



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

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MEMORANDUM

DATE: October 16, 2018

TO: Board Members

SUBJECT: Appointment to the Commission for Arts and Culture

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This memo is to request the Board's approval of my appointment of Beth Locke, Arlington, MA, to the Commission for Arts and Culture, with a term expiration of 6/30/2021.

A handwritten signature in cursive script, reading "Adam W. Chapdelaine".  
Town Manager

# Elizabeth T. Locke

Winchester, MA • 617.429.2558 • bethlocke1@gmail.com • www.linkedin.com/in/elizabethlocke/

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## Summary of Qualifications and Core Competencies

Experienced professional with strong project management, administrative and interpersonal skills. Able to prioritize and multi-task with efficiency and attention to detail. Adept at planning and logistics, problem resolution, project management, and verbal and written communication. MS Office Suite, Adobe Illustrator, Photoshop, Quickbooks, Wordpress, Social Media Marketing.

## Professional Experience

Arlington Chamber of Commerce, Arlington, MA

2015 - present

### **Executive Director**

Key representative and advocate for Arlington businesses working to promote and strengthen the Arlington community by maintaining a strong business sector. Plans, organizes and oversees a range of services and events for members. Identifies common needs among small business owners and collaborates with various stakeholders to address those needs. Develops relationships with business owners, landlords, and town officials as well as representatives of other organizations.

The Mystic Companies, Winchester, MA

2000 - present

### **Owner**

Business owner providing marketing services including design, editing and printing of collateral materials, sourcing of promotional products, kitting & fulfillment, and project management to a wide range of clients including small and medium size businesses, non-profits, schools, and government agencies. Achieved consistent annual growth. Managed all aspects of business including sales, marketing, vendor relationships, website management, bookkeeping.

Horticulture, Boston, MA

1999 - 2000

### **Midwest Regional Sales Manager**

Soundings Publications, Essex, CT

1988 - 1999

### **New England Regional Sales Manager**

## Volunteer Experience

Winchester Boat Club, Winchester, MA

2007 - 2018

### **Commodore - 2013-2015**

Oversee 14 member Board of Directors. Responsible for strategic and long term planning for 3 season recreational club with 325 member families. Represent club to various constituencies. Responsible for \$1.2M budget.

### **Vice Commodore - 2012 - 2013**

Responsible for staffing, budgeting and oversight of club facility and grounds.

### **Rear Commodore/Communications Director - 2010 - 2011**

Responsible for club communications including website, newsletter and club event promotion.

## Education

Colby College, Waterville, ME

1981 - 1985

Economics

B.A.

## OFFICE OF THE SELECT BOARD

DANIEL J. DUNN, CHAIR  
DIANE M. MAHON, VICE CHAIR  
KEVIN F. GREELEY  
JOSEPH A. CURRO, JR.  
JOHN V. HURD



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TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

October 17, 2018

Re: Appointment: Commission for Arts and Culture

Dear Ms. Locke:

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, 2<sup>nd</sup> 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

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr