

Report of the MD19 Strategic Planning Committee to the MD19 Council of Governors, Penticton, October 2025.

Executive Summary: Filling the Upcoming Position of the MD19 Office Administrative Assistant

The MD19 Strategic Planning Committee was asked by Council Chair Steve Brooks to initiate urgent discussions regarding the planned June 30, 2026 retirement of MD19 Office Administrative Assistant Michele Barrie. Michele has served admirably as the MD19 Office Administrative Assistant for many years and filling her position is a pressing matter for the Multiple District.

The Committee Listed here are the members and ex-Officio members of the committee, a broad cross-section of senior leaders from each district in MD19. Others may be added at the discretion of the Chair.

PCC John Kirry (Chair)

PCC JD Nellor, (Dist N)

PDG Leslie Smith (Dist L)

PDG Chuck Robinson (Dist I) (Unable to Attend)

PDG Joe Haggan (Dist O)

PDG Laura Wintersteen Arleth (Dist S)

Ex-Officio

CC Steve Brooks

VCC Wanda Eddy

PCC Gary Reidel

PCC Patty Allen White (Unable to Attend)

PDG Brien Patton

ED Peter Anderson

Michele Barrie

Discussion

A Zoom meeting was held on September 16, 2025 to begin planning for Michele's retirement on June 30, 2026. The committee is well aware that finding a replacement for Michele is multi-faceted. The discussion topics, in no particular order, were these: timelines, job descriptions, salary requirements, remote working, hiring considerations, qualifications, training overlap, full/ part time, use of volunteers, and use of "Indeed" to connect with qualified candidates. In addition, we discussed the concept of service-sharing within the MD19 office involving some of our MD19 Foundations.

It was generally agreed that the target for hiring a new individual should be January-February 2026. This will allow for the new hire to work alongside Michele and observe our office processes during the very busy months when the District Conventions are ramping up and the office workload increases.

There was a long discussion about QuickBooks as a tool to aid the Administrative Assistant and make our general office paperwork more automated and productive. **As such, ED Peter Anderson is asking for one or more volunteer QUICKBOOKS EXPERTS to assist the office in changing and streamlining our various accounts to create office efficiency. This is an urgent need right now as we transition to a new Administrative Assistant.**

Contact Peter if you are a QuickBooks expert and would like to help the office make our QuickBooks system more efficient and productive. Next Steps The Strategic Planning Committee will continue to meet and focus on finding a well-qualified candidate who can begin training alongside Michele early next year. Our next Zoom meeting is scheduled for October 21 at 5PM.

Respectfully Submitted,

PCC John Kirry, Chair

MD19 Strategic Planning Committee