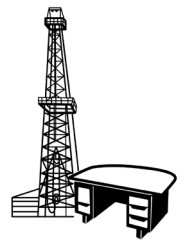




Association of Desk and Derrick Clubs



Committee Report for Budget & Planning / Convention

Report of Committee		Nominating		
Meeting	2023 ADDC Pre-Convention Board Meeting	Date	Sept 16, 2023	
Location	Virtual			
Items Requiring Vote (<i>state motion</i>), General Consent Decision, or Discussion by Board.				
None				
General Information Items				
The Candidates' Caucus will be held on Friday, September 22, 2023. Each candidate will be formally introduced and answer a question related to the office they are nominated for.				
Requests for Assistance by the Association Distribution Office				
None				
Requests for Assistance by ADDC Board of Directors or ADDC Committees				
None				
Signed	<i>Keith Atkins</i>		Date	September 4, 2023

This form should be completed and forwarded to the ADDC President and the Board Contact.

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

Club: Lafayette
 President Name: Melissa Thibodeaux
 Address: P.O. Box 51361,
 Phone: (337) 593-4714

Region: Southeast
 City, State, Zip: Lafayette, LA 70505
 e-Mail: deskandderrickclublafayette@gmail.com

The Club has voted to submit the following nominee(s) for Association Office for the year <u>2024</u>	
Office:	Nominee:
President Elect	Katherine S. Martin
Secretary	
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 - ADDC Officer Nomination Form
- NOMN 2 - Candidate's Qualifications Form
- NOMN 2A - Candidate's Goals (100 words or less)
- One photograph (color preferred)

Signed:


 Club President

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

Candidate For President-Elect

Name Katherine S. Martin

Address 406 Maryview Farm Road
Lafayette, LA 70507

E-mail srmdisney@gmail.com

Club Affiliation Lafayette Region SE

Employer Acadian Ambulance Service, Inc.

Current Position Executive Assistant to Howard E. Dupuis, EVP/CFO

Desk and Derrick Activities

Association Experience

President Elect	<u> </u>
Vice President	<u> </u>
Secretary	<u> </u>
Treasurer	<u>2023</u>
Executive Assistant	<u> </u>
Parliamentarian	<u> </u>
Regional Director (Region #)	<u>2022 SE</u>

Committee Experience

Certification	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Club Bylaws Review	<u>2017</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
Contest	<u>2005, 2015</u>	Chairman	<input checked="" type="checkbox"/>	Member	<input checked="" type="checkbox"/>
<i>The Desk and Derrick Journal</i>	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Education	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
The Insight	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Leadership Resource	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Long Range Planning	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Manuals Review	<u>2015</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
Membership	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Nominating	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Program	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Public Relations	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Publications	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Registrar	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Rules	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Scrapbook	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Tax Exempt	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Technology	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Trade Show	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Special Appointed Committee:	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>

Convention

General Arrangements	<u>2014</u>	Chairman	<input checked="" type="checkbox"/>	Member	<input type="checkbox"/>
Committee:	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>

Regional Experience

Region Meeting GAC	<u> </u>	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
	<u>2004,</u>				
	<u>2013,</u>				
Region Meeting Committee	<u>2022</u>	Chairman	<input type="checkbox"/>	Member	<input checked="" type="checkbox"/>
Region Meeting Nominating Committee	<u> </u>	Chairman	<input checked="" 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	2007	2019	_____

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

I am a Paralegal by trade and worked in the legal industry for 10 years before changing careers. In 2001, I began work at Bean Resources, Inc., an Oil and Gas Exploration & Production Company and was introduced to Desk and Derrick by Lori Landry. After 14 years with Bean, I moved to Acadian Ambulance Service, Inc. as the Executive Assistant to the CFO and have been here ever since. Acadian has renewed my love for numbers and provided the opportunity to garner extensive knowledge in the financial aspects of business. They have also fully supported my positions in the Association.

Education Background

Graduated from Southern Technical College as an honor graduate in the Paralegal program in 1991. All other educational opportunities have been On the Job Training!

Participation in other Organizations

In addition to my love of Desk and Derrick, I have also been involved with Boy Scouts, my local church and various other non-profit organizations.

