**CITY OF ALBUQUERQUE****Office of the Mayor**


One Civic Plaza NW, Albuquerque, NM 87103

Timothy M. Keller, Mayor

**INTER-OFFICE MEMORANDUM**

October 2, 2024

**TO:** Dan Lewis, President, City Council

**FROM:** Timothy M. Keller, Mayor 

**SUBJECT:** Mayor's appointment of Mrs. Caren M. Phillips to the Small Business Regulatory Committee.

I am submitting for your advice and consent the following name for appointment to the Small Business Regulatory Advisory Committee in accordance with the City of Albuquerque Ordinance 13-14-4.

**APPOINTEE NAME**

Mrs. Caren M. Phillips  
Albuquerque, NM 87107

**TERM**

April 1, 2027

Mrs. Phillips grew up in Chicago and worked as an occupational therapist in school systems and local hospitals. She went back to school and received a graduate degree in business communications. She moved to Albuquerque in 2007, where she enjoyed the Southwest's unique beauty and culture. In 2014, she had the opportunity to become a business owner in the healthcare industry and combined her healthcare experience with business training. As a business owner, she became aware of the impact of policies and legislation that affect businesses and their employees and wants to bring her knowledge, passion, and skills to benefit the community.

A resident of District 2, Mrs. Caren M. Phillips will fill a vacancy and serve as an At-Large representative on the Committee; their first term will expire on April 1, 2027

**The remaining members are:**

<b>Representing</b>	<b>Name</b>	<b>Term</b>
1. At Large	Vacant	
2. At Large	Ms. Paulette M. Baca	4/1/2024
3. At Large	Vacant	
4. At Large	Vacant	
5. At Large	Mrs. Lisa M. McCulloch	4/1/2025
6. At Large	Vacant	
7. At Large	Mrs. Laurene Rodriguez	4/1/2026

Small Business Regulatory Advisory Committee

Appointment of Mrs. Caren M. Phillips.

Page 3

A handwritten signature in blue ink, reading "Samantha Sengel", written over a horizontal line.

Samantha Sengel, Chief Administrative Officer

20 / 11 / 24

Date