December 8, 2025, Office Administrator's Report

I will be concentrating on the following this month (same as last month, unfortunately)

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

November's Activities:

- Share the Plate for Hurricane Melissa in Jamaica.
- We have started moving money between accounts at Bank of America, keeping 3-months' worth of money in checking, and transferring the excess into Savings to earn interest. In November, I moved $20,000 to Savings. That will be a monthly task.
- Helped with the Life After War event, unlocking for Ingrid, and generally being helpful.
- Very happy to have two more check signers (Linda and Mike) on the books!
- Have had a couple weeks where the tech volunteers were unknown as of Friday. This causes me consternation. I recommend *assigning* the volunteers at reasonable intervals, and have them swap with each other when needed, as we do with the Board duties. This idea has been met with some pushback from Harry. It's technically his baby, so I shouldn't interfere.
- Incorporated changes to the Personnel Policy and submitted to the Board for review and hopefully approval.
- Met with Mary to discuss aligning QB account numbers with the budget. Did a deep dive and made several suggestions to our bookkeeper, Susan.
- Designed new signage, and a sandwich board incorporating the new logo/verbiage.
- Reached out directly to new(ish) folks/visitors to see if they wish to be included in the next iteration of the directory. Got a lot of positive responses.
- We had a lot of new people sign the book (yay!) Updated them in Breeze.
- Promoted the Pinta Project, End of Life Journey reunion, Bread Communion, Global Warming music video, 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, designing graphics, preparing PowerPoint slides, and a printed version of the online newsletter.
- I took some time off for Thanksgiving, skipping newsletter production for one week. My weekly average has gone down to 17 hours in the past couple months. I have a Disneyland pass now to fill the extra hours.

Respectfully submitted,
Amy Styffe