

**CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT**

Nine (9) vacancies with terms to 9-30-26, representing the following categories: 4 - Property Owner, 4 - Agent, Employee or Tenant (AET) and 1- Resident. *(DMD recommends the reappointments of Jaime Barrera, Robert Charles, Eric Gutschow, Casey Lain, Dee Dee Perez, Glenn Peterson, Joshua Richline and Caitlin Shook. The DMD also recommends the postponement of one of the property owner position for further recruitment).*

**Duties**

The Corpus Christi Downtown Management District provides maintenance, security, marketing, and the promotion and improvement of property and facilities within the district; the district has the authority to levy taxes or assessments for improvements in the downtown area.

**Composition**

The district is composed of at least nine, but not more than thirty directors, serving four-year staggered terms. Directors must represent one of the following categories: a resident of the district; an owner of property in the district; an owner of stock, whether beneficial or otherwise, of a corporate owner of property in the district; an owner of a beneficial interest in a trust that owns property in the district; or an agent, employee or tenant of one of the above. **Per the Texas Local Government Code, succeeding directors are chosen through the recommendation of the board and the approval of the City Council.**

**Creation / Authority**

Title 12 (Municipal Management District), provisions of Chapter 375, Article III, Section 52, Article XVI, Section 59, Article III, Section 52-a of Texas Constitution and of the Local Government Code; 12/16/94 - amended by-laws to increase directors from seventeen to twenty members; 7/04 the directors voted to decrease directors to fifteen.

**Meets**

3rd Thursday of the month, 9:00 a.m., IBC Bank, 221 S. Shoreline, 2nd Floor.

**Member size**

15

**Term length/Limit**

4 years / N/A

**Liaison**

Alan Albin

Name	District	Term	Appt. date	End date	Appointing Authority	Position	Status	Category	Attendance
Jaime N Barrera	District 4	Partial	3/24/2020	9/30/2022	City Council		Seeking reappointment	Resident	8/11 meetings - 73% (3 excused absences)
Robert Charles	District 2	Partial	5/20/2021	9/30/2022	City Council		Seeking reappointment	AET	11/11 meetings - 100%
Eric R Gutschow	District 5	1	9/12/2017	9/30/2022	City Council		Seeking reappointment	Property Owner	8/11 meetings - 73% (3 excused absences)
Casey Lain	District 2	3	6/8/2010	9/30/2022	City Council		Seeking reappointment	Property Owner	8/11 meetings - 73% (3 excused absences)
Dee Dee Perez	District 5	3	6/8/2010	9/30/2022	City Council	Secretary	Seeking reappointment	AET	8/11 meetings - 73% (3 excused absences)

Name	District	Term	Appt. date	End date	Appointing Authority	Position	Status	Category	Attendance
Glenn R. Peterson	District 4	3	6/8/2010	9/30/2022	City Council	Chair	Seeking reappointment	Property Owner	9/11 meetings - 82% (2 excused absences)
Joshua Richline	District 2	Partial	11/12/2019	9/30/2022	City Council		Seeking reappointment	AET	9/11 meetings - 82% (2 excused absences)
Caitlin Shook	District 4	Partial	4/10/2018	9/30/2022	City Council		Seeking reappointment	AET	8/11 meetings - 73% (3 excused absences)
Brad Lomax	District 4	2	8/12/2014	9/30/2022	City Council		Not seeking reappointment	Property Owner	
Cherylyn M Boyd	District 1	3	12/8/2015	9/30/2024	City Council		Active	Property Owner	
Raymond Gignac	District 4	5	8/21/2001	9/30/2024	City Council		Active	Property Owner	
Krystof Kucewicz	District 1	1	6/23/2020	9/30/2024	City Council		Active	AET	
Lesley B. Lomax	District 4	1	11/12/2019	9/30/2024	City Council		Active	AET	
Janet Maxwell	District 4	2	12/18/2012	9/30/2024	City Council		Active	Stock Owner	
Cheryl A Votzmeyer	District 1	1	4/9/2019	9/30/2024	City Council		Active	Property Owner	

**CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT**

**Applicants**

<b>Name</b>	<b>District</b>	<b>Status</b>	<b>Category</b>
Jaime N. Barrera	District 4	Seeking reappointment	Resident
Robert Charles	District 2	Seeking reappointment	AET
Eric R. Gutschow	District 5	Seeking reappointment	Property Owner
Casey Lain	District 2	Seeking reappointment	Property Owner
Dee Dee Perez	District 5	Seeking reappointment	AET
Glenn R. Peterson	District 4	Seeking reappointment	Property Owner
Joshua Richline	District 2	Seeking reappointment	AET
Caitlin Shook	District 4	Seeking reappointment	AET

# Application for a City Board, Commission, Committee or Corporation

## Profile

Jaime

First Name

N

Middle Initial

Barrera

Last Name

[Redacted Email Address]

Email Address

450 Coral Pl.

Street Address

Corpus Christi

City

TX

State

78411

Postal Code

What district do you live in? \*

District 4

Current resident of the city?

Yes  No

If yes, how many years?

