

Jan 9, 2024, Office Administrator's Report

During the month of December:

- Dale Botts has changed the notification phone number and email address associated with the Fidelity account. He is now the only person with access. I asked him to share the login information with me so "the office" still has access but have not heard back. I later received notification from Fidelity that "new trading authorities have been established" for our Fidelity accounts. In both instances, I alerted Heather, Rev. Jason, and Bruce of the issues.
- Promoted the Spirit of Charles Dickens Walking Tour, sending RSVPs, tracking ticket sales, and highlighting the event on social media.
- Researched Insurance liability concerns for our new ActiveUU group with Church Mutual. They recommend liability waivers for church sponsored events. Sent our waiver template to Sam. Helped Sam with his Google survey.
- We have received paperwork from the Estate of Barbara Cutts for two IRA accounts and one Life Insurance policy where UUCF is named as a beneficiary. Reviewed the paperwork with Bruce Johnson and Rev. Jason. Once we have an approved signer, we can move forward with filing the claims.
- Acted a liaison between FCCF and UUCF regarding special sanctuary setup (namely choir risers) one weekend in December. Everyone was very accommodating and UUCF agreed to work around the risers for the Solstice and Sunday services.
- I am trying to get a feel for current and future room use on Sunday mornings. I feel we need to revise our agreement with PSWR and FCCF, so we have room to grow.
- Worked to promote the SAC bake sale and schedule a Braver Angels event to be held in January in conjunction with FCCF.
- Paid FCCF a lump sum of \$3,000 for approx. 50% of 2023 Electricity expenses. Discussed a workflow with FCCF bookkeeper so we pay half the bill each month, instead of the estimated \$250/mo.
- Worked ahead of time to produce orders of service, so I could take some time off for the holidays (much appreciated). We had three special services this month which took some finessing. I made myself available to set up sound for the Holiday Blues service.
- Made certain checks were written for our year-end fundraising: Bake sale - Planned Parenthood, Dicken's Walk - Crittenton, and Christmas Eve - Pathways of Hope.

Hopes and Dreams

In 2023, I worked on average 18.5 hours per week, even with my unpaid time off. I appreciate the Board's willingness to allow me flexibility with my hours. All the work gets done, and it makes for a happy and contented secretary.

I am so pleased that Colleen is onboard as the bookkeeper. She has her work cut out for her. I am willing to help in any way.

Respectfully submitted,
Amy Styffe