

Virginia Rice Kahn  
32 Avon Street  
Cambridge, MA 02138  
617/354-5746

#### OBJECTIVE

working with a socially conscious organization that is creative in its service programming.

#### WORK HISTORY

Founder & Executive Director 5 yrs.	Off Off Broadway Alliance, Inc., a non-profit organization for professional developmental theatres in Manhattan, N.Y.C. Researched and organized work-shops to meet their needs. Acted as advocate for the more than 60 member groups in the areas of public relations, fund-raising and national and international relations.
Administrative Program Specialist 2½ yrs.	New York City Department of Cultural Affairs selecting and administratin performing arts groups for "Street Theatre" program covering the five boroughs of N.Y.C. Worked extensively with minority groups.
Co-Producer 6 mos.	Bedford-Stuyvesant Restoration Corp., Brooklyn, N.Y. Developed 2 community productions integrating professional and non-professional talent. The purpose of these productions was to begin a cultural program in this community which had been terrorized by race riots.
Teacher	Wheaton College, Norton, MA - Theatre Dept. 2 yrs. Scarborough Country Day School, Scarborough, N.Y. - 1 yr.
Military Service 3 yrs	1st Lieutenant, Women's Army Corps. Recruiting and Press Relations.

#### VOLUNTEER SERVICES

Child Care Center, Ossining, N.Y.	President of Board of Directors	2 yrs.
Westchester Family Service, White Plains, N.Y.	Member of Board	3 yrs.
Parent Faculty Assoc., Scarborough Country Day School, Scarborough, N.Y.	President	2 yrs.
Nurses' Aide, Bellevue Hospital, New York City		1 yr.

#### EDUCATION

Bachelor of Arts, Emerson College, Boston, MA  
New School for Social Research, New York, N.Y. Seminar in Social Change

(OVER)

## RECENT & CURRENT ACTIVITIES

1987-1991 CAMBRIDGE COUNCIL ON AGING BOARD of DIRECTORS  
PRESIDENT of BOARD 1989-1991

1987-PRESENT SOMERVILLE-CAMBRIDGE ELDER SERVICES, INC.  
MEMBER of BOARD of DIRECTORS  
PRESIDENT of BOARD 1991-PRESENT

1991-PRESENT ELDERLINK, INC.  
MEMBER of The BOARD of DIRECTORS

1992-PRESENT FRIENDS of CAMBRIDGE COUNCIL ON AGING, INC.  
V.P., BOARD of DIRECTORS

STATEMENT

FRANCES E. QUINT, 55 LEE STREET, CAMBRIDGE, MASSACHUSETTS 02139 TEL: 876-0804

I am a life long resident of Cambridge, and, as such, have received all my education here: I attended the Longfellow Grammar School, Cambridge High and Latin (as it was known then), and Radcliffe College, where I majored in American Government and Economics. During my working years, I took courses at Harvard University Extension, and since retirement, have joined the Harvard Institute for Learning in Retirement. There I am a member of the Admissions Committee - interviewing and evaluating candidates for admission to the Institute. This past spring, I coordinated a course on the development of the archaeology of the Americas.

My work experience includes four years at Brandeis University, where I was assistant to the assistant to the President in its very earliest years. My responsibilities there involved gathering information on the faculty, the curriculum, and the physical plant, and organizing it for submission to the accrediting authorities of the Commonwealth of Massachusetts. My boss had major responsibility for both the academic and the administrative development of the University, and I assisted him in a multitude of ways - from preparation of course descriptions as the curriculum was developed in each of the first four years, through screening of the credentials of numerous academics who were eager to be part of a new university, to planning the physical plant as the school expanded, and seeing to it that schedules were met so that facilities would be available as they were needed.

For several years thereafter, I worked as a credit manager for a local company - Farrington Manufacturing Company - evaluating the credit worthiness of retail businesses, but finding myself more interested in people and their careers, I joined an employment agency, evaluating and referring all female applicants for employment, regardless of background - administrative, professional, or clerical.

Eventually I became the owner of Professional Placement Associates, and as the employment picture changed over the years, my work eventually was concentrated in two areas - communications, including editorial, writing, advertising and public relations; and economics. Applicants were both men and women, at all experience levels, from entry to executive/administrative, and were carefully screened on the basis of the employer's stipulations regarding education, experience, and potential. During those years, I was a member of the career counseling committee of the Advertising Club of Boston. This group assisted individuals interested in the field: we gave advice mainly to young people early in their careers, but sometimes to older people considering a change of career after a number of years in a different field.

I chose (relatively) early retirement in 1988, and have been at the Harvard Institute ever since. I have been a volunteer at the Cambridge Literacy Center in Central Square, and plan to continue that work - either at the Center, or at a program sponsored by the Institute, or with Cambridge School Volunteers - at this point I'm not sure which. I consider the ability to function well in the English language - both spoken and written - of vital importance to everyone living in the United States who hopes to have a full and fulfilling life here.

