

September 15, 2024, Office Administrator's Report

Concerns

I am anxious to learn what the decision is on Music Director position going forward. And of course, what the plan is for an Interim Minister.

Thank you to Harry Langenbacher for taking on Tech Team coordination. This month has been a nail-biter. Sweated out a couple of Fridays where I did not know who would be handling tech. And along with Sarah's departure goes Noah, our faithful sound guy.

August Activities:

- I have kept the UUA website up to date on our Leadership and Staff. (That's a full-time job in itself, eh?)
- Discovered in August that Megan Watson had not received any pay since her rehire in March!! Her direct deposit information had been dumped.) I had been filing her live paycheck along with the other Paychex reports. The new Bookkeeper, Susan, had a few of them in her possession. We resolved it as quickly as possible. Megan's good now.
- Promoted several events on Facebook this month, A Taste of Soul, Tasty Tuesday, Water Communion, and a Meal Train for Allie Frickert's family.
- Assisted Social Action Committee to set up a Voter Registration table for Thursdays in August. Subsequent weeks went smoothly without me.
- Rose and I have developed a system, where she enters the hymn lyrics in the presentation, I format them correctly and save them as separate files building a powerpoint library of the hymns. Eventually, we won't have to start from scratch each week. Just copy and paste.
- With Lesley Mahaffey's assistance, we sent out 39 *Are you in or are you out?* letters to members as approved by the Board. Six people connected with me to say they wish to remain on the roll. I archived the others. Currently our Active membership stands at 156. We have 53 categorized as Friends. We review visitors quarterly.
- I helped to secure a musician and someone to stream Eleanor Nichols' memorial service. Worked with Dana to get volunteers for the reception.
- Met with Sean Thomas to discuss payroll, HR, music directors, and other pertinent topics.
- Prepared a manual check for Sarah Whittenberg so she could be paid in full by the end of the month.
- Created a Tech Team spreadsheet to track volunteers.
- Beat the bushes for Directory updates. Emails sent and announcements made.
- I have been working fewer hours lately. Feeling good, and not overwhelmed.

Respectfully submitted,
Amy Styffe