

January 10, 2023, Office Administrator's Report

How I spent the month of December

- Followed up with 5 new members who signed the book. Revamped the Welcome Letter, and documents that we send out.
- Made several people users in Breeze: Jocelyne Shiromoto, Linda Duarte-Wolf and Patrick Mannion, for their work with the Engagement committee.
- Worked more on the format of the Statements of Giving, since this will be the first time we generate them in Breeze. Looped in Rev. Jason, Bruce, and Laurel for feedback. They like the look, but no one has provided any feedback with the chosen verbiage.
- Had a LOT of printer issues this month with the Samsung laser printer. There was much wailing and gnashing of teeth. Have switched to the HP PhotoSmart ink jet. Fingers crossed.
- Continue to help Hilary Keys by generating the RE weekly eblasts, and monitoring the RE inbox.
- Yay, we hired Megan. We met briefly to go over stuff. She will take over the RE eblast. YAY! Set her up for timekeeping and payroll.
- Continued creating mid-week posts for the church Facebook account. Promoted Solstice and Christmas Eve Services, and Festive Food Friday.
- Coordinated the collection of all the Planned Parenthood donations (Chili Lunch, Bake Sale, and Justice the Pig) to get the check to them in time to be doubled with a year-end match.
- Successfully switched over to the new Zoom link for worship as well as all meetings. No broken links have been pointed out.
- I appreciated taking a week off from announcements. I took advantage of reduced duties and worked a LOT less those two weeks.

Looking forward

I can see that having Megan on board will give me a little breathing room each week. I will be generating Statements of Giving in January, and documenting the process for future generations. I will also be updating the directory.

Respectfully submitted,
Amy Styffe