

## Area Commission Membership Registration

	A	B	C
1	<b>FIELD Legistar</b>  <u><b>NORTHEAST AREA COMMISSION</b></u>	<b>CURRENT INFORMATION Legistar</b> <b>Re-appointment of, Kevin Kenley, 3125 Willow Springs Dr., Columbus, Ohio 43219, to serve on the NORTHEAST AREA COMMISSION, with an expiration date of January 1, 2014</b>	<b>NEW INFORMATION</b>  (1) Please print new information clearly, <b>OR</b> (2) Place a “check” in these boxes if member is re-elected and information is unchanged (3) Do not forget to update “Term Expiration” for re-elected members
2	First Name	Kevin	√
3	Last Name	Kenley	√
4	Title	Treasurer	√
5	Address	3125 Willow Springs Dr.	√
6	City	Columbus	√
7	State	Ohio	√
8	Zip Code	43219	√
9	Home Telephone	(614) 327-4250	√
10	Work Telephone	-----	√
11	Fax Number	-----	√
12	Email Address	KenleyTravel@msn.com	√
13	District/Designation	Willow Springs	√
14	Term Start Date	11/1/11	1/1/11
15	Term Expiration	1/1/14	1/1/14
16	Seat Succession	Re-appointment	√

### C) Area Commission Detail

In addition to membership registration, Liaisons are responsible for assuring that the Area Commission's general information is accurate and current. Please use the attached form to revise or update general Commission information, including changes in contact information, meeting changes (dates, times, locations) or boundary revisions.

This information should be updated as needed and emailed to both Bonita Lee and Yvette Aniagolu.

#### Area Commission Detail - **Sample**

<b>Organization</b>	Upper Arlington Area Commission
<b>First Name</b>	Carol
<b>Last Name</b>	Smith
<b>Title</b>	Chair
<b>Street Address</b>	123 Main Street
<b>City</b>	Columbus
<b>State</b>	Ohio
<b>Zip</b>	43223
<b>Home or Cell Phone</b>	(614) 555-1234
<b>Work Phone</b>	(614) 555-0987
<b>Fax</b>	(614) 555-1290
<b>Email Address</b>	cbsmith@aol.com
<b>Meeting Location</b>	Columbus Health Dept. 240 Parsons Ave
<b>Meeting Date</b>	First Monday
<b>Meeting Time</b>	7:00 pm.
<b>North Boundary</b>	Henderson Road.
<b>South Boundary</b>	Fifth Avenue.
<b>East Boundary</b>	North Star Road
<b>West Boundary</b>	Scioto River

### Part I Area Commissions

#### D) Legistar Changes - By Laws

Liaisons are also responsible for assuring that any changes or revisions to the Commission's By Laws or meeting schedules or other information required for publication in the City Bulletin are prepared and emailed to Paul Haytcher pjhaytcher@columbus.gov). Once published, meeting changes should be reported on the Area Commission Detail form and emailed to B. Lee and Hannah Jones (Gilman) and copy me as well.

**Part II - Civic Associations**

**A) Civic Association Detail**

For registered Civics, Liaisons are responsible for assuring that information is accurate and current and is provided to both Bonita Lee and Hannah Jones (Gilman). This information will generate correct mailing labels and will assure the NSD website and database is current. This is especially critical for areas of the City without Area Commission representation. Use the form attached to collect and forward new or revised information.

**Civic Association Detail - Sample**

<b>Organization</b>	Upper Arlington Civic Association
<b>First Name</b>	Carol
<b>Last Name</b>	Smith
<b>Title</b>	Chair
<b>Coalition?</b>	No
<b>Street Address</b>	123 Main Street
<b>City</b>	Columbus
<b>State</b>	Ohio
<b>Zip</b>	43015
<b>Home or Cell Phone</b>	(614) 555-1234
<b>Work Phone</b>	(614) 555-0987
<b>Fax</b>	(614) 555-1290
<b>Email Address</b>	cbsmith@aol.com
<b>Notes</b>	none
<b>Meeting Date and Time</b>	First Monday - 6:00 pm
<b>Meeting Location</b>	Columbus Health Dept. 240 Parsons Ave
<b>North Boundary</b>	Henderson Road.
<b>South Boundary</b>	Fifth Avenue.
<b>East Boundary</b>	North Star Road
<b>West Boundary</b>	Scioto River
<b>By Laws?</b>	No
<b>Active?</b>	Yes
<b>Website</b>	uaca.org
<b>Updated</b>	01-16-09
<b>Liaison Area</b>	Area 6