11

Mobile: (361) 563-5083

Primary Phone

Business: (361) 825-3320

Alternate Phone

Texas A&M University-Corpus Christi

Employer

Vice President Institutional Advancement

Job Title

Work Address - Street Address and Suite Number

6300 Ocean Dr., Unit 5741

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78412

**Work Phone**

3618253320

**Work E-mail address**

jaime.nodarse@tamucc.edu

**Preferred Mailing Address**

Work Address

**Which Boards would you like to apply for?**

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT: Submitted

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**Interests & Experiences**

**Are you a registered voter?**

Yes  No

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

No

**Education, Professional and/or Community Activity (Present)**

EDUCATION Texas A&M University, College Station, TX Financial Planning Certificate Program Financial Planning Certificate Completion University of South Florida, Tampa, FL Graduate School of Arts and Sciences, Department of Applied Anthropology Master of Arts in Applied Anthropology University of South Florida, Tampa, FL College of Public Health, Department of Community and Family Health Master of Public Health in Maternal and Child Health Lawrence University, Appleton, WI Bachelor of Arts cum laude in Anthropology Independent Research cum laude PROFESSIONAL AFFILIATIONS Council for Advancement and Support of Education (2012-Present) Association of Fundraising Professionals, Coastal Bend Chapter (2014-Present) Corpus Christi Estate Planning Council (2015-2019) COMMUNITY ACTIVITY (Present) Corpus Christi Symphony Orchestra Board of Directors (2019-Present) United Corpus Christi Chamber of Commerce Governmental Affairs Committee (2018-Present) Six Points Kiwanis Club, Past President (2012-2020) Women's and Men's Health Services Board of Directors, Past President (2014-Present)

**If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)**

N/A

### Why are you interested in serving on a City board, commission or committee?

As the Vice President of Institutional Advancement at Texas A&M University-Corpus Christi, it would be an honor to serve on the DMD Board of Directors as the representative from Texas A&M University-Corpus Christi. The University's expansion into downtown Corpus Christi is monumental both for the University and our community. Our investment in downtown is a commitment to working collaboratively to positively impact and assist in the revitalization of the downtown area. We believe that a vibrant downtown benefits everyone through enhanced economic development, recruitment and retention of high-achieving students and young professionals, increasing opportunities for innovation and growing cultural events in arts and entertainment. And, we believe that Texas A&M-Corpus Christi can add to the positive improvements and energy that are building through the efforts of the DMD. Personally, I believe in the power of a vibrant downtown and want to live in a community that invests in and benefits from a downtown that is thriving. I have seen the effects of the DMD's work over the past several years and want to be a part of the effort happening to make our downtown safer, more beautiful and bustling with new businesses. I love living in Corpus Christi and believe that we have an opportunity to build on the momentum happening over the last several years to make positive progress.

[Upload a Resume](#)

### Are you an ex-Officio member of a City Board, commission or committee?

Yes  No

**No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?**

Yes  No

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## Demographics

### Gender

Female

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## Code of Ethics - Rules of Conduct/Conflicts of Interest

**Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?**

Yes  No

**Do you, your spouse, your business or your spouse's business have a City contract?**

Yes  No

**Does your employer or your spouse's employer have a City contract?**

Yes  No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes  No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes  No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes  No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

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**Board-specific questions (if applicable)**

Question applies to CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

**The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? \***

Property Owner in the District

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**Verification**

### City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

### City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

### Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

### Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree



**Jaime Nodarse Barrera**

450 Coral Place Corpus Christi, Texas 78411  
361-563-5083



**EDUCATION**

Texas A&M University, College Station, TX  
Financial Planning Certificate Program  
**Financial Planning Certificate Completion**

University of South Florida, Tampa, FL  
Graduate School of Arts and Sciences, Department of Applied Anthropology  
**Master of Arts in Applied Anthropology**

University of South Florida, Tampa, FL  
College of Public Health, Department of Community and Family Health  
**Master of Public Health in Maternal and Child Health**

Lawrence University, Appleton, WI  
**Bachelor of Arts cum laude in Anthropology**  
**Independent Research cum laude**

**EXPERIENCE**

Texas A&M University-Corpus Christi	December 2012-Present
<b>Vice President of Institutional Advancement</b>	<b>March 2020-</b>
<b>Present</b>	
<b>Acting Vice President of Institutional Advancement</b>	<b>May 2019-February</b>
<b>2020</b>	

- Provide strategic leadership in cultivating relationships for the University with alumni, donors, friends of the University, board members and elected officials
- Work closely with the University President and Administration to set challenging, yet realistic, fundraising priorities and goals that align with the strategic plan of the institution
- Procure resources to advance the goals and mission of the University and personally manage a portfolio of high-level donors and prospective donors
- Lead and manage the departments of Advancement Services, Alumni Relations, Development and Stewardship, and coordinate with the Texas A&M-Corpus Christi Foundation in regards to solicitation and management of donations
- Lead planning and implementation of the current Capital Campaign
- Create and implement departmental work plans designed to strategically and incrementally increase alumni engagement, alumni participation rate, and overall philanthropic support for the University over time
- Regularly assess and report progress on fundraising and work plan goals to the University President and Administration

<b>Assistant Vice President of Development</b>	<b>August 2017-May 2019</b>
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- Identified, cultivated, solicited, and stewarded major, special and planned gifts
- Planned and implemented campaigns related to major, special and planned giving
- Led planning and implementation of Capital Campaign
- Supervised the Executive Director of Alumni Relations and oversaw alumni relations, the National Islander Alumni Association Board of Directors, and all engagement activities including outreach and participation with the Young Business Professionals of the Coastal Bend
- Supervised the Executive Director of Development and oversaw all aspects of annual, mid and major level Development activities; including Annual Fund, Parents' Council, President's Council, Faculty & Staff Giving Campaign, and the Student Foundation Association
- Supervised the Executive Director of Advancement Services and oversaw all aspects of prospect research, gift processing, database management, and records and reporting
- Supervised the Stewardship Coordinator and oversaw all donor relations, stewardship, and event planning activities
- Supervised the Foundation Coordinator and acted as the liaison with the Texas A&M-Corpus Christi Foundation

***Interim Director of Marketing***  
**2017**

***July-August***

- In addition to AVP duties, oversaw supervision and management of the Marketing department during family leave of the director
- Supervised graphic designer, social media coordinator, photographer and web developers daily assignments
- Oversaw content layout and editing for University print and online publications
- Implemented the first phase of a major University-wide marketing campaign, *Islander Impact*, to include facilitating meetings with external consultant, review and approval of all marketing materials, and implementation of new materials on external and internal channels

