

Feb 13, 2024, Office Administrator's Report

During the month of January:

- Assisted the UU Players in coordinating rehearsal/performance space with UUCF.
- Submitted the two claims for the Barbara Cutts estate. Received notice that UUCF has been named to receive \$10,000 upon sale of Eva VanGinneken's house. It might be years before we see it. Bruce is reviewing the file.
- Met with Bookkeeper Colleen Zenger, and provided documentation she requested, including bank statements, Paypal and Venmo reports for 2022 & 23. I introduced her to Lois Nettleship, Dale Botts, and Jennifer Abt via email.
- Prepared advertisements (facebook/flyers/announcements) for several special events: Braver Angels, Reproductive Stories play, New to UUCF workshop, ActiveUU events, Improv Workshop, UU the Vote, and the Meet n Greet with Sam. Tracked RSVPs and survey results.
- Generated year-end statements of giving from Breeze. Emailed to everyone with an email on file. Mailed statements to those without email.
- Met with the Welcome team to review recent visitors in preparation for the New to UUCF workshop in February.
- In Rev. Jason's absence, I coordinated guest speakers, and made sure the Sunday slides were finalized and uploaded to the AV computer.
- Coordinated with Bookkeeper on the 1099 report. Needed to chase down SSNs.
- Organized a Saturday workday and had twelve people heed the call! We worked on the storage cabinets, the back "community" room, and basement shelves. People are getting a feel for where things are stored now. That can only be a good thing.
- Met with Dorothy Barrett's family to discuss the reception and show them the space.
- Contacted members and friends to verify their directory listings. Entered the changes into Breeze in preparation for a directory update.
- Ran reports (attendance, membership, financial) in preparation for the UUA Certification and distributed to others (RE folks, Bookkeeper and Treasurer) for their input.

Concern

When I send out the Board Responsibilities on Fridays, I expect the list to be fully-populated and for the notification process to go smoothly. There were multiple weeks in January where I had to beat the bushes to get people to step up. If it is the Board's intention to allow others (non-Board members) to fill that void, please determine who that will be. We pay Josh a minimum of 2 hours per Sunday. Perhaps he could be asked to stay until 1pm and secure the building.

Respectfully submitted,
Amy Styffe