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*By Darlene Brady at 9:52 am, Sep 01, 2021*



**NOTICE OF SPECIAL MEETING OF THE EXECUTIVE COMMITTEE BY ZOOM**

DATE: Thursday, September 2, 2021  
TIME: 2:00 p.m.  
Call In: 1-646-558-8656  
Meeting ID: 861 9127 8721  
Passcode: 006118

**AGENDA**

*(Don Stein, Chairman; Bob Valentine, Vice Chairman; Charlie Perotti, Secretary; Mike Criss, Treasurer)*

- 2:00 PM Call to Order. Don Stein, Chairman.
- 2:05 PM Review of Office Manager Job Description, Salary, Recruitment and Selection Process.
- 2:25 PM Discussion Regarding Employee Consulting Policy.
- 2:55 PM Administrative Items  
a) Approval of Minutes of the Special Meeting of the Executive Committee of July 14, 2021.
- 3:00 PM Adjournment.