

April 9, 2024, Office Administrator's Report

Concerns:

I *continue* to have issues with holes in the Sunday Board Responsibilities list. I would really like ONE PERSON ON THE BOARD to be responsible for making sure we have at least one counter per week assigned to count. Cathy or Colleen can step in to assist if necessary (see below).

March was yet another crazy busy month, partly because I volunteered to perform in the Cabaret for Reproductive Justice. None of that was on the clock, though. It was all volunteer.

March activities:

- Promoted The Cabaret for Reproductive Justice by setting up a google form for reservations, checking it every day, and sending confirmations and links to PayPal and Venmo. Sent special eblasts, and Facebook posts to promote the heck out of it. It worked!!
- Worked with Sam Hunt to promote April ActiveUU events – weekly yoga, and a hike. Eblasts and Facebook.
- Continued to work with the two Colleens (Clay and Zenger) to tidy up the bookkeeping. In all I worked about 14 hours on bookkeeping tasks, consistently working 2-3 hours above my usual 20. *Really* looking forward to a new bookkeeper coming on board soon!
- Replace the battery on my laptop with the help of YouTube videos. Feeling empowered!
- Onboarded new hire, Megan Watson. She began on 3/10/24. Got her entered into Paychex and Empower (UUA retirement plan).
- I approached Joshua Sharp (our AV guy) to see if he was amenable to be our regular lock-up person. He agreed. Now we just need to make certain we have people to count. Colleen Clay and Cathy Frickert have both agreed to be on standby.
- We received an audit request from Church Mutual. Our former bookkeeper, Jennifer used to handle that. I worked with Paychex to run reports and submit data online. Whew!
- Our big Banner became loose from the wind. I arranged for Barry and Chris to take care of that. Assigned Barry a door fob so he could do it without me being there.
- Started working with Lesley Mahaffey, Cathy Frickert, and Colleen Clay on Stewardship Campaign. The theme and logo have been chosen. Date arranged for the Stewardship dinner. I ran membership and giving reports from Breeze for them to review.
- Assisted Mark Umbriaco with portable FCCF sound equipment that could be used at the Nowruz tea.
- Arranged for signer, Sherlan Neblett, to do the transfer (\$17K) from Scrip to Checking.
- Successfully transferred “ownership” of QuickBooks online and Paychex accounts to Treasurer, Colleen Clay. Bruce Johnson no longer has access.

Respectfully submitted,
Amy Styffe