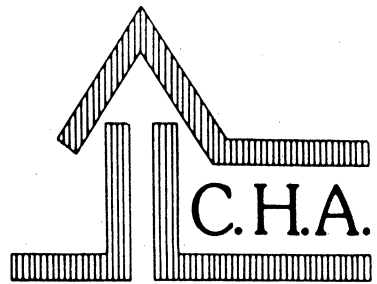


CAMBRIDGE HOUSING AUTHORITY



C A M B R I D G E
M A S S A C H U S E T T S
02139
(617) 864-3020

April 19, 1984

Mr. John E. Lowry, Chairman
Commission for Human Services Programs
51 Inman Street
Cambridge, MA 02139

Dear Mr. Lowry:

I am writing to nominate Mrs. Margaret Graham, 5 Roosevelt Towers, Apt. 28, Cambridge, as a candidate for appointment to the Cambridge Commission for Human Services.

The mother of five children, three of whom are now married and on their own, Mrs. Graham is a lifelong Cantabridgian who has lived in the Roosevelt Towers family housing development for the past twenty-four years. She was a member of the Roosevelt Towers Tenant Task Force from its inception in 1975 until two years ago, when she took a job with the Cambridge Public Schools as a lunchroom monitor. Mrs. Graham was a member of the Social Services Committee on the Tenant Task Force for three years, Vice-President for one annual term and President for two terms. She also ran an arts and crafts program for adults at Roosevelt Towers for several years and started a similar program for children out of her home.

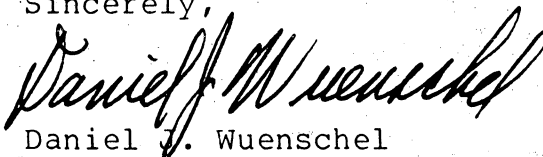
I have known Mrs. Graham for the past eight years. Not only can she serve the City as a spokesperson for public housing residents, but I believe she also can be a constructive force on other issues. She has a solid understanding of Cambridge and of its cultural and socio-economic diversity. Her approach to problems is a balanced and rational one.

Mrs. Graham has indicated that she would be most interested in serving as a Human Services Commissioner and is prepared to make the time commitment necessary.

Page Two
Letter to: Mr. Lowry
Dated: April 19, 1984

Should you require more information regarding this nominee,
please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, reading "Daniel J. Wuenschel". The signature is written in a cursive style with a large, prominent initial "D".

Daniel J. Wuenschel
Executive Director

DJW/SJS/mbm

RESUME

Joan Qualls Harris
23 Hews Street
Cambridge, Massachusetts 02139
(617) 354-0535

PROFESSIONAL OBJECTIVE

To Direct and exercise administrative responsibilities for the development of proposals and training programs in secretarial sciences for corporate employees and re-entry personnel. To also perform instruction in the utilization and understanding of computers, word processing devices and microprocessors for business, office, and educational purposes.

EDUCATION

Cambridge College, Cambridge, Massachusetts
Master of Education, May 1983
Concentration: Administration, Management and Organizational Development.

Harvard University Extension, Cambridge, Massachusetts
Concentration: English, 1977-1980

EXPERIENCE

EMPLOYMENT RESOURCES, INC., March 1984 to Present
Instructor of Word Processing. I teach Introduction to Word Processing using Apple IIe and II+ computers at the Cambridge Rindge and Latin High School, Cambridge, Massachusetts.

THE WHOLE BRAIN CORPORATION/CAS
A four month assignment, December 1983 - April 1984
Assistant to the President. My responsibility was to provide administrative and office automation support to the Corporate Officers during the merging and financing of two predecessor companies.

ROXBURY COMMUNITY COLLEGE, Boston, Massachusetts
A five month, part-time teaching assignment from July to December 1983.
Instructor of Word Processing, Typing I & II Intensive and Computer Keyboard.
Accomplishments: I developed a curriculum for three consecutive courses.

JOAN'S BOUTIQUE, Cambridge Massachusetts, July 1981 - August 1983
Entrepreneur and Sole Proprietor of a small business in fabric retail. My responsibilities included research and development, administration, financial management and all areas of merchandising dealing with the New York market.
Accomplishments: I designed and manufactured a cosmetic display cloth for Lynell Cosmetics. A patent is pending.

RIVERSIDE CAMBRIDGEPORT COMMUNITY CORPORATION, Cambridge, Massachusetts
March 1982 - November 1982

Administrative Assistant to the Executive Director. My responsibility was to manage the organization, supervise support staff, assist in writing fundraising proposals and assume the responsibilities of the director in his absence.

Accomplishments: I developed and conducted a series of Management Training Seminars for the RCCC Board of Directors, as well as, implement a viable process for hiring support staff.

POLAROID CORPORATION, Cambridge, Massachusetts
February 1977 - March 1982

Executive Secretary to the Vice President. My responsibilities were to perform publicity, advertising and public relations activities, manage the office, as well as, utilize my shorthand and typing skills.

COMMUNITY ACTIVITIES

Member, Committee to Re-Elect Henrietta Attles to the Cambridge School Committee, November 1983. My responsibility was to coordinate Ms. Attles' campaign appearances.

Member, Cambridge Community Center Board of Directors
Co-Chairperson, Program Development.

Tutor, M. L. King Elementary School Remedial Reading Program.

Parent Advisor/Interviewer for the MIT/Wellesley Upward Bound Program.

President, Rosa Parks Inner City Missionary Circle, St. Paul AME Church, Cambridge, Massachusetts. My responsibilities included leading the organization in assessing and addressing the needs of the inner city female.

PERSONAL INTERESTS

Designing, dressmaking, tennis and reading.

References available upon request.

h. 497-5458

Margaret Fuller



Neighborhood House

Incorporated

71 Cherry Street Cambridge, Massachusetts 02139
Phone: 547 4680

April 19, 1984

Mr. John E. Lowry,
Chairman
Commission for Human Service Programs
51 Inman Street
Cambridge, Massachusetts 02139

Dear Mr. Lowry:

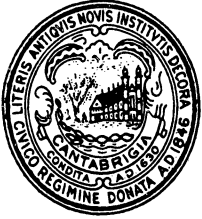
I am writing to nominate Ron Benham to fill a vacancy on the Cambridge Commission for Human Service Programs. Mr. Benham is a resident at 221 Harvard Street and is employed by the Massachusetts Department of Public Health, Division of Family Health Services.

Mr. Benham is an active participant in community affairs. He has indicated his primary area of interest to be services relating to the needs of children. He has been Director or Administrator of agencies serving handicapped and able bodied children for the past ten years. Academically, he possesses Masters degrees in Divinity from Princeton Theological Seminary and Education from the University of Massachusetts.

I would be glad to provide you with additional information if needed.

Sincerely,
Gloria Smith
Gloria Smith
Executive Director

GS:cs



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

September 10, 1984

To the Honorable, the City Council:

Please be advised that I have appointed the following persons to the Human Services Commission, for terms to expire October 31, 1985 -

Ron Benham, 221 Harvard Street, Cambridge

Margaret Graham, 5 Roosevelt Tower, Cambridge

Joan Qualls Harris, 23 Hews Street, Cambridge

Resumes and/or letters of nomination are attached.

Very truly yours,

Robert W. Healy
City Manager

RWH/b

Agenda Item No. 1

A-93

Re: appointment of three members to the
Human Services Commission for terms to expire
October 31, 1985.

In City Council,

September 10, 1984

9/10/84

Placed
on
File.