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St. Paul's United Church of Canada
Leadership Team Meeting
Estevan, SK — July 24, 2021

Attendance: Astrid Friesen, Don Kindopp, Diane Wrubleski, Vic Wiebe (Pastoral Charge Representative), Sandi Klatt, Gail Schlamp

Regrets: Jasper Pecson, Mike Little, Jim Pratt

1. Call to Order

- Chairperson Diane Wrubleski opened the meeting at 3:05 pm via Zoom software
- Note that this is an emergency meeting that was called

2. Sharilee Schnell Resignation

- Sharilee Schnell submitted her resignation letter for August 20, 2021 being her last day.
- **Motion:** Sandi Klatt / Gail Schlamp
 - *That we accept Sharilee Schnell's resignation from the Office Administrator position with regret and wish her all the best with her future endeavours. CARRIED.*
- Don Kindopp has prepared a job description
- Don Kindopp can let us know the pay scales used in the past.
- The future employee can choose to join the United Church of Canada's benefits plan that includes medical, dental and pension
- Don can also look into if there is sick pay
- The position is 35 hours/week except half time position for July and August
- We should make August 6, 2021 the cutoff date for the applications for this position.
- Don Kindopp will put the advertisement on our Facebook page and on the Saskjobs.ca website
- Sandi Klatt would be willing to be on the interview team for this position. We will need others too. Diane Wrubleski can check to see if Mike Donovan, Mike Little, and Jim Pratt would be willing to join the interview team.
- The August 21, 2021 wedding is still going on, so we will need someone to look after the building that day.
- Farewell for Sharilee
 - Sharilee has been with us for 4 years
 - We should do a come and go cake on Sunday, August 15, 2021 from 2-3 pm if Sharilee is available.
 - Diane can ask for Sharilee's availability for the come and go farewell.
 - We will have one person cutting and passing out the cake and one person distributing beverages.
 - We should also do a card and gift on behalf of the congregation

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- Because Sharilee is moving to New Brunswick, we would like to do a keepsake with cash or cash equivalent (i.e. gift card) for the remainder of the gift.
- Gail Schlamp can check out A&A Jewelry for the keepsake portion of the gift and can also buy the card

3. Custodian Position update

- August 16, 2021 is the cutoff date for applications for this position and then interviews will have to be set up
- We have already had a couple of serious inquiries for this position

4. Next Meeting

- Wednesday, August 11, 2021 at 7 pm

Diane Wrubleski, Chair

Astrid Friesen, Recording Secretary