kendig:

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, October 22nd at 7:15 p.m.

It is a requirement of the Board that you be present at this meeting. Your presence will give the Select 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 either Fran or Ashley at the above number.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr