**Minutes of the Commission**

Knox-Metropolitan United Church

February 6, 2024

**Present:**

Christa Eidsness

Bryan Tudor

Mitchell Anderson

**Call to order**

The chair called the meeting to order at 7pm to discuss items arising out of the resignation of the office administrator.

The commission considered possible alternatives, solutions in the interim, and an approach to hiring a new office administrator with a reimagined job description focusing on financial management, office administration, and building management.

Decision: The commission decided to:

* Accept the resignation of the office administrator effective two weeks from receipt of the letter of resignation
* Authorize a contract in the interim for formatting and printing bulletins, checking phone messages and emails
* Authorize Kelly Gabrielson to perform any other additional duties the commission may require

The commission adjourned 7:38pm