

April 6, 2025, Office Administrator's Report

Concerns and Comments

We are hip-deep in the Pledge Drive. I am thrilled that the packets are already stuffed, and we have a plan in place for visiting stewards, announcements, and testimonials. Nice to see things getting done on time instead of always running to catch up. Hooray to the Board for all your hard work!

March's Activities:

- Prep work with Lesley Mahaffey for the upcoming pledge drive. Provided giving reports, designed a logo, created pledge card, and printed out the packet contents for stuffing.
- I believe we have come to an agreement with Rev. Rob and Megan as to what constitutes a "normal" order of service. Rev. Rob provides the Reading and does the closing words, and Megan selects all other elements.
- Worked with the Disciples Regional Office to secure a date for the Fellowship Dinner.
- Harry Langenbacher is now responsible for loading the weekly Zoom onto Facebook. (YAY!) I'm out of that loop.
- Incorporated changes and produced an updated Directory. I emailed it to those who are part of the directory, and printed a handful of copies for those who don't email.
- As a result of decisions made at the Pledge Drive meeting, I have archived (in Breeze) a few members/friends who are no longer active in the life of UUCF. Also, I had a couple of members contact me to resign their membership (downgrading to "Friends".)
- Did a lot of promotion for the Disability Rights event, including an ad with the Fullerton Observer, sending promotional materials to several organizations, and following up with multiple emails. Raised over \$1,500! Debbie Langenbacher is amazing and indefatigable!
- Promoted Tasty Tuesday, Disability Rights Panel Discussion, Love Fullerton, the OCCCO Bridging Event, Circle Suppers (adult and family, hosts and guests), Pathways of Hope, and the PSWA Assembly with eblasts, flyers, articles, and Facebook posts.
- After repeated interactions with the Department of Justice, I have successfully removed Rev. Jason as the Agency Head on the Applicant Agency Justice Connection (AAJC) website. I am currently the Agency Head and the Custodian of Records with access to check the status of background checks, retrieve background check responses, and manage the active applicants subscribed for subsequent arrests.

Respectfully submitted,
Amy Styffe