

May 9, 2023, Office Administrator's Report

How I spent the month of April

- I took two weeks off in April, so there was a lot of scrambling around to get everything ready for my departure. One week I worked 30 hours instead of 20! Boy did I need a vacation!
- Seeing no forward motion on the pledge drive, I created and presented 10 logo ideas to the team for feedback. We bypassed the team and landed on Growing Stronger.
- Prepared detailed instructions for using the popcorn machine, and the Chapman Lounge AV equipment in preparation for Movie Night.
- Created front door fobs for Debbie L, Calvin B.
- Created 22/23 pledge snapshot statements to be mailed out to all pledgers.
- Sat in on a Zoom meeting with Shining Star Consulting to discuss bookkeeper position.
- I met with Empower for the 1:1 training session. I successfully uploaded February payroll data. Dealt with the resulting error reports. It went much more smoothly the second and third times.
- Before I left, I created pledge cards with new wording and logo, formatted the letters from Rev. Jason and Sarah, printed everything out for about 15 packets.
- Before I left, we put out a two-week issue of the newsletter. I made the OOS documents ahead of time for April 9 and 16. Rev. Jason will handle April 23.
- While on the road, I responded to emails when necessary, and spent one morning putting the newsletter together from a hotel room.
- Worked with Lorne Caddick to tuck away 3 weeks' worth of offerings so they could be deposited when I got back.
- Made sure the slate of officers was promoted appropriately preceding the annual meeting. (Thanks to Mary Botts and Rev. Jason.)
- Worked with Joyce McCabe to wordsmith the emails/announcements for the pledge campaign. Prepared the initial eblast to go out prior to the Fellowship Dinner.
- Asked Janice Paton to create a Pledge page on the website.
- Promoted several special events including FFF, Movie Night, Fellowship Dinner using eblasts, text messages, and social media.
- Worked with PSWR office to make sure the ovens worked for the Fellowship Dinner. They worked but were not used. ><
- FCCF Trustees didn't like the 9x9 banner design. So, it's back to the drawing board. I created a couple more options that meet our needs and their suggestions.

Looking ahead

Come on Summer, am I right? I am immensely concerned with Jennifer Abt and the new bookkeeper debacle. I would like to offer my (temporary) assistance. I feel I could do some of the data entry for her (under her supervision, of course) until we can get a real bookkeeper.

Respectfully submitted,
Amy Styffe