



**Rotary District 7430 Special District Executive Committee Meeting Minutes  
Thursday, February 3, 2022  
Via Zoom Platform**

**I. Call to Order**

A. Meeting. The Special Meeting of the Rotary District 7430 District Executive Committee was called to order by DG Bob Hobaugh at 4:00 pm

B. Attendance. In Attendance were DG Bob Hobaugh, DGE Len Gieseler, DGN Diane Donaher, Foundation Chair Cindy Hornaman, and IPDG Janet Kolepp.

**II. Old Business**

A. Administrative Assistant Job Description. The DEC reviewed a job description prepared and circulated last week by DG Bob Hobaugh. We reviewed it again by “share” on the zoom platform. It is the Administrative Assistant job description without, and expressly excluding, youth protection clearance service. The consensus was to approve it for a new Administrative Assistant.

B. Notice for Administrative Assistant. DG Bob Hobaugh reminded the DEC that at the meeting held January 24, 2022, we determined to readvertise for an Administrative Assistant. The consensus is to advertise with a global e-mail to District 7430 Rotarians. DG Bob Hobaugh will touch base with the 2 prior candidates whose background did not suit the District. Remember that the third and fourth candidates withdrew their interest before second interviews.

C. District Youth Exchange Clearance Assistant. At the Special DEC meeting held January 10, 2022, we voted “to authorize the search for a person other than the Administrative Assistant to handle administrative matters for the Youth Exchange Program.” DG Bob Hobaugh advised that the Youth Exchange Committee has not been able to identify a candidate with interest in that position.

**III. New Business**

A. District Youth Exchange Clearance Assistant. No members of the DEC could update the search of the Youth Exchange Committee. This position is to be distinguished from the

person that DEC members interviewed on January 31, 2022, on the recommendation of DGN Diane Donaher. That person, Susan Fread, is intended by the DEC be considered for District Youth Volunteer Clearance Assistant. DG Bob Hobaugh advised that if we have any other candidates, the DEC could recommend someone to the Youth Exchange Committee. If needed, we could consider one person to assist in both positions.

- B. District Youth Volunteer Clearance Assistant. DG Bob Hobaugh, DGN Diane Donaher, Foundation Chair Cindy Hornaman, and IPDG Janet Kolepp interviewed Susan Fread. All members of the DEC have reviewed Susan Fread's resume and others shared insights with DGE Len Gieseler. DG Bob Hobaugh thanked DGN Diane Donaher for identifying Susan Fread. Janet Kolepp moved, DGE Leonard Gieseler seconded, and it passed unanimously to engage Susan Fread as an independent contractor on terms satisfactory to the DEC. DG Bob Hobaugh agreed to call her.
  
- C. Contract for District Youth Volunteer Clearance Assistant. DG Bob Hobaugh prepared and circulated on January 31, 2022, to the Parliamentarian and on February 1, 2022, to the DEC the form of contract entitled "Independent Contractor Agreement" designed to engage Susan Fread as District Youth Volunteer Clearance Assistant. We reviewed it again by "share" on the zoom platform. The consensus of the DEC is to use this agreement to engage Susan Fread. DG Bob Hobaugh will contact Parliamentarian George Morrison for final review by February 7, 2022.

### III. Administrative Matters.

- A. Adjournment. Foundation Chair Cindy Hornaman moved, DGE Leonard Gieseler seconded and it passed unanimously to adjourn at 4:20 pm.
  
- B. Next Meeting. The next meeting of the DEC will take place on February 28, 2022. DG Bob Hobaugh will call the Spinnerstown Hotel as a venue for that meeting.