

March 2, 2025, Office Administrator's Report

Concerns and Comments

I am concerned about Facebook. One Sunday afternoon, I received a call from Rev. Jason. He was still on our Facebook Business Account as the owner. He needed to transfer ownership to someone in the organization. It was transferred to me at my *personal* Gmail address. I've been instructed to transfer ownership to Rev. Rob but have not figured that part out yet. In the meantime, I have assigned Rev. Rob full control, as well as giving Harry Langenbacher, Josh Sharp, and Grant Dolmat partial control (for Facebook Live). Prior to the handoff, Rev. Jason deleted all old service videos and live recordings to avoid copyright issues and in preparation for the new rule at Facebook to remove videos that are older than 30 days. We also want to protect our former intern, Sam Hunt.

February's Activities:

- One day I fell into a rabbit hole about Microsoft 365. We have it on the office computer. Yet there is NO evidence of any annual subscription payments in QuickBooks. The subscription was originally purchased by Rita Salama, when she purchased the computer in 2017. It's good for 5 devices. Apparently, Rita's husband pays the renewal fee each year to cover their two computers plus mine! They are ok with continuing with this arrangement. It saves us \$99 per year.
- Set up a Google Drive for the participants in The End-of-Life Journey class and trained Karen Anderson how to use it.
- Onboarded Rev. Rob into Paychex, UUA as our minister, and Empower (the UUA retirement tracking system). Repurposed *minister* email to be *RevRob@uufullerton.org*. For a while it still had a hidden auto-forward to Rev. Jason's personal email address! Awkward! We did some technical troubleshooting and nipped that in the bud.
- I figured something out on the website that made me very proud. It used to be that every week I would change links in 3 places to redirect people to the most current online newsletter/announcements. Now I only make one edit and all three links work seamlessly. Not huge, but I was thrilled with myself.
- Colleen Zenger had some concern about her 1099 for 2024. I did some deep diving into the records and provided her with the information she was seeking.
- Used Breeze for an eblast prior to Rev. Rob's first Sunday. I think that might have boosted attendance (92 people in the building!)
- Began the process of updating the directory. This will be completed in March
- Promoted End of Life Journey classes, Guided Meditation, Tasty Tuesday, Nowruz, Disability Rights Panel Discussion, Economic Blackout, and Circle Suppers with eblasts, flyers, articles, and Facebook posts.
- I continue to disable Facebook comments for each posting.

Respectfully submitted,
Amy Styffe