

# CITY OF TOLEDO

STEVEN C. STEEL  
COUNCILMAN



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Date: November 3, 2017  
To: The Members of Toledo City Council  
From: Council President Steven C. Steel  
Subject: Appointment, Tax Board of Review

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I hereby recommend the appointment of Wendi R. Huntley to the Tax Board of Review pursuant to Toledo Municipal Code Section 1905.13.

# **WENDI R. HUNTLEY**

**1145 Steeplechase Circle  
Toledo, Ohio 43615**

**Cell: (614) 296-5057  
Email: Wendihuntley@gmail.com**

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## **SUMMARY OF QUALIFICATIONS**

*I am an Attorney with broad legal background of 25 years of experience in litigation, general corporate, and intellectual property law. I possess a unique combination of business transactional experience and business management skills. Additionally, I am a persuasive individual possessing excellent oral and written communication skills, as well as strong negotiation skills. These skills are coupled with my expertise in nonprofit management and produces the resourceful ability to assess issues to adequately protect clients and complete projects producing professional results.*

## **PROFESSIONAL EXPERIENCE**

### **Connecting Kids To Meals**

#### **President**

**June 1, 2017 to present**

- \*Provides executive leadership of organization; sets the vision for carrying out the directives of the Board of Trustees*
- \*Oversees and manages staff personnel as well as hiring and termination*
- \*Develops annual budget while insuring fiscal responsibility and implementation of initiatives to carry out organizational goals and objectives*
- \*Serves as the spokesperson for the organization*
- \*Manages all fundraising, development and grant responsibilities*
- \*Drives collaborative efforts on behalf of the organization*

### **Connecting Kids To Meals**

#### **Director of Development**

**March 1, 2016 to May 31, 2017**

- \*Responsible for requesting and managing grants including submitting applications and submitting reports*
- \*Coordinated requests for donations from individuals and corporations*
- \*Developed all fundraising activities*
- \*Handled all marketing and PR initiatives for organization*

### **The SPEC Group, Ltd.**

#### **President and CEO**

**September 1, 2002 to present**

- \*Provides vision, leadership and strategic planning for SPEC*
- \* Develops and negotiates licensing agreements for intellectual property assets*
- \*Represents business, entertainment and sports clients in connection with the preparation, review and negotiation of various agreements relative to business start-up, operation, mergers, acquisitions, publishing, film, recording, production, management, marketing and endorsement opportunities*

### **Children's Hunger Alliance**

#### **NW Ohio Regional Director**

**March 1, 2011 to August 12, 2015**

- \*Provided leadership and direction to the regional office including oversight of programs, personnel, marketing and fundraising efforts*
- \*Developed regional budget and implemented fiscal policies for regional office*
- \*Recruited and managed Board off Director relationships*
- \*Sought out and managed donor relationships with individuals, corporations and foundations*

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## **Columbus Christian Center Church**

### **General Manager**

**August 1, 2007 to July, 2010**

- \*Provided strategic leadership and oversight to personnel staff and assisted the CEO/Pastor in the development of strategic plans and goals for the organization*
- \*Directed the general operations of Columbus Christian Center Church (Columbus, OH) and Spirit of Life (Roanoke, VA) while executing marketing initiatives for both ministries*
- \*Developed and implemented budgets, policies and procedures for structure and fiscal accountability*
- \*Assessed risks and evaluated potential liabilities for the organization*

## **Stop 26, Inc. (WV KO 1580 AM)**

### **Radio Talk Show Co-Host**

**February 2005 to May 2006**

- \*Researched and reported on issues germane to the African American community in Columbus, Ohio and throughout the United States*
- \*Developed advertising approaches to assist with improving exposure for the morning show*
- \*Pursued partnership opportunities and sponsorship arrangements with local businesses and organizations*

## **H&R Block**

### **Certified Tax Associate**

**November 1, 2003 to March 31, 2005**

- \*Assisted clientele with the preparation and filing of federal, state and local individual and business tax returns*

## **Bricker & Eckler, LLP**

### **Associate Attorney**

**September 1, 1991 to September 1, 2002**

- \*Provided litigation support in complex litigation matters involving breach of warranty, insurance defense and contract disputes*
- \*Advised and assisted clients with entity formation and business structuring*
- \*Prepared and negotiated various corporate agreements*
- \*Protected, registered and developed licenses for various intellectual property assets*
- \*Rendered advice and negotiated various agreements for entertainment and sports clients*

## **ASSOCIATIONS, LEADERSHIP AND VOLUNTEER SERVICE**

- \*Member, American Bar Association, Ohio Bar Association, and Columbus Bar Association (20+ years)*
- \*Asst. Secretary and Member, Board of Directors, Black Entertainment and Sports Lawyers Association (5 years)*
- \*Certified Agent with the National Basketball Association (NBA), the National Football League (NFL), the Women's National Basketball Association (WNBA), and USA Track and Field Association (6 years)*
- \*Co-Chair, Columbus Bar Association Sports and Entertainment Committee (2 years)*
- \*Member, Advisory Board for the Ruth and Jesse Owens Scholar Program at the Ohio State University (1 year)*
- \*Member, Board of Trustees, HEIRS Christian Center Church (2010 to pres.)*
- \*Member, Board of Directors, Partners in Education (2017 to pres.)*

## **EDUCATIONAL BACKGROUND**

*The Ohio State University School of Law, Columbus, Ohio*  
*Bowling Green State University, Bowling Green, Ohio*

*Juris Doctorate, May, 1991*  
*Bachelor of Science, August, 1988*

***References are available upon request.***