

Nov 14, 2023, Office Administrator's Report

During the month of October:

- Worked with FCCF staff to calendarize all the onsite small groups.
- Let's Get Social Event. Worked closely with Cathy Boon. Website updates, eblasts, text messages, and last-minute prep. That was followed by tracking the \$\$ as it comes in.
- Created a **Policies and Procedures** folder on the Google Drive and gave access to the Board members.
- Created an **In Case of Emergency** contact list for staff members, kept in the UUCF slot in the main office cubbies along with a copy of the emergency MedCor flyer.
- Attended a TithelyNext product launch Zoom in hopes to win Breeze for life. Alas, I did not win.
- **New to UU** class. Updated and printed out the packets, sent eblasts and text messages, followed up with the 5 new members with a welcome letter.
- Met with Colleen Zenger to see if she would be a good fit as our next bookkeeper. Two thumbs WAY UP! I highly recommend that we give her a 3-month trial, reevaluating at that time. We will work together very well.

Concerns

October brought to light another payroll issue: Rev. Jason had not received his raise for the first 5 pay periods of the FY. This was corrected ASAP.

Respectfully submitted,
Amy Styffe