

**ASSOCIATION OF DESK AND DERRICK CLUBS
ADDCC Officer Nomination Form**

Club:	Tuscarawas Valley Desk and Derrick Club	Region:	Northeast
President Name:	Lisa Ricchiuto		
Address:	4150 Belden Village Street NW Ste. 410	City, State, Zip:	Canton, OH 44718
Phone:	330-563-0280	e-Mail:	lricchuto@dgoc.com

The Club has voted to submit the following nominee(s) for Association Office for the year <u>2024</u>	
Office:	Nominee:
President Elect	
Secretary	Kelli Hiltbrand
Treasurer	

See Nominating Committee official letter for deadline, mailing/e-mailing address, and further instructions.

Nominations may be submitted via mail or by email.

Nominations submitted via mail, UPS, FedEx, etc. should contain three (3) sets of all items listed below.

Nomination(s) submitted via email should have one (1) set of all items listed below as attachments.

All nominations must include:

NOMN 1 - ADDCC Officer Nomination Form

NOMN 2 - Candidate's Qualifications Form

NOMN 2A - Candidate's Goals (100 words or less)

One photograph (color preferred)

Signed:

Lisa Ricchiuto

Club President

**ASSOCIATION OF DESK AND DERRICK CLUBS
CANDIDATE'S QUALIFICATIONS FORM**

Candidate For Secretary

Name Kelli Hiltbrand

Address 2892 State Route 39 NE
New Philadelphia, OH 44663

E-mail admin@suttonpump.com

Club Affiliation Tuscarawas Valley Region Northeast

Employer Sutton Pump & Supply, Inc.

Current Position Office Manager

Desk and Derrick Activities

Association Experience **Year(s)**

President Elect _____

Vice President _____

Secretary _____

Treasurer _____

Executive Assistant _____

Parliamentarian _____

Regional Director (Region #) 2023 (Northeast)

Committee Experience

Certification	<u>2020</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
Club Bylaws Review	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Contest	<u>2018/2019</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
<i>The Desk and Derrick Journal</i>	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Education	<u>2020</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
The Insight	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Leadership Resource	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Long Range Planning	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Manuals Review	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Membership	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Nominating	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Program	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Public Relations	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Publications	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Registrar	<u>2021/2022</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
Rules	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Scrapbook	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Tax Exempt	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Technology	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Trade Show	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Special Appointed Committee:	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>

Convention

General Arrangements	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Committee:	<u>2022</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>

Regional Experience

Region Meeting GAC	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Region Meeting Committee	<u>2019/2023</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
Regional Nominating Committee	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>

Seminars or Workshops	Year(s)	Name or Description of Program
Any at a Regional/Association level where you presented or assisted in presentation	_____	_____
	_____	_____
	_____	_____
	_____	_____

Club Experience	Year	Year	Year
President	2021	2020	_____

Year you joined Desk and Derrick

Number of Conventions Attended Delegate Alternate

Number of Region Meetings (Within Region)

Number of Region Meetings (Other Regions)

Business Experience

Sutton Pump & Supply, Inc. - Office Manager (2008 - Present)
 Handle all daily office functions including: Accounts Payable, Accounts Receivable, Payroll, Inventory Management, Counter Sales for supply store

Education Background

Bachelor of Business Administration
 ADDC Petroleum Technician Certification

Participation in other Organizations

Tuscarawas County Humane Society
 Volunteer (2012 - Present)
 Board Member (2017 - Present) - Currently serve as Vice President

Knots of Love - Volunteer
 Peyton Heart Project - Volunteer

Please complete NOMN 3 stating candidate's goals in 100 words or less.

Signed: *Kelli Hiltbrand* 6/20/2023
Candidate Date

Candidate's Goals - 100 words or less

To continue my knowledge of how the Association operates by serving as Secretary. Encourage new members to volunteer whether at a Club, Region or Association level by working with the ADDC committees to continue updating their guidelines to provide members an understanding of what they do. Work with clubs to share monthly program topics to keep new ideas flowing for those who may be having a hard time coming up with something new and exciting each month. My final goal is to work with ADO in getting the membership directory up to date with accurate member information.

