

## August 4, 2024, Office Administrator's Report

### Concerns:

Who will be scheduling tech volunteers and maintaining the Worship Matrix? Eleanor Nunez filled that void. Thankfully, she has trained several new people to run the slides. Maybe one of them has the aptitude and desire to take that on. The Worship and Music committees discussed the need but alas no hands were raised. GOOD NEWS: Rose London has agreed to enter the music into the slides each week. That's a blessing!

### July activities:

- I enjoyed 10 wonderful days out of the office, and off the grid. Thank you for making that work.
- Spent a great deal of time creating google folders for the new Board and populating folders with requested documents. I have updated who has access to what. We have a NEW powerpoint template (Lawrence owned the old one) and a NEW Worship Matrix (formerly owned by Rev. Jason).
- Updated Breeze with current year pledges.
- We have established a new protocol for timesheet approval. After providing the Board with hiring documents for all current employees, the master timesheet resides on a google drive. From there, Mark can review and approve in a timely manner.
- Have taken a hard look at where I spend my time with the thought, is it value added? I tend to spend a lot of time making things (documents, flyers, presentation slides) look pretty. I do the newsletter in MailChimp AND I format the text for printed announcements. Very few people pick those up. I also create a monthly printed calendar of events which is time-consuming and basically out of date the minute it prints. So, this time I went with a link to the online Google Calendar. I encouraged folks to provide feedback if they would like the printed calendar to continue. We'll see if there is demand.

Respectfully submitted,  
*Amy Styffe*