

Oct 6, 2024, Office Administrator's Report

Concerns

I am concerned about the upcoming ordination service, and our (lack of) ability to provide adequate tech support. I'm sure it will be resolved (fingers crossed) but I worry about it anyway.

I have not yet been able to get the key fob from Sarah Whittenberg. Numerous pokes and reminders. Have now offered to go pick it up from her.

September Activities:

- Per Sarah Whittenberg's request, we removed her name from the website. Janice simply disabled the Staff page. Her departure leaves another hole in our Tech Team. Sigh.
- Megan Watson asked to have access to our UUCF Instagram account. Cassie Hetrick Bubar was the initial contact for our social media. I reached out to her, and she supplied us with a password. I don't know if Megan was successful.
- Promoted several events on Facebook this month, Congregational Meeting, Gomez Enriquez Meal Train, KC's Ordination, CBP Fire update, and the new Start Time.
- Disseminated the budget to all Members of the church directly (email). Set up email and text reminders to encourage attendance at the meeting. Set up a budget feedback form. Answered several of Colleen Clay's questions about Spirit Grant, Memorial funds, Caring for Kids, and the garden.
- Spent time with Harry, our new Tech coordinator, showing him where we keep keys, laptop, and explaining the Meeting Owl technology available for Hybrid meetings.
- Distributed the new directory.
- Terminated employees from Paychex, TIAA (insurance), and Empower (retirement).
- Worked with the family of Eleanor Nichols to ensure that the slide show they created would be shown, in spite of the lack of tech support.
- Worked with an Ad Hoc membership team (Lesley, Mary, Linda, and me) to identify specific people who should be personally invited to the potluck.
- We had one Sunday where the Zoom meeting suddenly required a password, "Training". Josh was just as surprised as me. I found the offending checkbox the following Tuesday. Not sure how that got enabled.
- Spent a great deal of time trying to find out specifics about the upcoming ordination. What are we expected to provide? Do we plan the reception? What about streaming? These questions and more are being answered. Debbie Reback in on the committee.

Respectfully submitted,
Amy Styffe