

April 11, 2023, Office Administrator's Report

How I spent the month of March

- Subscribed to MailChimp and set up recurring payments using PayPal. DRE will keep a separate free account, because they don't exceed the limits.
- Created QR codes for PayPal Giving Fund and Venmo for the LGS kick-off dinner.
- Created several design ideas for the big Memorial Garden banner. A jumping off place.
- Continued to learn about Empower, the UU Retirement plan. Learned that David and I are eligible employees, and need to be included in the monthly contributions. (It's a requirement.) Everyone needs to be entered into the database. Jumped through fiery hoops to make that happen. Created a way to track when current employees are eligible. No easy way to do this. Cried a little bit.
- Worked with FCC to calendarize building use for the UU Players rehearsal and performance dates.
- Met KC on a Saturday morning to get her going on her Article II event. Had to go back later because the AC was left on. >.<
- Updated the Planned Giving and Endowment policies per the changes approved at March meeting.
- Met with Bruce to discuss what's required to run the pledge drive. No one is stepping up to run the committee. Luckily Meredith did a fabulous job last year at updating our procedures. I did a deep dive into emails and files and sent Bruce everything he needs to know, and a timeline from last year.
- Forwarded to Jennifer Abt paperwork for a worker's comp audit.
- Set about securing people to handle the office phone in my absence. Sherlan stepped up and I told her how to check things remotely. She doesn't even need to hold the phone.
- Decided to create a special 2-week newsletter to help span the time I'm gone.
- Promoted several events on social media: Let's Get Social Kick-off, Earthquake Relief, Guest musicians, Social Action pasta lunch.

Looking forward

I will be on a road trip April 10-24, with limited access to the office. I plan to check email, and create a newsletter for April 23 while on the road. Rev Jason will handle the Apr 23 Order of Service. I'll work ahead and get the other two done before I leave.

Respectfully submitted,
Amy Styffe