

March 14, 2023, Office Administrator's Report

How I spent the month of February

- Created special flyers for the Valentine's Day Sweet Sale, and to promote the choir and chime ensemble. Eblasts and Facebook posts for those as well Let's Get Social and Earthquake Relief.
- Participated in an Employment Law seminar put on by Church Mutual. As a result, discovered that our RE staff is not being paid the California minimum wage. Alerted the media. Judy Mina-Ballard is reviewing UUA pay standards and will make a recommendation to the board next month. We'll need to generate retro pay going back to Jan 1.
- Updated the FCCF lock up instructions and shared with the Board, Circle Group facilitators, and others who meet here on campus.
- TIAA (which previously handled UUA Retirement) is being phased out. Participated in the Empower Training seminar. This system will track enrollment and participation in UUA's retirement program and will require semimonthly uploads of payroll data. Once it's set up, should be a breeze.
- Officially requested approval from FCCF/PSWR to serve wine and beer at our March 4 Let's Get Social event. It's being considered, but no determination came in time for the event. (BTW, it doesn't look like alcohol will be approved for future events either.)
- Edited the new lease addendum with FCCF for 115 E Wilshire property. Got everything signed. We're good for 4 years!
- MailChimp will change its free parameters in March. Researched and made a recommendation that we purchase the lowest level of subscription.
- Prep work for the Let's Get Social kickoff dinner, printing the catalog, promotions.
- Requested approval for the Fellowship Dinner, on April 29.
- Spoke with the new bookkeeper, Aaron about categories of giving used in Breeze and QB. I created a "crosswalk" for him. Continue to include both Jennifer and Aaron in all communications.
- Researched OWL class donations and reported to Megan Wilson. Also ordered a new OWL book to be shipped directly to Ramon.
- Cleaned up Breeze Statuses and Family Roles one afternoon.
- Submitted my estimates to the Budget Committee for 23/24 expenditures.
- We were made aware that we totally missed Judy Tomlinson when we generated 1099s for 2022. Jennifer Abt scrambled and got it done in time for her tax appointment.
- Happy to report virtually NO PRINTER ISSUES this month. Yay!

Looking forward

I will be on a road trip April 10-24, with limited access to the office. Jason and I will come up with a plan to deal with the newsletter, order of service, and other responsibilities. If you know someone who is versed in MailChimp, let me know.

Respectfully submitted,
Amy Styffe