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

Signed:  _____
Candidate Date

Candidate's Goals - 100 words or less

As a 22+ year member of the Association of Desk and Derrick Club in Lafayette, my love for this organization and its members has only grown! As a member of the 2022 and 2023 ADDC Board, I have learned an enormous amount of valuable information vital to keeping our organization viable and healthy during very challenging times. As President-Elect, with the assistance of those who have served before me, my goal is to provide insight and ideas that can be nurtured to provide invaluable guidance to all Association members. It is my goal to provide the leadership and integrity required to lead this organization into the future.



**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.



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

Club: San Antonio
 President Name: Kathy Johnson
 Address: 147 Merry Trail
 Phone: 210 872 2943

Region: Southeast


City, State, Zip: San Antonio, TX 78232
 e-Mail: KMJohnson@marathonpetroleum.com

The Club has voted to submit the following nominee(s) for Association Office for the year <u>2024</u>	
Office: Treasurer	Nominee: Sue Weaver
President Elect	
Secretary	
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 - ADDC Officer Nomination Form
 NOMN 2 - Candidate's Qualifications Form
 NOMN 2A - Candidate's Goals (100 words or less)
 One photograph (color preferred)

Signed: 
 Club President

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

Candidate For Treasurer

Name Sue Weaver

Address 8002 Wayside Trail
San Antonio, TX 78244

E-mail scw1973@gmail.com

Club Affiliation San Antonio Region SE

Employer Osborn Heirs Company

Current Position Accounts Payable

Desk and Derrick Activities

Association Experience **Year(s)**

President Elect _____

Vice President _____

Secretary _____

Treasurer _____

Executive Assistant _____

Parliamentarian _____

Regional Director (Region # 4) 2018

Committee Experience

Certification	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Club Bylaws Review	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Contest	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
<i>The Desk and Derrick Journal</i>	_____	Chairman	<input type="checkbox"/>	Member	<input type="checkbox"/>
Education	_____	Chairman	<input type="checkbox"/>	Member	<input 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, 2023</u>	Chairman	<input checked="" 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>2017</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>2015</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	Year	Year	Year
President	2012	2013	2014	2015	2016	2017

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

Have worked for Osborn Heirs Company, an Exploration and Production company, from September 1992 through present date June 2023 in the accounting department doing the accounts payable, as well as, other accounting procedures; i.e. deposits, posting revenue and revenue distribution and royalty accounting, bank reconciliations, financial reports, etc.
 Have worked with the WolfePak accounting system since 2004 and have used QuickBooks in a personal capacity. Prior to working for Osborn Heirs Company, I have worked for other companies in an accounting basis and administrative capacity; i.e. Apartment Management, Medical Office Administration.

Education Background

Graduated from high school in 1973, finished 2 1/2 years of college from fall 1973 to spring 1976 (no diploma, left to get married did not go back and finish college). Took a Medical Termination course (3 mos) and have taken all six (6) of the Desk and Derrick Petroleum Certification courses.

Participation in other Organizations

Kirby, Texas Little League board Treasurer from 1994 through 1998 (my son's little league)
 Judson High School Fine Arts Booster Club board Treasurer from 1997 through 2000 (my daughter's and son's high school in Converse, TX).

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

Signed: Sue Weaver Sue Weaver 06/27/23
 Candidate Date

Candidate's Goals - 100 words or less

I feel I am fully qualified to have the Association of Desk and Derrick Treasurer position. With my background in accounting over the last 40 years, I am very conscientious, diligent, honest and accurate. I have been Treasurer for two other organizations, as well; the Kirby Little League from 1994 through 1998 (my son's little league) and the Judson Fine Arts Booster Club from 1997 through 2000 (my daughter's and son's high school). Working in accounting I am a "bulldog" for accuracy, I have to find every penny! It is a very satisfied feeling when everything comes out balanced!!

My husband had a home repair business for 25 years and I did all of the accounting for his business. I understand general accounting principles and have worked closely to ensure IRS submission for his business.

I am completely dedicated to Desk and Derrick and have been in a leadership capacity in the local club for the last 14 years on every level and I feel I can devote all the time needed to handle this office and responsibility, if chosen to be the Treasurer.

My goal with this responsibility would be, to be on time with the monthly accounting of finances for the members and Association, be honest and accurate and do a good job!

