

July 2025, Office Administrator's Report

(belatedly because the July meeting was held early, in June!)

Concerns and Comments

I will be out of the office July 15-19 (an actual vacation this time) but will still be publishing the weekly newsletter once I get home. There should be no disruption of the normal stuff.

June's Activities:

- New bank accounts were created by the Signers at Bank of America. Received a set of desk-checks and secured them in the locked cabinet. Debit cards (for me and Mary Botts) arrived in the mail. I transferred all recurring payments that used to go to my personal Visa card to the new debit card. Woo hoo! Mid-month, Sherlan transferred an additional \$50K from Pacific Premier to BofA. We will switch over entirely sometime in July, maybe when Mary returns.
- Sent out a gentle reminder to those with unfulfilled 24/25 pledges.
- Texted "members" with a zoom link for the congregational meeting. Sent to 112 folks.
- Researched CalVECHS, printed out the forms and the FAQs. The California Volunteer and Employee Criminal History Service (CalVECHS) Program enables qualified entities providing services to children, the elderly, or individuals with disabilities, to receive state and federal criminal offender record information (CORI) on behalf of their current and prospective employees and volunteers.
- Maintained records for those who have a key fob to the building, and ensured proper documentation was signed per FCCF procedures.
- There was a chance that Rev Rob might have to preach via zoom if his flight was delayed (on June 22). I connected with Grant/Harry so they could research what was needed.
- While reviewing the 25/26 budget I noticed 3% COLA increases for the non-contract staff. Generated Change of Status forms for Megan, Joy, and myself. Once approved, I initiated the increases in Paychex, starting 7/1/25, and notified the staff of the changes.
- I tested positive for covid on 6/16 which made that week of work extra fun.
- Provided Codyanne with links to items for the new website. Also created an online version (Breeze form) of the visitor information card that creates a profile/record in Breeze directly from the user input. We are working on ways to track volunteers online.
- Worked with Mary to create Board Orientation materials and posted them online.
- Christine Araoka took a couple weeks off and provided us with names of substitutes. Worked with Mark and Christine to determine their compensation.
- Invested quite a bit of time on the Day of Music, scheduling special practice times, training on lights and AC systems, and tidying up for the event.
- Promoted the Flower Communion, Congregational Meeting, Pride Fest booth, Day of Music, Share the Plate, School Supply Drive with eblasts, flyers, articles, and Facebook posts.

Respectfully submitted,
Amy Styffe