

March 8, 2022, Office Administrator's Report

Regular duties: blah, blah, blah. You know what I do.

Additional tasks and accomplishments:

Completed

- On February 25, I launched yet another format for the announcements, this one using our free Mail Chimp account. It is emailed out, can be read easily on a mobile device (no need to open an attachment), or viewed on a browser. It's functional, and visually appealing. Downside: while technically it CAN be printed out, it is not really formatted for that. Some do not find the new format welcoming. They find it less friendly, a bit sterile, and containing less information. Another person asks if we have considered mailing out hard copies to some of our older congregants. I told her that I take direction from Rev. Jason and the Board. I would if yall tell me to. But understand that would mean creating two separate announcement formats. Mailing labels, stuffing envelopes, another trip to the post office. I would have trouble fitting that in my current 20 hours. By keeping this electronic format, we will be making a decision to do something new, and to step away from the older ways of doing things. Let's give it a month to see if it is well-received.
- Helped organize a joint Coffee Hour agreement with FCCF. UU will set up tables and chairs in the patio Sunday mornings, and FCC will use that set-up at 11:15 for their fellowship time. FCC will clean up afterwards. Each congregation is in charge of providing refreshments for their own congregations. Coffee will be prepared by FCC. Costs for coffee, and paper goods will be shared.
- Reviewed a new Church Management System (CMS) called Breeze. I whole-heartedly recommend we switch to that as soon as possible. The cost is \$50/month. Several plusses:
 - Cloud based
 - Assign users to maintain groups
 - Tracks giving, generates statements of giving handily
 - Texting ability to groups
 - Would even streamline QB.
 - Breeze will transfer existing data over for free
 - Used by the Association of UU Administrators
- Facilitated mailing Giving Statements to those without email addresses.
- Designed, printed, and mailed a postcard promoting the March 6 return to the sanctuary. 250 addresses chosen by zip codes, members, friends, inactive alike. We want to reach those who do not read the announcements each week, and who have maybe forgotten about us.

In progress

- I have attempted the annual Benefits Tune-up for UUA TIAA on my own. I will review the Personnel Policy to see what else I can learn. Since Dale has resigned, perhaps Judy can help me?
- I have recently created some new webpages but rely on our webmaster to format them for me. I think the website could use a refresh.
- We never fully put stuff away in classroom N-122. Sure, we emptied the Chapman Lounge and the Community Room, but we never really organized the new rooms. Do we need a workday?
- Since we are back in the sanctuary, some of the groups will be returning to face-to-face meetings. Keeping my work schedule flexible allows me to be in the office at varying times as needed.

Respectfully submitted,
Amy Styffe