

February 1, 2026, Office Administrator's Report

I will be concentrating on the following items this month:

- Preparing for the Visioning Weekend and Immigration Panel
- Working less than twenty hours at least one week! (I've been averaging 23.5 lately!)

January Activities:

- Completed paperwork required for the sick leave tracking with Paychex.
- We have had technical difficulties during worship twice this month! Oh how I wish things could go more smoothly. We have a workaround for one of the issues.
- Updated the Directory, and distributed PDFs to the group. Printed and mailed copies as requested.
- Updated the UUA Membership list for UU World (done twice a year).
- Supported the Congregational Conversation by emailing the questions ahead of time and setting up a google form allowing people who cannot attend to participate.
- Ran giving statements for 2025, emailed to all donors. Generated 2nd quarter pledge statements for those with a pledge. Emailed those out. Noticed there were a couple of regular givers missing a December check. Perhaps misdirected mail?
- Provided input required for the consultant: Pledge information, attendance records, financial documents, and a timeline of various staff transitions.
- Worked with the PSWR to secure use of the Fellowship Hall for a Memorial Service, Nowruz, and a Fellowship Dinner.
- Assisted our bookkeeper to gather data to generate 1099s. Ultimately, I ran the forms, via QuickBooks.
- Completed the Congregation Certification with UUA with days to spare, with input from Mary B, Debbie R, and RE staff.
- Met with Mary and the bookkeeper multiple times trying to align the budget to the account numbers for easy reporting. This was a big chunk of time this month. Every time I try to look at the financial reports, I see errors that need resolution. With Susan announcing her departure, I want desperately for the books to be in good shape.
- Worked with FCCF and Barry to secure a quote for installation of the new banners.
- Researched Endowment Fund restrictions and uploaded the policy to the Drive.
- Curried together a Job Description for a Bookkeeper and sent it to 3 interested applicants. Keeping our fingers crossed.
- Promoted Free America Rally, Improv Workshop, Anti-ICE demonstration, Congregational Conversation, Visioning Weekend, OWL Classes, End-of-Life Journey, and monthly Zooms using eblasts, Facebook, and the website.

Respectfully submitted,
Amy Styffe