



## Meet the Team

The key staff team at AMR that currently support CCUMC are listed below, though there will be more on the AMR team that you may interact with from time to time depending on the project. If you have any questions on who to reach out to anything Executive Office related, please don't hesitate to reach out to [Kristy Howard](#) first help direct your request to the correct team member.



### [Kristy Howard](#)

*Executive Director*

#### **Key roles with CCUMC:**

- Serve as primary contact for CCUMC
- Participate in Board calls, and provide support to Board of Directors
- Oversee membership management
- Assist Board and committees in fulfilling the strategic plan



### [Kat Cross](#)

*Association Administrator*

#### **Key Roles with CCUMC:**

- Membership Management
- Process payments for memberships, meeting registrations and sponsorships
- Manage Groups.io access for members



### [Emily Glass](#)

*Education & Events Manager*

#### **Key roles with CCUMC:**

- Responsible for the coordination of conference venue
- Virtual Meeting platform assistance
- Hotel/contract booking for Board meetings and other events

Participate on Program Committee calls as needed



### [Tyler Hedges](#)

*Senior Accountant*

#### **Key roles with CCUMC:**

- Managing the daily finances of CCUMC
- Monthly financial statements
- Answer any accounting questions for accounts receivable/accounts payable



**Cody Embry**

*Assistant Controller*

**Key roles with CCUMC:**

- Accounting and Finance
- Facilitate for client audits and 990 filings and necessary RFPs
- Oversee incoming client transition of all accounting functions
- Assist with IRS filing questions, etc.



**Julie Pelstring**

*Director of Creative Services*

**Key roles with CCUMC:**

- Assist with overall CCUMC branding
- Creation of yearly conference logo and branding
- Assist with CCUMC promotional items and other graphics as needed



**DeLaine Bender**

*Vice President of Client Services*

**Key Roles with CCUMC:**

- Client Relations Liaison
- Distribute Client Satisfaction Survey and share results
- Respond to Workplan process and answer any questions related to scope of services offered by AMR



**Nick Ruffin**

*President and CEO*

**Key roles with CCUMC:**

- Provides oversight of AMR's executive team
- Actively participates in client board meetings and strategic planning