

July 2022 Office Administrator's Report

How I spent the month of June

- I continue to help Hilary Keys monitor the DRE inbox and send out the RE weekly. Assisted Lesley in organizing RE data to be entered into Breeze. Gave her a pep-talk. Created a QR code to send new parents to the Google form where they can register their kids for RE.
- Continue tracking giving in both QuickBooks and Breeze. As of July 1 I am entering giving information in Breeze only. I still enter deposits into QuickBooks, using agreed-upon accounts to track categories of income.
- Printed a second issue of a monthly newsy mailing to shut-ins, and those who feel disconnected from UUCF since they don't engage electronically.
- Extra duties required for the June 12 Flower Communion/Annual Meeting/Graduation Party extravaganza. Special mailings, kitchen use arrangements, a lot of questions and answers
- Participated in a 2-day staff development workshop (online) for UU Administrators. Learned a lot about how to handle UUA Benefits and Retirement for staff members. It was very beneficial.
- We had a few touch and go situations due to Covid. We received support from FCCF staff to cover AV and music.
- Jennifer Myers has begun working on the library. I meet her at the church every couple of weeks.
- Redesigned a Welcome flyer for visitors, and printed visitor cards for the visitor table.
- My printer got glitchy (printing poorly) so I did some troubleshooting on the two printers in the community room. Decided to repair the Samsung Color Laser printer. All is good now.
- Updated the directory. This was the first extract from Breeze, so there was a LOT of massaging required. The format is different than what people are used to, but I got no push back.
- Sent the banners to the printer. Need to arrange for someone to hang them. Who's handy?

In progress

- Someone needs to come up with a process to comply with AB506, mandatory training for identifying child abuse, for people who work with children and youth. Will we pay for Ministry Safe or seek out other training? Will we wait for a new DRE and let them figure it out?

Respectfully submitted,
Amy Styffe