

Sep 12, 2023, Office Administrator's Report

How I spent the month of August

- Identified all owners of FCCF door fobs. A new policy of theirs requires written documentation. Will hound them until they comply.
- Working with PSW Regional Office on where we can store the new rolling cart with tables and chairs. Discovered our Adult RE class is meeting in a storage room!! We need to revisit the room use agreement for Sunday mornings. I think we might need more space.
- Secured use of the Fellowship Hall for our Fall Potluck on Oct 7.
- Had issues with substitute musician not providing musical selections in a timely manner.
- Had issues with Board Members non populating the Sunday Responsibility sign-up sheet resulting in mild panic on Friday afternoons.
- Worked with a small group of Engagement folks to review the define the categories of congregants in Breeze.
- Hurricane Hillary messed up our Aug 20 worship big time. On Saturday there was a flurry of activity to decide if we cancel in person worship (we did), notify the congregation via text message and email (I did), and figure out how worship would happen on Zoom, if the guest speaker would speak or we would show a service from the General Assembly (they did.) Zoom service was poorly attended, but heck it was our first hurricane!
- We hired Eleanor for real (as of July 16), and started the paperwork for our Intern, Samuel Hunt. Created Google accounts and email addresses.
- Postponed *What Would Mary Do?* again.
- We had a death in the church family, Jan Lillibridge. I chose to contact Rev. Jason during his study leave to confirm a September memorial date.
- Did some website updates. Let's Get Social, Small Groups, Board and Staff pages.
- Created special graphics and eblasts for *What Would Mary Do*, Share the Plate, FFF, and Ice Cream Social. Posted on Facebook.

Concerns

The Personnel Policy Manuel was partially updated in 2020, but never finalized. So, our last five hires (Me, Sarah, Joy, Eleanor, and Sam) have not received a copy. Also, there is nothing in that manual about any benefits or Retirement benefits through the UUA. I will work on one in the month ahead.

Respectfully submitted,
Amy Styffe