



Board of Directors
Special Meeting
June 14, 2011
8:00pm
1721 Arbutus Avenue

Board Packet

MEMORANDUM/REPORT

To: WOC Board of Directors
From: Tom Hicks
Re: CBO expenditure
Date: June 14, 2011

ISSUE:

Board Approval of CBO expenditure. Director is asking for approval of expenditure to pay for Contracted Back Office services with Lisa Speegle.

RECOMMENDATION:

Review and approval of expenditure.

DISCUSSION:

None

Attachments:

Lisa Speegle Resume

Agenda Item #: 3

Lisa Speegle
4184 Ten Mile House Trail
Chico, CA 95928
(530) 895-3812 or (530) 521-1283

**Professional
Experience**

Northern California National Bank, Chico, CA 2007-current

Accounting/Note Department Supervisor

Provide oversight to ensure accuracy in accounting, finance, and loan department journal entries. Assist CFO and CCO in complying with multiple internal and federal regulatory audits. Gather data and prepare multiple reports for the Board of Directors.

Minner Electric, Chico, CA 2004-2007

Office Manager

Responsibilities include generation of proposals and contracts, client billing and correspondence, payroll and payroll tax processing, accounts receivable and payable, preparation of tax forms and job cost accounting, benefits management, insurance maintenance, and creating a positive first impression for client contacts.

Replication Technology Incorporated, Chico, CA 1990-2001

Director of Operations/CFO

Responsible for all daily business activities including accounting, payroll, financial reporting, and budgeting. Interpreted inspection results and supervised generation of technical reports from raw data. Generated bids and proposals for potential new clients. Scheduled and supervised field NDT inspections, including coordination of multiple subcontractors. Produced, and trained others to produce, metallographic replicas and microstructural evaluations for public utilities. Developed, implemented, and maintained OSHA-compliant field work safety and health program.

The Gunsmith, Chico, CA 1982-1990

Retail Manager

Responsible for daily accounting functions, purchasing, and budgeting. Sole decision-maker regarding store content. Maintained compliance with multiple federal, state, and local agencies. Assisted the public with decision-making and problem-solving.

IBM General Products Division, San Jose, CA 1984

Co-Operative Education Programmer, Information Systems Department

Defined, designed, developed, tested, implemented, and trained personnel in the use of computer programs to support Information Systems functions. Gained expertise in the preparation of programmer maintenance and user documentation.

Education

Bachelor of Science in Business Administration, Cum Laude

California State University, Chico, May 1985

Emphasis in Management Information Systems

Minor in Computer Science