***Interim Director of Communications***

***August 2017-January 2018***

- In addition to AVP duties, acted as Director of Communications during staffing transition of that position prior to the hiring of a new VP of Marketing and Communications
- Oversaw management and operations of communications team, including writing staff, videographer, public information requests, public relations, and the administrative assistant
- Acted as the University Public Information Officer, including throughout Hurricane Harvey
- Led communications efforts for the entire University throughout Hurricane Harvey, including mandatory evacuation of campus, messaging throughout the hurricane, post-disaster messaging and public relations, and communications during the re-opening of campus
- Worked directly with the Incident Command Officer and Team and the President of the University to ensure students, parents, faculty, staff, alumni and the community were updated regularly about the impact of the hurricane on campus and the delayed start of the semester
- Served the President as the primary content manager and messaging expert

***Director of Foundation and Corporate Relations***  
**2015**

***December 2012- June***

- Administered the preparation and submissions of foundation and corporate gift proposals for the Office of Development

- Identified and solicited corporate partners for the Achieve Campaign
- Directed the identification and cultivation of prospective foundation and corporate funders
- Directed stewardship efforts to maintain positive relationships with existing foundation and corporate donors
- Supervised grant writer and other projects as assigned by the Vice President of Institutional Advancement

Amistad Community Health Center  
Corpus Christi, TX

September 2009-December 2013

***Director of Resource Development and Quality Improvement***

- Member of four-person management team responsible for: carrying out organization's mission, vision and goals; developing and monitoring operating and capital budgets; developing and implementing policies and procedures; and recruiting and retaining qualified, professional and compassionate staff
- Responsible for grant development, implementation, budget compliance and reporting
- Implemented quality improvement program, including data collection and analysis, Federal and State regulation compliance, and reporting outcomes
- Promoted organization's services and enhanced visibility among community stakeholders by participating in multiple community coalitions and committees, representing the organization at fundraisers and local social service agency meetings, and directed and implemented external marketing campaign

Mission 911 Homeless Shelter

July 2009-September 2009

***Grant Writer***

- Assisted with shelter operations, including facilities management, volunteer placement, and development of standard operating procedures and client evaluations
- Supported the shelter director with grant writing, soliciting donations and sponsorships, and chaired major fundraising event

Texas House of Representatives, Austin, TX

February 2009-June 2009

***Legislative Aide, Representative Roland Gutierrez***

- Responsible for covering proposed legislation related to Health and Human Services
- Researched and analyzed health policy legislation
- Wrote summary documents for the Representative on health-related proposed legislation
- Communicated and collaborated with various stakeholders to create legislation that addressed a health need and was supported by government and non-profit agencies
- Drafted legislation relating to lead risk assessment screenings, a diabetes registry pilot program, and the reporting of MRSA infections

Metropolitan Ministries, Tampa, FL

May 2007-December 2008

***Health Specialist Case Manager***

- Participated as member of residential committee responsible for evaluating, admitting, or terminating residents' housing contracts based on their performance and ability to meet agreed upon goals for program completion
- Designed Health Assessment survey instrument to assess medical needs and health related issues of homeless residents
- Conducted Health Assessments with homeless residents when they arrived at the shelter in order to connect them with necessary health care services and providers

- Assisted shelter residents in navigating health care and health insurance systems
- Assisted residents in overcoming barriers limiting their access to health care services

Marketing Advantage, Davenport, IA

2005-2009

***Consultant, Organizational Branding and Qualitative Methods***

- Designed and implemented market research plans and methods
- Conducted and analyzed in-depth interviews of clients and research participants
- Wrote summation of research results for presentation to clients
- Researched, created and implemented social media marketing strategies

Lawrence University, Appleton, WI

2005-2006

***Associate Director of Admissions, Multicultural Recruitment***

- Recruited students from a territory that covered Wisconsin, Minnesota, and Iowa through high school visits, college fairs and on-campus recruitment events
- Recruited multicultural students from a variety of ethnic, socio-economic, geographic, and cultural backgrounds to ensure diversity among incoming class
- Evaluated student applications for admissions and recommended top-performing students for admissions and scholarships
- Supervised and trained over 300 student workers who served as tour guides, lunch hosts, and overnight hosts to prospective students

### **Committee Involvement**

Texas A&M University-Corpus Christi

- President's Cabinet
- Institutional Effectiveness Council for Administrative and Support Units
- Strategic Planning & Continuous Improvement Council
- Intercollegiate Athletics Council
- Community Outreach Council
- Scholarship Committee
- University Technology Council

### **Professional Affiliations**

- Council for Advancement and Support of Education (2012-Present)
- Association of Fundraising Professionals, Coastal Bend Chapter (2014-Present)
- Corpus Christi Estate Planning Council (2015-2019)

### **Community Involvement**

- Corpus Christi Symphony Orchestra Board of Directors (2019-Present)
- United Corpus Christi Chamber of Commerce Governmental Affairs Committee (2018-Present)
- Six Points Kiwanis Club, Past President (2012-Present)
- Women's and Men's Health Services Board of Directors, Past President (2014-Present)

- Lawrence University Viking Gift Committee and Reunion Chair (2004-2019)
- Leadership Corpus Christi Executive Committee (2012-2016)
- Leadership Corpus Christi Class XLII, General Chair (2013-2014)
- Destination Bayfront (2012-2013)
- Habitat for Humanity Board of Directors, Vice-President (2011-2012)
- Leadership Corpus Christi Class XXXIX (2010-2011)
- Goodwill GoodGuides Program, At-Risk Youth Mentor (2010-2011)
- CCU40 Steering Committee (2010-2011)
- Texas A&M University Bush School of Public Services Emerging Leaders in Public Service Program (2010)
- Lawrence University Alumni Association Board of Directors, Student Relations Committee Chair (2004-2008)
- University of South Florida Service Learning Leadership Academy (2006-2007)

