

Meeting Minutes for Executive Committee
August 10th, 2021
Submitted by Kristie Mack

1. Update: There has not been any activity yet regarding applicants for a Parish Nurse. We will continue to advertise in the bulletin and newsletter and keep in touch with Jen Agen (head of the program), for updates on this position.
2. Office Administrator position description needs updating. Kathleen looking over the last description written and will share thoughts and make necessary updates where needed. Will work with Personnel committee to complete in order to prepare for the hiring of a replacement office admin.
3. Kathleen will create a list of what duties volunteers in the office could complete vs. what she could still help us with from home. We will work together to get an agreed upon list in anticipation of her last day and needing volunteer help until a replacement office admin is found.
4. Received update on Comcast install. Kevin U. working with Comcast on deadlines for install within the church building itself. Lines have been run to the church property already.
5. Agenda items for August council meeting:
 - *Education and Youth: update on education and youth director needed.
 - *Livestreaming update needed from the Worship Committee Chair.
 - *150th Committee update needed on upcoming celebration/events.
 - *Constitution updating, report will be given by Bob M.
 - *Discussion needed on upkeep and repairs needed on organ. This was brought to our attention by Bob M. who has information on past work completed/history.
 - *Cookie and coffee fellowship update needed from Fellowship Committee.
 - *Discussion on the hiring of Pastor Sam Wolff.