

## May 14, 2024, Office Administrator's Report

### Concerns:

Affiliated Community Minister, Rev. Dr. Karen Stoyanoff is still listed as an employee in Paychex. However, she is no longer able to drive or be involved with any UUCF activities. She hasn't preached for us in well over a year. May we terminate her employment?

April was blessedly a little slower, as Colleen Clay told me to stop doing any more bookkeeping work. All of the cleanup will be part of a new bookkeeper's tasks.

### April activities:

- It was pledge month. There were pledge snapshots , eblasts, facebook posts, text messages, special announcements, handouts, and lots of data collection follow up.
- Worked with Sam Hunt to promote Let's Get Active Family Day. Eblasts and Facebook.
- Promoted the Fellowship Dinner and helped assemble portable FCCF sound equipment for Mark Umbriaco to use.
- Promoted several joint outreach/social action events with FCCF including Love Fullerton, Book Drive, Laundry Ministry, and a CROP Walk.
- The Disciples Regional Office (next door) is planning to enable their alarm system in the "near" future. It wouldn't impact us too often, only when we're using Fellowship Hall on an odd day, like when preparing for a special dinner. There would be an extra step of disabling their alarm as the first step of using the building. They have been dragging their feet on this for years, so we're not expecting it to happen soon. I will be sure to update and distribute the new instructions to people who have access to the FCCF buildings.
- The rest of the month was filled up with the usual stuff: Newsletters, orders of service, payroll, writing checks, making deposits, and generally herding cats.

Respectfully submitted,  
*Amy Styffe*