### **Awards**

- Ready or Not Foundation 2019 Best Dressed Honoree
- Lawrence University Marshall B. Hulbert '26 Young Alumni Outstanding Service Award 2019
- Texas A&M University-Corpus Christi Harvey's Heroes Award 2017
- Six Points Kiwanis Club 2013 Kiwanian of the Year
- Corpus Christi Under 40 Recipient 2013

### **References**

Penelepe Hunt, Senior Consultant and Principal

Marts & Lundy

224-678-8195

[hunt@martsandlundy.com](mailto:hunt@martsandlundy.com)

S. Trent Hill, Vice President of Philanthropic Partnerships

Amarillo Area Foundation/Don and Sybil Harrington Foundation

806-376-4521

[trent@aaf-hf.org](mailto:trent@aaf-hf.org)

801 S. Fillmore, Suite 700

Amarillo, TX 79101

Ben Wallace, Chairman of the Board

American Bank

361-653-5070

[bwallace@americanbank.com](mailto:bwallace@americanbank.com)

800 N. Shoreline Blvd., Ste. 200S

Corpus Christi, TX 78401

**Application for a City Board, Commission, Committee or Corporation**

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**Profile**

Robert

First Name

Charles

Last Name

[REDACTED]  
Email Address

1014 Miramar Place

Street Address

Corpus Christi

City

TX

State

78411

Postal Code

**What district do you live in? \***

District 2

**Current resident of the city?**

Yes  No

**If yes, how many years?**

30

Home: (361) 815-8199

Primary Phone

Home: (361) 815-2373

Alternate Phone

IBC Bank

Employer

Senior Vice President

Job Title

**Work Address - Street Address and Suite Number**

221 S. Shoreline

**Work Address - City**

Corpus Christi

**Work Address - State**

TX

**Work Address - Zip Code**

78401

**Work Phone**

361-888-4000

**Work E-mail address**

robertcharles@ibc.com

**Preferred Mailing Address**

Home/Primary Address

**Which Boards would you like to apply for?**

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT: Reapplying

**Interests & Experiences**

**Are you a registered voter?**

Yes  No

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

No

**Education, Professional and/or Community Activity (Present)**

High school diploma, attended Del Mar College and Texas A&M Kingsville. Former board member of the Corpus Christi Literacy Council from 2000 - 2013. Have volunteered with United Way, Coastal Bend Food Bank, March of Dimes, Beach to Bay & KEDT TV Auction.

**If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)**

Corpus Christi Downtown Management District

**Why are you interested in serving on a City board, commission or committee?**

I am specifically interest in the DMD because they have done a great job at branding and improving the downtown area. I have worked downtown for 30 years and have seen the change and want to part of that movement.

[Upload a Resume](#)

**Are you an ex-Officio member of a City Board, commission or committee?**

Yes  No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

Yes  No

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## Demographics

Gender

Male

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## Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes  No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes  No

Does your employer or your spouse's employer have a City contract?

Yes  No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes  No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes  No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes  No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

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## Board-specific questions (if applicable)



Question applies to CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

**The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? \***

Agent Employee or Tenant

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## Verification

### City Code Requirement - Residency

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I Agree

### City Code Requirement - Attendance

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I Agree

### Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

### Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

# ROBERT CHARLES

1014 Miramar Place  
Corpus Christi, TX 78411  
361-815-8199  
[robertcharles@ibc.com](mailto:robertcharles@ibc.com)

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April 30, 2021

Downtown Management District

RE: Board Member Position

Please accept this letter as an expression of my interest in the Board Member position. I am a highly motivated and progress focused Senior Vice President & Operations Manager with a long-standing background in the banking industry. With a record of initiative and dependability which I believe will prove valuable to the Downtown Management District.

I have contributed critical thinking, management, and financial management toward team efforts and business improvements. I am progressive minded and in tune with new developments in my industry. I am a capable and consistent problem-solver skilled at prioritizing and managing projects to completion.

Please take a moment to review my attached resume. I would greatly appreciate the opportunity to serve on the Downtown Management District board.

Sincerely,

  
Robert Charles

# Robert Charles

1014 Miramar Place  
Corpus Christi, TX 78411  
361-815-8199  
robertcharles@ibc.com

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**Objective** To obtain a Board Member position on the Corpus Christi Downtown Management District board where I can utilize my leadership skills, professional experience, and knowledge to assist in meeting their goals and objectives.

## **Experience**

### **Board Member**

Corpus Christi Literacy Council – 2000 - 2013

- Board Chair – 2010
- Treasurer – 2009
- Tutor – taught adults how to read, write, speak, and understand English
- Provided financial guidance & monitored expenditures
- Worked closely with other board members to plan various fundraising events – Strike for Literacy Bowl a thon, Scrabble Tournament, Lone Star Gala
- Served on the Selection Committee for a new Director

### **Community Service/Volunteer Experience**

- United Way of the Coastal Bend – recognized with a Campaign Leader Award in 2016
- Coastal Bend Food Bank
- March of Dimes
- Beach to Bay
- KEDT TV Auction

## **Work Experience**

IBC Bank 1995 – Current  
Senior Vice President & Operations Manager

The Bank of Corpus Christi 1990 – 1995  
Assistant Cashier

# Application for a City Board, Commission, Committee or Corporation

## Profile

Eric R Gutschow  
First Name Middle Initial Last Name

[Redacted]  
Email Address

3026 Twin Creek  
Street Address

Corpus Christi TX 78414  
City State Postal Code

### What district do you live in? \*

District 5

### Current resident of the city?

Yes  No

### If yes, how many years?

39yr

Mobile: (361) 510-4899 Business: (361) 510-4899  
Primary Phone Alternate Phone

Brewster St., Concret St.,  
 Rockits Whiskey Bar Owner / Manager  
Employer Job Title

### Work Address - Street Address and Suite Number

3026 Twin Creek

### Work Address - City

Corpus Chisti

### Work Address - State

Texas

### Work Address - Zip Code

78414

**Work Phone**

361-510-4899

**Work E-mail address**

eric@gutschow.us

**Preferred Mailing Address**

Home/Primary Address

**Which Boards would you like to apply for?**

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT: Submitted

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**Interests & Experiences**

**Are you a registered voter?**

Yes  No

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

No

**Why are you interested in serving on a City board, commission or committee?**

Own and operate multiple businesses in the downtown area.

