

From: [Jenifer Johnson](#)
To: [Jenifer Johnson](#)
Subject: Melissa Frey - Advisory Committee Application - Planning
Date: Monday, November 25, 2024 12:45:42 PM

Name: Melissa Frey

Home Address: 738 Castle Rock Farm Rd, Pittsboro, NC, 27312, USA

Mailing Address: 738 Castle Rock Farm Rd, Pittsboro, NC, 27312, USA

Home Phone: 9197106696

Cell Phone:

Email Address: melkmf2@gmail.com

What District do you reside in? District 4

Are you currently serving on a board or committee in Chatham County? No

If yes, which ones?

Please select up to THREE boards or committees on which you are willing to serve:

Planning_Board_for_District_5_M

Why do you wish to serve in this capacity? I'm not sure if I qualify to serve for the District 5 Planning Board opening since I'm from District 4. But, if I'm eligible, I would like to serve in this capacity because I'm interested in responsible growth and interested in implementing the newly approved Unified Development Ordinance. My recent experience helping lead a community group in Hadley Township opposing a Dollar General rezoning request was very informative regarding development processes. I'm delighted we defeated this particular effort but it highlighted the need to stay aware of what is going on in our community development-wise and a planning board position would be an ideal way to accomplish that.

Education/Experience: I have a BA in Family Studies (psychology and social work). I have lived in Chatham County for more than 30 years and have volunteered in several capacities over that timespan. I have been a board member of The Family Violence and Rape Crisis Center, Chatham Marketplace Food Co-op and Willow Oak Montessori Charter School. I have volunteered with the Haw River Assembly and Chatham Literacy as well as most recently with our small grassroots group opposing the Dollar General rezoning request. I typically assume leadership positions in my involvements. I am self-motivated, prompt and organized. I believe these attributes would make me an asset to the Planning Board.

Name of Employer: self

Address of Employer:

Position: I own a small farm which offers horse boarding, children's camps and lodging options. I also assist other local business owners with marketing, event planning and co-

hosting with Airbnb.

Work Phone:

Civic Involvement:

Gender: Female

Ethnic Origin/Race: White_non-Hispanic

Year of Birth: 1967

Attachments: {"file_upload":

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Melissa Frey

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OBJECTIVE

To find a dynamic part-time position that fully utilizes my communication and organizational abilities serving an entity that speaks to my passions and sense of integrity.

WORK HISTORY

August 2020-Present: Director of Cool Creek Farm Camps for 6-9 year-olds.

January 2018-Present: Superhost with three Airbnb listings. Small farm operator including a horse boarding component.

Jan 2022-Dec 2022: Staff Bookkeeper contracted with Bookkeeping and Executive Services Team out of Chapel Hill, provided client support with AP/AR and payroll using QB-online.

2011-June 2020: Board Vice-President, Project Manager and Business Manager Willow Oak Montessori, Pittsboro, NC.

Starting as a volunteer board member and moving to Project Manager during the start-up of the public charter school, ultimately becoming the Business Manager of the Children's House, Charter School and Foundation. Led all development efforts, including Annual Fund drives for both schools and a successful 700K capital campaign for the Foundation. Responsible for human resources, accounts payable/receivable, communications/marketing, admissions/enrollment, student data and event planning for all three non-profit organizations with combined budgets in excess of 2.2 million dollars.

2009-11: Office Administrator at Community Independent School, Pittsboro, NC, a non-profit organization

2008-09: Cooperative consulting for food co-op start-ups in central NC.

2007-08: Marketing and Owner Services Manager at Chatham Marketplace.

Responsible for internal and external marketing efforts including but not limited to ads, publicity, event planning, weekly email messages, quarterly newsletter, media connections, customer service, signage and merchandising. Owner Services includes managing all owner and investor accounts and databases, responding to all inquiries and requests and soliciting new owners, investors and local food producers.

2003-07: Initiated and led the start-up of the Chatham Marketplace (CM) Co-op Grocery in Pittsboro, NC, a non-profit organization.

As Founder, first Board President and Project Manager, created the business plan and oversaw CM's incorporation, the formation of the board of directors and policies in accordance with Policy Governance, fundraising, hiring of initial staff, budgeting, event planning, community organizing, lease negotiations, bank financing and construction of the retail space of this more than million dollar project.

EDUCATION

Syracuse University, Syracuse, NY, majored in Communications and Photography with minor in Psychology including a semester working abroad in England.

Messiah College, Grantham, PA, graduated Cum Laude with BA degree in Family Studies (Psychology and Social Work).

SKILLS

Capable in QuickBooks, GiftWorks, Excel, Word, PowerPoint, Google Applications and various fundraising/donor platforms.

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