

ATTENDANCE

Present

Ordered Philip Newman, Cheryl-Ann Stadelbauer-Sampa, Paul Rodey

Lay Bev Slater, Thom McDonough, Glenda McMillan, Ken Hunking, Tanya Cameron

Regrets Connie Ellis, Cathy Larmond, Joyce Payne, Mark Marshall, Jeff Crittenden

OPENING – Philip Newman

*In the name of Jesus Christ, the one true head of the church, and by the authority given to me at the 90<sup>th</sup> Annual Meeting of London Conference, I declare this meeting of the Executive of London Conference duly constituted for any business that may come before it. The bounds of the meeting shall be this conference call.*

**Motion Moved, seconded to approve the job description for “Administrative Assistant, Bookkeeping” (Appendix 1).**

There was a note to fix a spelling mistake in paragraph 1: From “partern” to “partner”.

There was clarification that the authorization for the bank accounts will be changed to include the successful candidate, but the signing authorizations for the London Conference investments will remain as is. The job title was discussed and via general agreement was changed to “Financial Administrative Assistant” and the end date of June, 2015 was added to the job posting.

**Motion as changed was carried.**

**Motion It was moved, seconded and carried that the interview team of Cheryl-Ann Stadelbauer-Sampa and John Brown be authorized to recruit one additional member with financial experience to serve on the interview team for the Financial Administrative Assistant.**

Cheryl-Ann explained the overall recruitment and selection process for this role.

Meeting adjourned.