January 4, 2025, Office Administrator's Report

I will be concentrating on the following this month (There will be some extra hours involved):

- Publishing the updated Directory.
- Orchestrating UUA Certification.
- Generating and distributing Statements of Giving for 2025.
- Helping prepare for the Vision Weekend.

December Activities:

- Website work. The calendar app had to be updated. Fixed it in two places.
- Incorporated requested changes to the Personnel Policy, approved by the Board! Distributed to all employees and have connected with Paychex for them to start tracking sick leave. Yay! We're complying.
- Ordered new signage, and a sandwich board incorporating. Delivered before Christmas!
- Helped with the Life After War event, unlocking for Ingrid, and generally being helpful.
- Very happy to have two more check signers (Linda and Mike) on the books!
- Again, we had a couple weeks when the tech volunteers were missing. It didn't help that we had several special services, and it was the holidays. I have been given the OK by Mary to implement my scheduling idea, but I haven't gotten to it yet.
- Requested a dedicated room for OWL meetings. Got details from Carter. Added it to the website.
- We closed the Pacific Premier Bank accounts. Everything is in BofA now.
- Met again with Mary to discuss aligning QB account numbers with the budget. Did a deep dive and made several suggestions to our bookkeeper, Susan. Almost done.
- Continued updating the directory as changes or additions came in.
- Completed the Statement of Information with the State of California, as required for nonprofit organizations.
- Spent scads of extra time this month on the special services (Solstice/Christmas Eve). I hope everyone likes that the readings are on the screens because it's tedious work (2 hours for Christmas Eve service alone!)
- Promoted the Gallons of Love, Make Polluter Pay, OWL classes with eblasts, flyers, articles, and Facebook posts.
- And of course, the usual weekly things: Eblast with link to the service, creating the order of service, and bulletin, writing the newsletter, designing graphics, preparing PowerPoint slides, and a printed version of the online newsletter.
- I took some time off for Christmas, skipping newsletter production for one week. My weekly average has gone back up to 19.5 hours in the past month.

Respectfully submitted,
Amy Styffe