[Upload a Resume](#)

**Are you an ex-Officio member of a City Board, commission or committee?**

Yes  No

**No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?**

Yes  No

---

**Demographics**

**Gender**

Male

---

**Code of Ethics - Rules of Conduct/Conflicts of Interest**

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes  No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes  No

Does your employer or your spouse's employer have a City contract?

Yes  No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes  No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes  No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes  No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

---

**Board-specific questions (if applicable)**

**The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? \***

Property Owner in the District

---

## Verification

### City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

### City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

### Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree



## Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

# Eric Gutschow

Attention: Downtown Management District

To whom it may concern:

I have been in the entertainment, food and beverage business in Corpus Christi since 1983. Started out at the bottom as a cook then worked my way up to bartending and now an owner to several business.

In 1987, I took the general management position at Click Billiards and worked there for 5 years. In 1992, I worked at the New Grey Hound Racetrack as the bar manager. I have also been as a bartender and bar manager in many of the popular night clubs around this city.

The next stage of my employment brought me to the downtown area. I help build and open up Tom Foolery's. I was employed there in 1995 until 1998. I finally got an opportunity to open my own business and leased the Old Centre Theater on Chaparral St. This theater was opened up as a movie theater but was also hosted live music, comedy shows, wrestling and more.

I was offered the position to join forces with Concrete Street Amphitheatre in 1999 and have been with them to the present day. My company, OFF CENTER CATERING, does all the alcohol beverage service for Concrete Street. During the early part of this time, I partnered up and opened up Club Oxygen. Club Oxygen was a popular downtown night club.

2006 to the present day, I am a partner in Brewster Street Icehouse. And with this partnership, I can now call myself a downtown property owner. My partners and I have purchased the building where my new bar Rockit's Whiskey Bar and Saloon has been open and thriving in business.

Thank You

Eric Gutschow

# Application for a City Board, Commission, Committee or Corporation

## Profile

Casey

First Name

Lain

Last Name

[Redacted]

Email Address

4429 Dolphin Pl

Street Address

CORPUS CHRISTI

City

TX

State

78411

Postal Code

What district do you live in? \*

District 2

Current resident of the city?

Yes  No

If yes, how many years?

34

Home: (361) 510-9863

Primary Phone

Home: (361) 882-7625

Alternate Phone

HOUSE OF ROCK

Employer

Managing Partner

Job Title

Work Address - Street Address and Suite Number

511 STARR ST.

Work Address - City

CORPUS CHRISTI

Work Address - State

TX

Work Address - Zip Code

78401

**Work Phone**

361-882-7625

**Work E-mail address**

casey@texashouseofrock.com

**Preferred Mailing Address**

Work Address

**Which Boards would you like to apply for?**

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT: Submitted

**Interests & Experiences**

**Are you a registered voter?**

Yes  No

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

No

**Education, Professional and/or Community Activity (Present)**

Graduate of Mary Carroll High School and some college Leadership Corpus Christi Class 36 Volunteer for the March of Dimes once a year Volunteer for Decorate DTown Host Several Fundraisers throughout the year for organizations such as Beautify CC, The Brown Bag Challenge, The Surfrider Foundation, Kspace Contemporary and more Graduating Class #36 for Leadership Corpus Christi Also promotes concerts and events outside of House of Rock such as Ziegfest which brings in tourist dollars and provides an outlet for entertainment to our community.

**Why are you interested in serving on a City board, commission or committee?**

To serve downtown and the community

**Are you an ex-Officio member of a City Board, commission or committee?**

Yes  No

**No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?**

Yes  No

---

## Demographics

### Ethnicity

Prefer not to Answer

### Gender

Male

---

## Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes  No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes  No

Does your employer or your spouse's employer have a City contract?

Yes  No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes  No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes  No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes  No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

---

## Board-specific questions (if applicable)

Question applies to CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

**The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? \***

Property Owner in the District

---

## Verification

### City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

### City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

### Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

### Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

# Application for a City Board, Commission, Committee or Corporation

## Profile

Dee Dee

First Name

Perez

Last Name

[REDACTED]

Email Address

5033 CRESTWICK DR.

Street Address

CORPUS CHRISTI

City

TX

State

78413

Postal Code

What district do you live in? \*

District 5

Current resident of the city?

Yes  No

Primary Phone:   
 Alternate Phone: 361-673-2800

Employer: HOTEL CORPUS CHRISTI BAYFRONT   
 Job Title:

Work Address - Street Address and Suite Number

601 N. WATER ST.

Work Address - City

CORPUS CHRISTI

Work Address - State

TX

Work Address - Zip Code

78401

Work Phone

361-882-8100



Which Boards would you like to apply for?

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT: Appointed

---

## Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

Why are you interested in serving on a City board, commission or committee?

Are you an ex-Officio member of a City Board, commission or committee?

Yes  No

---

## Demographics

Gender

Female

---

## Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes  No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes  No

Does your employer or your spouse's employer have a City contract?

Yes  No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes  No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes  No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes  No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

---

**Board-specific questions (if applicable)**

Question applies to CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

**The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? \***

None Selected

---

**Verification**

# Application for a City Board, Commission, Committee or Corporation

## Profile

Glenn

First Name

R.

Middle Initial

Peterson

Last Name



Email Address

410 CAPE HATTERAS

Street Address

CORPUS CHRISTI

City

TX

State

78412

Postal Code

What district do you live in? \*

District 4

Current resident of the city?

