

November 10, 2025, Office Administrator's Report

I will be concentrating on the following this month

- Getting the Personnel Policy (aka Employee Handbook) approved and disseminated to all employees.
- Setting up Paychex to track and report sick leave accrual per our handbook.
- Updating the Directory, to include all the new folks.

October's Activities:

- We had a Fellowship Dinner and had zero complaints from Casa de Oracion! Yay!
- Sent our quarterly statement to those who pledged. Documented the process in my In Case of Emergency procedural book. Those statements highlighted a few errors which were easily fixed. It was good to catch those early.
- Contacted Paychex personnel to get Bookkeeper Susan, and Debbie Reback back in the system. They were both locked out.
- Our website went live! Codyanne helped me get in so I could adjust some redirects, and make some updates. This website is built differently, but I'm sure Janice and I can keep it up to date.
- Made the final two adjustments on automatic payments, ensuring nothing is hitting our Pacific Premier account. Everything should be hitting Bank of America now.
- Built the small group meetings in Breeze as recurring events. Attendance can be tracked.
- Worked early one Sunday morning (I offered) to put together a quick No Kings Rally slide show for the service.
- Got Christine Araoka hired. (whew!)
- Watched some HR webinars from our insurance company in preparation for meeting with Sherlan and Dana to update the Personnel Policy/ Handbook. Deep dive into Holiday pay rules, and new California Labor Code.
- Promoted the Fall Dinner, ICE Verification Training, Adopted Family, Ice Cream Social, New to UUCF, No Kings Rally, UU the Vote, Tasty Tuesday, Life After War, and Share the Plate with eblasts, flyers, articles, and Facebook posts.
- And of course, the usual weekly things: Eblast with link to the service, creating the order of service, and bulletin, writing the newsletter, juggling cats, designing graphics, preparing PowerPoint slides, and a printed version of the online newsletter.

Respectfully submitted,
Amy Styffe