August 20, 1993

**Alice O'Hara McCarter**  
85 Harvard Street  
Winchester, MA 01890  
(617) 729-6818

## **SUMMARY**

A unique combination of business experience and leadership positions in volunteer organizations over a period of twenty years has provided me with the ability to solve problems and help people to accomplish objectives in a timely manner and within budget constraints. Experience in these management and leadership positions has provided me with special skills and insight necessary to motivate personnel in difficult situations.

## **EXPERIENCE**

1989-present **New Communities Services, Inc.** **Business Director**  
**Cambridge, MA**

New Communities is a non-profit corporation providing health and housing services to frail elders, and mentally and physically challenged persons. Revenues and expenditures exceed one million dollars.

Currently serving as acting Director of the Windsor House adult day health program with centers in Cambridge, Somerville, and Watertown. This program is responsible for the daily care of over one hundred persons.

In 1990, promoted to Business Director responsible for payroll and benefits administration; internal financial reports and government agency reporting.

Initially responsible for client, contract, and Third Party billing; payroll; accounts payable.

1987 - 1989 **Epsilon** **Account Executive**  
**Burlington, MA**

Epsilon is a direct marketing company with over 100 million in sales.

Coordinated all client services for the Fraternity Niche direct mail fund raising campaigns; programs generated revenue representing 50-75% of client's operating expenses.

In 1988, promoted to Account Executive for the Fraternity Niche, where as sole direct response account executive and primary client contact responsibilities included:

- executing direct mail fund raising programs in excess of one million pieces.
- designing individualized client programs including: creative strategy, copy writing, package design, sophisticated personalization and file segmentation, budget estimates, and results projections.
- developing sales proposals, program plans, results analysis/reports.
- coordinating data processing, fulfillment, accounting, and creative department production.
- trouble-shooting all aspects of direct mail programs.

1982 - 1987 **Jordan Marsh Company** **Personnel Assistant**  
**Burlington, MA**

Personnel Assistant responsible for employment and exit interviews, benefits administration, and coordination of risk management reporting as a member of the Storewide Safety Committee.

### RELATED EXPERIENCE

1986-1992 **Winchester School Committee, Winchester, MA**

Elected in 1986 to three-year term; Chairman 1988; reelected to three-year term in 1989. As Chairman, presided at all public meetings and hearings. Prepared and served as main proponent of the school budget (\$13 million) at the annual town meeting.

In addition to the duties of Chairman -

- served on the Winchester Capital Planning Committee
- served on the Winchester Cable Television Advisory Committee
- served on the Winchester Housing Partnership Board
- principal negotiator for all school department contracts, successfully negotiated six labor contracts with the teachers' union, food service workers' union and custodians' union.

1977-1987 **Junior League of Boston, Boston, MA**

As Area Chairman and member of the Board of Managers served on Long Range Planning Committee. Assisted Associated Grantmakers of Massachusetts with first state wide conference on philanthropy.

1976-1989 **Winchester Country Club, Winchester, MA**

As Chairman of Nine Hole Golf Committee, coordinated weekly tournaments and provided rules and etiquette orientation. Increased membership from 15 to 75 participants over a two season period.

1974-present **Community School Association, Winchester, MA**

As President, organized town wide parental input to the school committee. As President of Junior High School Parent Association, organized parent sponsored fund raising and student enrichment activities.

1970-1980 **St. Elizabeth's Hospital Auxiliary, Brighton, MA**

As President, served as member of Hospital Legislative Team and Trustees Committee for Development. Appointed to the Massachusetts Hospital Association's Auxiliary Legislative Advisory Committee.

Over ten years served as Vice-President, and Program Chairman. Instrumental in raising a \$50,000 pledge to the capital campaign.

- Addressed Massachusetts delegation in Washington, D.C., discussing health care issues at the American Hospital Association annual convention

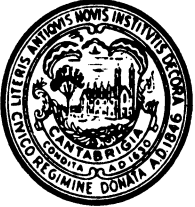
1971-1973 **Neighborhood Cooperative Nursery School, Inc., Winchester, MA**

President of parent owned and operated Nursery school.

### EDUCATION

**Marymount Manhattan College, NY, NY      B.A. Psychology      1965**

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**CITY OF CAMBRIDGE**  
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300  
FAX. 349-4307

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

RICHARD C. ROSSI  
Deputy City Manager

September 20, 1993

To The Honorable, The City Council:

I am hereby transmitting notification of the appointment of the following persons as Member of the Cambridge Council of Aging to fill 2 consumer slot vacancies for a term of three years to expire October, 1996:

Virginia Rice Kahn  
32B Avon Street  
Cambridge, MA 02138

Frances Quint  
55 Lee Street  
Cambridge, MA 02139

I am also appointing Alice McCarter, Interim Director of the Windsor House Adult Day Health Center to complete the term of Anita Shipman in the provider slot until a new director has been hired. This appointment will expire December, 1993.

Very truly yours,

Robert W. Healy  
City Manager

RWH/mev

Consent Agenda #7 A-71

Comm. from R.W. Healy relative to  
appointments of Member to the Cambridge  
Council on Aging.

In City Council September 20, 1993

*Placed on file*