

## November 08, 2022, Office Administrator's Report

### How I spent the month of October

- Continue to help Hilary Keys by generating the RE weekly eblasts, and monitoring the RE inbox. Did special promoting (eblasts and text messages) for the Parent meeting, and a last minute Sunday youth outing.
- Continued creating mid-week posts for the church Facebook account. Promoted Family Retreat, Grief and Caregivers Group, Fall Potluck, and Trunk or Treat.
- Continue to generate text copies of the announcements. I print only 4-5 copies each week, as only 1-2 are being picked up. I mail leftover copies to the home-bound folks on a rotating basis.
- Track Worship attendance each week in Breeze now.
- Used the text message function of Breeze to remind people of the potluck. Maybe it helped, cause over 72 people attended. Received no feedback, positive or negative. What can you tell me? Did it help? Was it intrusive or annoying? Difficult to navigate?
- The laser printer has been very temperamental of late. Some days it just doesn't want to print. I've been working from the office on Fridays and doing more printing there.
- I have started incorporating lots of photos from events in the Announcements. It shows we're busy doing fun and important things!
- Facilitated the transition for all zoom meetings to be held on the UUCF Personal Meeting ID (PMI). Sent instructions to all the circle group facilitators, and committee leaders. Advertised the heck out of it. The worship service link will transition to the new link on December 4.
- I've started tweaking the worship slides, to the degree I can, during my work week. (Often things get changed on Saturday, so I am no help with that.) Have created a visual announcement loop that can run on the screens before the service. It's unclear whether this is helpful or entirely unnecessary. I would appreciate some feedback.
- Secured insurance documentation from Church Mutual as required by Camp de Benneville Pines for our Family Retreat in November.

### Deep Thoughts

There were a few dates in October that I took a break mid-week for a quick 24-hour trip with my sister. At no time did the work completely stop. It just got shifted to a different day. I check my email while I'm away and respond to anything that is urgent. I appreciate the flexibility you have allowed me. In return, I am able and willing to meet people at the church at odd times (7:45am or on a Saturday) if that is what's needed at the time. No one is taking advantage, and I don't feel put out. In fact, I am happy as a clam, and I hope y'all are as well.

Respectfully submitted,  
*Amy Styffe*