Yes  No

If yes, how many years?

28

Business: (361) 884-0707

Primary Phone

Mobile: (361) 765-7117

Alternate Phone

Texas REALTY EXCHANGE GROUP

Employer

Broker

Job Title

Work Address - Street Address and Suite Number

402 PEOPLE ST., STE. 4-C

Work Address - City

CORPUS CHRISTI

Work Address - State

TX

Work Address - Zip Code

78401

**Work Phone**

361-884-0707

**Work E-mail address**

grp1966@aol.com

**Preferred Mailing Address**

Work Address

**Which Boards would you like to apply for?**

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT: Submitted

---

**Interests & Experiences**

**Are you a registered voter?**

Yes  No

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

Downtown Management District

**Education, Professional and/or Community Activity (Present)**

Currently the Realt Estate Broker for Texas Realty Exchange Group LLC. for the past 15 yrs. Studied Drafting & Design and Architectural Drawing at Southeastern Oklahoma State University

**Why are you interested in serving on a City board, commission or committee?**

Because my office is in the district and I enjoy seeing the downtown grow in a positive direction.

**Are you an ex-Officio member of a City Board, commission or committee?**

Yes  No

---

**Demographics**

**Ethnicity**

Hispanic

**Gender**

Male

---

**Code of Ethics - Rules of Conduct/Conflicts of Interest**

**Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?**

Yes  No

**Do you, your spouse, your business or your spouse's business have a City contract?**

Yes  No

**Does your employer or your spouse's employer have a City contract?**

Yes  No

**Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?**

Yes  No

**Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?**

Yes  No

**Do you or your spouse have a pending claim, lawsuit or proceeding against the City?**

Yes  No

**If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.**

NO

---

**Board-specific questions (if applicable)**

**The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? \***

Agent Employee or Tenant

---

## Verification

### City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

### City Code Requirement - Attendance

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I Agree

### Consent for Release of Information

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

**Oath**

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

# Application for a City Board, Commission, Committee or Corporation

## Profile

Joshua

First Name

Richline

Last Name

[Redacted]

Email Address

1806 3rd St

Street Address

Corpus Christi

City

TX

State

78404

Postal Code

What district do you live in? \*

District 2

Current resident of the city?

Yes  No

If yes, how many years?

18

Business: (361) 760-1015

Primary Phone

Mobile: (361) 510-0561

Alternate Phone

Richline Technical Services, LLC

Employer

Managing Partner

Job Title

Work Address - Street Address and Suite Number

114 N Mesquite St

Work Address - City

Corpus Christi

Work Address - State

TX

Work Address - Zip Code

78401



**Work Phone**

361-882-6297 x 2015

**Work E-mail address**

jrichline@richline.cc

**Preferred Mailing Address**

Work Address

**Which Boards would you like to apply for?**

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT: Appointed

**Interests & Experiences**

**Are you a registered voter?**

Yes  No

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

No

**Education, Professional and/or Community Activity (Present)**

IT Consultant, Business Owner, Active in downtown community and the Corpus Christi Yacht Club

**If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)**

Downtown Management District

**Why are you interested in serving on a City board, commission or committee?**

To help continue the progress that has been made/is being made in making Corpus Christi a better place to live.

[Upload a Resume](#)

**Are you an ex-Officio member of a City Board, commission or committee?**

Yes  No

**Demographics**

Gender

Male

---

**Code of Ethics - Rules of Conduct/Conflicts of Interest**

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes  No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes  No

Does your employer or your spouse's employer have a City contract?

Yes  No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes  No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes  No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes  No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

---

**Board-specific questions (if applicable)**

Question applies to CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

**The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? \***

- Property Owner
- Agent Employee or Tenant

---

## Verification

### City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

### City Code Requirement - Attendance

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I Agree

### Oath

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree



Joshua Richline  
[jrichline@richline.cc](mailto:jrichline@richline.cc)  
361-760-1015

### **Executive Summary:**

Started Richline Technical in 2001 with my brother as a partner. Grew the company with zero debt eventually adding on a third partner. Balanced multiple roles within the company acting as Managing Partner for several years in the late 2000's and again now. The other partners are now completely or most "inactive" in their roles in the company.

### **Project Manager/Technician/Sales Engineer (2001-2006):**

- Maintained many client networks including the Convention and Visitors Bureau & Chamber of Commerce to Perry and Haas & Sorrell, Anderson and up to 100 other clients both locally and regionally.
- Citrix certified since 2001-We were the only Citrix shop south of Houston for quite a while
- Collectively grew company from two people to seven with zero debt
- Notable Projects include: Network design and build for CB Surgery Center, Document management projects for Pearson & Price (now Branscomb, PC) and Langley and Banack (in San Antonio).

### **Managing Partner (2006-2009):**

- Acquired and renovated our new building and went through fairly rapid growth
- Negotiated the acquisition of Pyramid Communications expanding our service offerings to include phone systems and structured cabling services
- Grew from seven to more than 15 employees
- Helped our clients save money during the economic downturn by outsourcing their IT utilizing Managed Services and taking advantage of early virtualization initiatives.
- Streamlined company operations, renegotiated existing contracts and saved money where we could
- Oversaw a highly effective helpdesk operation with high customer satisfaction

### **Business Development (2010-2016):**

(Let the other 2 partners "run" the company while I focused on building specific lines of business primarily based around the recently acquired Pyramid Communications)

- Modernized Pyramid Communications service offerings from installing and supporting mostly Nortel digital systems to Nortel VoIP and ShoreTel UC system and eventually some hosted VoIP.
- Expanded Pyramid Communications through marketing efforts and integration into existing client base



Joshua Richline  
[jrichline@richline.cc](mailto:jrichline@richline.cc)  
361-760-1015

- Gained recognition by ShoreTel for high customer satisfaction
- Acquired new lines of business including LifeSize, Ruckus, and Aruba.
- Notable large VoIP networking projects include:
  - Network design, new ISP/phone company, new phone system simultaneous switchover for Mission Parks 13 locations in San Antonio and Houston
  - The network rebuild and new building buildout for City of Kingsville
  - The network infrastructure build for the M&G plant
  - Meanwhile maintaining phone systems and networks for up to 100 businesses/entities
- Brought on new purchasing agreements which allowed us to secure and maintain government contracts
- Continued to help meet the mobility needs of our clients and the rise of BYOD through our partnerships with ShoreTel and Citrix
- Pushed standardization of solutions in order balance customer needs and staff training demands
- Achieved high profits during 2014-2015 without major growth in personnel mostly due to these large projects I was securing.

