

Dec 12, 2023, Office Administrator's Report

During the month of November:

- Caught up after a few days of vacation. Thanks for being flexible.
- I have asked Jim Fyke if he could update the UUCF history. I gave him a list of long-time members who can help. Perhaps the hive mind can come up with some highlights.
- Did special promotions for Day of the Dead, Bread Communion, Holiday Happenings, Sanctuary Decorating Party.
- Added Judy Mina-Ballard as a board member to the website and announced to the congregation.
- Generated a Holiday Happenings flyer for all our big events.
- Assisted Bruce Johnson in reviewing the SCE bills from FCCF to guide the Electric bill decision. Awaiting a final decision.
- Facilitated a joint Zoom with the Hospitality Committee of both congregations.
 - We currently share the cost of the coffee 60/40 (UU/FC) and are responsible for our own cups, sugar, creamer, tea, etc.
 - In fair weather, UU sets up tables and a circle of chairs in the alleyway around 10:30am. FCC rolls their cart outside around 11am. We have agreed it's important to keep the space right in front of the doors clear for ingress and egress.
 - Winter is coming so we discussed how to handle the crowds between the services on cold and rainy mornings. We agreed that the Chapman Lounge would be a fine gathering space for the UU folks before their service starts. FCC will have their cart and coffee in the narthex/foyer in inclement weather. Sure, it might get a little crowded, but we will patiently make it work.
- Reviewed a webinar on Hiring Law changes, and wrote a synopsis for Rev Jason, Heather, Bruce, and Judy.
- Created special promotional flyer for Spirit of Dicken's Walking Tour.

Concerns

The administrator no longer has access to the Fidelity account. Dale Botts is the sole representative with access. I alerted Rev. Jason and Heather to this turn of events.

Anxious to get Colleen Zenger on board as the bookkeeper. Would love to end the 2023 year with our books in order. (I can dream, can't I?)

Respectfully submitted,
Amy Styffe