

Mennonite Mission Health Association
Office Announcement

Effective September 1, 2005 we have established an office with immediate response and communication capabilities

Office Administrative Assistant: **Rose Sawatzky** - on as needed contract.
Will be responsible for all secretarial services required. Public Relations correspondence as coming from the Board Committee and the Web Host for our Web Site and taking minutes at our annual meeting as well as the Executive meeting where location makes this feasible.

Office Manager: **Ruth Pauls**

Will answer the telephone, document all donations and prepare the acknowledgement letters and do the Credit Union deposit

Web Host: **Glen Miller** Be responsible for the information going to the Web Page.

The Web Master will be contracted from **Marshall Janzen** at the MB Conference

Board Chair **Ferd Pauls** will be responsible for the office

All other MMHA officers will access the office as required by their office.

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