#### **Managing Partner (2017-2018):**

(during this period the 2 other partners become more silent partners due to life events)

- Pushed training of existing staff
- Re-Emphasized customer service within the tech room and addressed concerns around prioritization of tickets and ticket queues.
- Worked closely with techs to foster team environment and increase customer satisfaction
- Cut costs and managed budgets with two non-participating business partners
- Implemented new contract documents to standardize customer contracts and manage client expectations
- Trimmed out clients that were draining resources, reorganized processes and staff to make us more efficient and then began ramping back up sales and bringing on new clients

#### **Other Noteworthy Accomplishments/Roles:**

- Navigated several government purchasing contracts/vehicles to be able to support/sell to counties, cities, and school districts. Juggled several at once in selling ShoreTel, LifeSize and others. Currently supporting a NASPO Valuepoint (formerly WSCA-NASPO) contract, DIR (State of Texas) and NCPA (National Cooperative Purchasing Alliance)



Joshua Richline  
[jrichline@richline.cc](mailto:jrichline@richline.cc)  
361-760-1015

- Brought on new distributors and new products and implemented staff training the staff on them.
- Consistently looked for methods to save clients' money and make them more efficient. Brought on Intelisys as a way to shop the market for clients' needs to save them money and give us more reoccurring revenue (commissions) for things they were already buying other places (Internet, DialTone, Cloud, etc...)
- Launched new initiatives driven by client needs and market trends-- Reinvented the company as necessary to keep up with the changing market.
- Managed acquisitions, divestitures, contract negotiations and even threat of lawsuits

### **Certifications:**

- Microsoft (MCP's & MCSA's of varying vintages)
- Citrix XenApp (CCP) and XenServer
- Citrix Sales
- Mitel Certified Engineer (UCSE), Certified System Installer (UCSI), Certified System Programmer (UCSP)-current (since 2010)
- (Mitel)ShoreTel Mobility Certified (SMSI)
- Mitel Sales and Solution Architect (SSA)
- Sonicwall CSSP & CSSA-current
- LifeSize Certified Technical Expert (LCTE)
- Ruckus (WiSE) Wireless Certified
- WorldDox Installer (Document Management)
- Intelisys Super9 Graduate
- Entreleadership Graduate

### **Volunteer and Board Positions:**

Corpus Christi Yacht Club Board of Directors 2015-2017

Corpus Christi Yacht Club Race Chair 2018

Corpus Christi Yacht Club Education Chair and Protest Chair 2019

MORF Board Secretary 2013-2014, Fleet Captain 2015

Volunteer Technical Services for HEB Feast of Sharing since 2014

IT Coordinator for World Youth Sailing Championship 2018

IT Coordinator for the Etchells World Championship 2019



Joshua Richline  
[jrichline@richline.cc](mailto:jrichline@richline.cc)  
361-760-1015

Pints with Pups on Patios (a “Pup Crawl” in Downtown Corpus Christi) Coordinator since 2018

Corpus Christi Under 40 recipient 2019



# Application for a City Board, Commission, Committee or Corporation

## Profile

Caitlin

First Name

Shook

Last Name

[Redacted Email Address]

Email Address

236 Montclair Dr

Street Address

Corpus Christi

City

TX

State

78412

Postal Code

What district do you live in? \*

District 4

Current resident of the city?

Yes  No

If yes, how many years?

20+

Home: (361) 774-6724

Primary Phone

Business: (361) 774-6724

Alternate Phone

Self Employed

Employer

NA

Job Title

Work Address - Street Address and Suite Number

312 S Chaparral

Work Address - City

Corpus Christi

Work Address - State

Texas

Work Address - Zip Code

78401

**Work Phone**

3617746724

**Work E-mail address**

[REDACTED]

**Preferred Mailing Address**

Home/Primary Address

**Which Boards would you like to apply for?**

CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT: Submitted

**Interests & Experiences**

**Are you a registered voter?**

Yes  No

**Do you currently serve on any other City board, commission or committee at this time? If so, please list:**

NA

**Education, Professional and/or Community Activity (Present)**

Driscoll Children’s Hospital- Blood and Cancer Center, Volunteer, 2017-2020 Rising Tide Society, 2018 Paws and Claws Auxiliary to the Gulf Coast Humane Society, Publicity Chair, 2016-Present Audubon Outdoor Club, Technology Chair, 2017-Present

**If you applied for multiple boards, which boards are you most interested in serving on, in order of preference? (Limit to top three)**

NA

**Why are you interested in serving on a City board, commission or committee?**

I am interested in aiding our DMD board in making downtown Corpus Christi an attractive and accessible tourist destination in which our downtown businesses can thrive.

[Upload a Resume](#)

**Are you an ex-Officio member of a City Board, commission or committee?**

Yes  No

No person shall be appointed by the Mayor or Council Members to serve on more than one board, commission, committee or corporation at the same time. If you currently serve as a voting member for a board, commission, committee or corporation are you willing to resign your current seat to serve on another board, commission, committee or corporation?

Yes  No

---

## Demographics

Gender

Female

---

## Code of Ethics - Rules of Conduct/Conflicts of Interest

Do you represent any person or organization in any claim or lawsuit or proceeding involving the City?

