



MUNICIPALITY OF ANCHORAGE

Assembly Memorandum

No. AM 770-2021, As Amended

Meeting Date: November 23, 2021

Municipal Clerk's Office

Amended and Approved

Date: November 23, 2021

1 **From:** **MAYOR**
2

3 **Subject:** **ANCHORAGE ELECTION COMMISSION APPOINTMENTS**
4 **(HEATHER CLOPTON, CECELIA DONELSON)**

5
6 ~~THE ANCHORAGE ELECTION COMMISSION IS A FIVE MEMBER COMMISSION~~
7 ~~THAT ADJUDICATES BALLOTS THAT HAVE BEEN PRELIMINARILY REJECTED~~
8 ~~BY ELECTION OFFICIALS, REVIEWS AND REPORTS ON THE ELECTION~~
9 ~~RESULTS TO THE ASSEMBLY, PROVIDES ADVICE ON THE CONDUCT OF~~
10 ~~LOCAL ELECTIONS, RECOMMENDS CHANGES TO LOCAL LAW RELATING TO~~
11 ~~ELECTIONS, AND INVESTIGATES ALLEGATIONS OF ELECTION MISCONDUCT.~~
12 ~~COMMISSION MEMBERS OFTEN PARTICIPATE IN ELECTION WORKER~~
13 ~~TRAINING, LOGIC AND ACCURACY TESTING, AND ELECTION OBSERVATION.]~~

14
15 I have appointed the following individuals to the Election Commission:
16

17
18 Seat 3 **Heather Clopton** To Replace: **Cynthia Hawkins**
19 Term Expires: 10/14/2024

20
21 Seat 4 **Cecelia Donelson** To Replace: **Joyce Anderson**
22 Term Expires: 10/14/2024

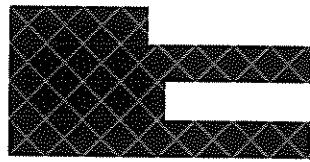
23
24 Resumes are attached for your information. Confirmation is requested at the
25 regularly scheduled meeting on November 23, 2021.
26

27 Respectfully Submitted,

28
29
30
31
32
33 Dave Bronson
34 Mayor

35
36 Attachments

Cecelia Donelson



EXPERIENCE

Real Estate Brokers of Alaska

2005 to Present

Licensed Real Estate Agent since 1996

Cecelia's Bed & Breakfast

Cecelia's Bed & Breakfast/Owner/Chef

Seasonal Bed & Breakfast Primarily prior to 2017

Bernie's Pharmacy

January 2005 to January 2015

Licensed Pharmacy Tech/Compounding Specialist

Alaska Medical Center Pharmacies, Inc.

Corporate Vice President

Compounding Tech/R&D Demagogicals

1975-1995

University of Alaska, Anchorage

1983-1986

Chef Instructor, Hiland Mt. Correctional Center Campus

Sheraton Anchorage Hotel, Anchorage, AK

1979-1981

Banquet Chef/Josephines Expeditor

SKILLS

My background in Pharmacy, Hospitality and Real Estate show I have great customer service skills.

In my pharmaceutical work I spent time educating other medical professionals on how compounded medicines could benefit their patients.

Consulted with numerous legislators regarding Cannabis regulations prior to legalization and worked with many people going into the Cannabis Industry on food/pharmaceutical issues (figuring dosage/packaging/stability of products)

EDUCATION

ACB Solutions, Anchorage, AK

April 2016 to April 2017

All Available Microsoft Classes

PCCA, Professional Compounding

Yearly 1995 to 2014

Cal Winey School of Real Estate

1995

Culinary Institute of America, Hyde Park, NY - AOS

1980-1982

Graduated Top in Class

AWARDS

28 American Culinary
Federation Competition
Medals 1982-2013
6 American Culinary
Federation Presidential
Medallions 1985-2013
Western Regional Chef
of the Year 1999
National Judge and
Advisor to The US
Culinary Olympic Teams
1984, 1988 and 1992
National Sergeant At
Arms, ACF and Ethics
Board Chair 1986

Heather Clopton

Homemaker



SKILLS

Planning, Nutrition, Finance, Crisis Management, and Life Coach

EXPERIENCE

Clopton Household, Anchorage, Alaska - *Homemaker / Mom*

2000 - PRESENT

- Director of Social Development
- Managing Home
- Volunteer at school all through school years, Elementary through High School

Alaska Division of Elections, Anchorage, Alaska - *Chair of Polling Precinct*

2020

- Volunteer position
- 2020 General and Primary Presidential Elections
- Training for polling process, equipment operation, and procedures
- Organized polling place volunteer team
- Setup and breakdown of polling place

South High School Store, Anchorage, Alaska - *Co-manager, Operator*

2015 - 2020

- Volunteer position - full time
- Purchasing, inventory, sales, deposit reconciliation
- Forecast sales and managed operating budget
- Managed Volunteers
- Interacted with students

Williams Employee Credit Union, Tulsa, Oklahoma - *Member Services Representative / Teller*

1997 - 2000

- Conducted teller transactions, customer service
- Opened checking and savings accounts, opened IRAs
- Maintained cash drawer, cash handling and balancing

EDUCATION

Tulsa Community College, Tulsa, Oklahoma - *Associate in Science*

1996 - 1998



MUNICIPALITY OF ANCHORAGE

Information Memorandum

No. AIM 214-2021, As Amended

Meeting Date: November 23, 2021

Municipal Clerk's Office

Amended and Accepted

Date: **December 7, 2021**

1 **From:** **MAYOR**

2 **Subject:** **ELECTION COMMISSION MEMBER QUALIFICATIONS**

3
4
5
6 The Anchorage Election Commission is a five member commission that adjudicates
7 ballots that have been preliminarily rejected by election officials, reviews and reports
8 on the election results to the Assembly, provides advice on the conduct of local
9 elections, recommends changes to local law relating to elections, and investigates
10 allegations of election misconduct. Commission members often participate in
11 election worker training, logic and accuracy testing, and election observation.

12
13 Mayor Bronson has appointed two people to the Election Commission.

14
15 Seat 3 **Heather Clopton**

16 Heather has worked for the Alaska Division of Elections as a polling
17 precinct chair during the 2020 general election. Her knowledge and
18 skills in working as a polling chair makes her uniquely qualified to
19 serve on the Election Commission.

20
21 Seat 2 **Cecelia Donelson**

22 Cecelia is a lifelong Alaskan who has officially worked for the
23 Alaska Division of Elections as precinct co-chair, for both primary
24 and general elections. She has served as an official election
25 observer at the municipal level. She is uniquely qualified to serve
26 on the Election Commission.

27
28 An updated resume for Cecelia Donelson is attached for further review.

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30
31 Respectfully Submitted,
32 Dave Bronson
33 Mayor

Cecelia Donelson

REDACTED PERSONAL
INFORMATION

EXPERIENCE

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1980-1982

Graduated Top in Class

Elections Experience

2020-2021

Official Observer and Adjudicator on Recount for Municipal Election
Precinct Chairperson for State of Alaska Election

Elections prior to 2012

Campaign Worker

Event Planner

I have lived in Anchorage for most of my 59 years, growing up in a family that was very politically active. I worked on many campaigns and understood that participation was a civic duty. I'm able now to spend more time than in the past, and would be a good fit on the Elections Commission.

SKILLS

My background in Pharmacy, Hospitality and Real Estate show I have great customer service skills.

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