




# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> W.M. Gillihan		
<b>Board/Commission Name:</b> Seattle Women's Commission		<b>Position Title:</b> Commission Member
<b>Appointment OR X Reappointment</b>	<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: Specify appointing authority		<b>Term of Office:</b> Council Confirmation July 1, 2017
<b>Residential Neighborhood:</b> Shoreline	<b>Zip Code:</b> 98133	<b>Contact Phone No.:</b> NA
<b>Legislated Authority:</b> SMC 3.14.920, SMC 3.14.921, SMC 3.51.010, Ordinance 118392, Ordinance 120871		
<b>Background:</b> Wendy Gillihan earned her Bachelor's degree in Business Administration from Westminster College and her Associate of Applied Science in Accounting from North Seattle Community College. She currently works as a Consultant through her company Gryffin Business Solutions providing assistance to entrepreneurs and non-profits around the Puget sound and volunteers as an instructor at the Seattle branch of the Small Business Administration. While she has an interest in a range of women's issues, her passion is in creating change that provides opportunity rise above the limitations created by poverty. She is motivated by her own experiences growing up in a low-income household. Also, she is inspired to act as a granddaughter of a first generation Hungarian-American who overcame her coal miner's daughter start to work in both the public and private sector at a time when few women had the opportunity to do so. She is dedicated to helping empower marginalized women to achieve their definition of success.		
<b>Date of Appointment:</b> August 12, 2015	<b>Authorizing Signature (original signature):</b> 	<b>Appointing Signatory:</b> Councilmember Bruce Harrell

# WENDY GILLIHAN

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## PROFESSIONAL EXPERIENCE

Gryffin Consulting, Inc.

2009 – Present

### President/Principal Consultant

Create, review or manage accounting or human resource systems, improving efficiency and effectiveness, developing, and implementing strategies for start-ups, mid-sized companies, and nonprofit organizations.

UR, LLC

2006 – 2009

### Controller

Developed and implemented strategies to streamline and manage the daily processes of accounting including payroll, business taxes and financial reporting. Managed administrative vendors and staff. Created a human resources department, and policies to ensure compliance with relevant regulations. Managed all benefits and benefit renewals including health insurance and 401(k).

Seattle Institute for Cardiac Research

2004 – 2006

### Business Operations Administrator

Established and maintained human resources, recordkeeping and accounting procedures in compliance with 501(c)3 requirements. Managed preparation for and response to the annual A-133 audit and worked with the auditors to present information to the board members. Logistical coordination for an international research trial.

Invesmart of the Northwest

2000 – 2003

### Trading Analyst

Handled third party administrator (TPA) trades including posting transactions such as payroll deferrals, employer match, and fund transfers to 401(k) accounts. Reconciling daily trades, and ensured the 401(k) plans stayed in balance.

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## VOLUNTEER EXPERIENCE

Seattle Women's Commission

2011 – Present

### Commissioner

Advise the Mayor, City Council and city departments on issues that impact the women of Seattle. Identify areas of concern and recommends policy and legislation, provides feedback and opinion on issues of city and state budget, and acts as a liaison between the women of Seattle and City government.

### Chair (2012-2014)

Recruit and cultivate new commissioners, develop community partnerships, and perform all administrative functions for the commission.

Seattle Metropolitan Chamber of Commerce

2014 – Present

### Board of Trustee

Advise, govern, promote, and oversee policy and the overall direction of the Chamber.

### Advisory Committee Member – Policy Leadership Group (2014-Present)

Consider emerging issues, propose Chamber policy positions, and inform and educate committee members on issues important to the business community. The Policy Leadership Group's purview includes local, state, and federal levels of policy.

Small Business Administration

2009 – 2013

**Volunteer Instructor**

Designed and taught courses on bookkeeping, taxes and human resources for entrepreneurs at the Seattle Small Business Administration, Washington Small Business Fair and the Women's Network for Entrepreneurial Training.

Oquirrh Mountain Symphony

2013 – 2013

**Treasurer**

Served as a temporary board member while completing a master of accountancy. Reviewed accounting and human resource policies and made recommendations for improvements.