Yes  No

Do you, your spouse, your business or your spouse's business have a City contract?

Yes  No

Does your employer or your spouse's employer have a City contract?

Yes  No

Are you involved with any activities or employment that would conflict with the official duties on the City boards for which you are applying?

Yes  No

Are you, your spouse, your business or your spouse's business involved in any pending bid, proposal or negotiation in connection with a contract with the City?

Yes  No

Do you or your spouse have a pending claim, lawsuit or proceeding against the City?

Yes  No

If you answer "Yes" to any of the questions above, please explain or ask to speak with the City's Legal Department. If you answer "NO" to all questions above, please enter N/A.

N/A

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## Board-specific questions (if applicable)

Question applies to CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT

**The Corpus Christi Downtown Management District must include representatives from certain categories. Do you qualify for any of the following categories? \***

Property Owner in the District

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## Verification

### City Code Requirement - Residency

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-65, which states that all members of City boards and commissions, including ad hoc committees, appointed by the City, must be residents of the city. A move outside the city limits of the city by any member shall constitute automatic resignation from the particular board or commission on which such member served.

I Agree

### City Code Requirement - Attendance

As a board, commission, or committee member, you will be asked to adhere to City Code of Ordinances, Section 2-61, which provides that absences from more than 25% of regularly scheduled meetings during a term year on the part of any board, commission, or committee member shall result in an automatic termination. An absence shall be deemed unexcused unless excused by the board, commission or committee for good cause no later than its next meeting after the absence.

I Agree

**Consent for Release of Information**

I understand that if any member of the public makes a request for information included in this application or in any attachment (e.g. resume or supporting documentation) for appointment it is subject to and must be disclosed under the Texas Public Information Act. I understand that under the Texas Public Information Act, my home address and home telephone number is subject to public disclosure unless I am elected or appointed to the position which I seek. I hereby consent to the release of my home address and home telephone number should it be requested under the Texas Public Information Act prior to my possible appointment or election. I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Texas Public Information Act.

I Agree

**Oath**

I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

**EDUCATION****The University of Texas at Austin***BS, Public Relations with focus in Spanish***Austin, TX****May 2010****EXPERIENCE****Program Manager*****Impact Health*****2020-Present**

- Handle client relations and sales while in coordination with program supply logistics and staffing requirements
- Manage eight FEMA programs nationwide executing screenings of 700 + staff across sites daily
- Successfully launch 12 FEMA testing sites including mobile, drive-thru, and stationary across the nation

**Content Creator*****The Bad Blonde CARS*****2019-Present**

- Intensive cross platform classic car social media campaign to increase reach, impressions, subscribers, and following
- Specs: IG: 24.1k subs, FB: 23.7k subs, YouTube: 3.2k subs

**Marketing/Communications Director*****Corpus Christi Chamber of Commerce*** **2020 – 2020**

- Create marketing plan for the Small Business Regional Pandemic Grant Program with check presentation event logistics – a grant collaboration between the City of Corpus Christi and Port of Corpus Christi
- Strategize all chamber sales, marketing and communications efforts, manage social media platforms and website
- EVENT: Plan and execute Chamber signature events; State of the City, State of the County, 30 Days of Small Business awards, State of the Port, H-E-B Virtual Conquer the Coast Ride, Weekly Legislative “virtual events”

**Communications Director*****Nueces County Medical Society*****2017- 2019**

- Plan and direct all Medical Society communication efforts within Nueces county and statewide
- EVENT: Secure vendor sales (300+), marketing, and execute the largest Health Fair in South Texas (4,000+)
- Marketing, communications, design and editor of the bi-monthly NCMS Coastal Bend Medicine Magazine

**Marketing Tour Manager*****Impact Health*****2012-2017**

- Nationwide health tour encouraging health program participation, testing, and health coaching
- Establish employee communication and understanding of organization’s health programs and benefits
- Maintain strict HIPAA adherence while completing communications goals and objectives

**Experiential Marketing Manager*****Sony PlayStation*****2012**

- Execute pre-sale purchase, engage, and educate consumers of the unreleased PSVita product (SXSW 2012)
- EVENT: Smoothly operate events of 200+ consumers while educating and providing memorable brand experience

**Media Spokesperson/Event Manager*****Marketing Werks*****2011**

- Deliver concise media message of Walgreen’s Wellness Tour’s national marketing health campaign
- Market and communicate key objectives to nationwide press/media/television

**Public Relations*****AccoladesPR, ATX*****2011**

- Create communications strategy and contact pertinent press/media dependent on clients genre or needs
- Event management, set-up and marketing for AccoladesPR at the SXSW Austin’s CoHabitat Party

**Communications/Marketing*****Trifecta, ATX*****2010**

- Event coordinator, sales, planning, execution, promotion and advertising of ‘Trifecta’s Bourbon Bash’
- Create, execute and adapt marketing/sales initiatives reaching Austin’s downtown residential population

**Sales/Marketing*****Sabertec, ATX*****2009**

- Plan, coordinate, and execute Sabertec’s ‘Green Party’ targeting Austin’s eco community and influential press
- Start sales initiative to retrofit the municipal fleet of Corpus Christi, Texas with Sabertec’s product ‘Blade’

**Owner, Operator*****Shook Detail, Corpus Christi TX*****2002-2007**

- Combine marketing, client relations, and elbow grease to run independent detailing service from Shook Enterprises

**LANGUAGE - LEADERSHIP -SERVICE****Language:** Intermediate Spanish**Women’s and Men’s Health Services – Board Member** 2018-2020**Downtown Management District – Board Member** 2018- Present**Driscoll Children’s Hospital Cancer and Blood Disorders Center- Volunteer** 2017 - 2019**Dell Children’s Medical Center- Hematology and Oncology Clinic Volunteer,** 2009-2011**Driscoll Children’s Hospital Rehabilitation Center Volunteer,** 2007-2008