

August 9, 2022, Office Administrator's Report

How I spent the month of July

Sing with me, *Summertime*, and *the livin' is easy...*

- I took some time off—unpaid vacation. It was challenging getting everything ready to go ahead of time, but very much worth it. I had been consistently working over my 20 hours, but now with summer upon us, things have slowed down. Thanks to Donnette for monitoring the office phone. (She received zero church-related calls.)
- We are working a week ahead in keeping our guest speakers on track for their Sundays. The worship leaders have been great and responsive.
- I mailed printed directories out to shut-ins and others.
- I continue to help Hilary Keys with the RE weekly eblasts. Assisted Lesley in entering RE registration data into Breeze.
- Updated the website listing the new Board members. Still need to know who the VP is.
- I entered all the 22/23 pledges into Breeze. I am now only tracking the giving there. I continue to make QuickBook entries for each bank deposit. I haven't heard of any glitches from the bookkeeper. *fingers crossed!
- I reprinted a bunch of nametags. They go missing apparently. Working with Paula Spiro and Wendy Karn to come up with a good way to maintain them. I'll investigate magnetic options.
- Created an Endowment form for the PGEC meeting. The status of that is unknown.
- Jennifer Myers continues working on the library. I meet her at the church every couple of weeks.
- I completed the Criminal Justice Information Services (CJIS) Level 2 Security Awareness Certification training, required to be the Custodian of Record for the LiveScan reports. Certification needs to be repeated every 2 years.
- Received a request for ADA hearing devices in the sanctuary. I'm working with the FCCF tech guy (Eric) to make that happen.

In progress

- Those banners still need to be hung. I'll put something in the announcements if you don't have any names. I'd like to get this done before Rev. Jason returns.
- 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