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**EDUCATION/CERTIFICATION**

- **Master of Accountancy**  
Westminster College, Salt Lake City, UT
- **Bachelors of Business Administration**  
Westminster College, Salt Lake City, UT
- **Certified Public Accountant (CPA) Candidate**
- **Professional in Human Resources (PHR)**
- **Notary Public**

# Seattle Women's Commission

August 2015

21 Commission members: Per SMC 3.14.920, Confirmed by City Council 2-year terms, all subject to City Council confirmation, 2-years for each term]-year terms:

- 9 City Council-appointed
- 9 Mayor-appointed
- 2 Appointed by Commission, Confirmed by City Council
- 1 Member Get Engaged Program Appointed by the Mayor Confirmed by City Council  
1-year term appointed in September

**Roster:**

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
		1.	Member	<b>Vacant</b>		07/01/16	2 <sup>nd</sup>	Mayor
2	F	2.	Member	Teresa Springer	09/11/14	07/01/16	1 <sup>st</sup>	Mayor
6	F	3.	Member	<b>Jaron Reed Goddard</b>	09/30/13	07/01/17	1 <sup>st</sup>	Mayor
1	F	4.	Member	Sarah Domondon	09/11/14	07/01/16	1 <sup>st</sup>	Mayor
2	F	5.	Member	<b>Tracey Whitten</b>	09/29/14	07/01/17	1 <sup>st</sup>	Mayor
6	F	6.	Member	<b>Clarissa Lord Brundage</b>	09/29/14	07/01/17	1 <sup>st</sup>	Mayor
2	F	7.	Member	<b>Jennifer Cobb</b>	09/29/14	07/01/17	1 <sup>st</sup>	Mayor
6	F	8.	Member	Morgan Beach	09/29/14	07/01/16	1 <sup>st</sup>	Mayor
1	F	9.	Member	Lylianna Allala	09/29/14	07/01/16	1 <sup>st</sup>	Mayor
6	F	10.	Member	<b>Wendy Gillihan</b>	08/04/14	07/01/17	2 <sup>nd</sup>	City Council
6	F	11.	Member	Honey Jo Herman	06/08/15	07/01/17	1 <sup>st</sup>	City Council
6	F	12.	Member	<b>Alison Mond</b>	08/04/14	07/01/17	2 <sup>nd</sup>	City Council
2	F	13.	Member	Phyllis Lewis	09/29/14	07/01/16	2 <sup>nd</sup>	City Council
2	F	14.	Member	Mergitu Argo	08/04/14	07/01/16	3 <sup>rd</sup>	City Council
3	F	15.	Member	<b>Elsa Batres-Boni</b>	09/30/13	07/01/17	1 <sup>st</sup>	City Council
6	F	16.	Member	<b>Liz Kellogg</b>	09/30/13	07/01/17	1 <sup>st</sup>	City Council
3	F	17.	Member	Mercedes Elizalde	08/04/14	07/01/16	1 <sup>st</sup>	City Council
2	F	18.	Member	Lakeisha Jackson	09/11/14	07/01/16	1 <sup>st</sup>	City Council
6	F	19.	Member	Michele Frix	08/04/14	07/01/16	2 <sup>nd</sup>	Commission
6	F	20.	Member	<b>Nicki Olivier Hellenkamp</b>	09/11/14	07/01/17	1 <sup>st</sup>	Commission
2	F	21.	Get Engaged	Loida Erhard	09/11/14	09/30/16	1 term	Mayor

**Diversity Chart:**

				(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
	Men	Women	Vacant	Minority	Asian-American	Black/African American	Hispanic/Latino	American Indian/Alaska Native	***Other	Caucasian/Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	0	8	1	6	2	3	0	0	0	3	0	0	0
Council	0	9	0	5	0	3	2	0	0	4	0	0	0
Comm	0	2	0	0	0	0	0	0	0	2	0	0	0
GE	0	1	0	1	0	1	0	0	0	0	0	0	0
Total	0	20	0	12	2	7	2	0	0	9	0	0	0

**Key:**

- \*D List the corresponding *Diversity Chart* number (1 through 9)
- \*\*G List *gender*, M or F
- \*\*\*Other Includes diversity in any of the following: *race, gender and/or ability*