

## October 13, 2025, Office Administrator's Report

(STILL) On my To-Do list for this month

- 1) Determine policies for sick leave and set up tracking with Paychex. I need to meet with that employee handbook group. Who would that be?

### September's Activities:

- With Water Communion, Harvest of Harmony, it seems like every other week is a SPECIAL worship service that requires extra setup. I'm just whining.
- Met with Mary and bookkeeper Susan to "straighten out" the books and align the budget numbers to QuickBooks for better reporting. We accomplished a lot!!
- Tackled and completed the DOJ audit of our Criminal Justice Information Services procedures, which included documenting some "policies". We passed the audit!
- Arranged for a booth at the OC Pride Festival. We missed the early bird window, so everything cost a bit more. We had to beat the bushes to get volunteers but squeaked by. We were the only UU congregation there, so there is a need that we filled. Handed out new branded postcards, pamphlets, and lots of swag. We need to decide if we feel this is an important outreach event in the future. Is it social action or just marketing?
- There is talk of "hiring" Christine Araoka as an employee. I'm ready to provide the necessary hiring paperwork.
- Adult Circle Suppers were on the verge of being cancelled when I reminded the coordinators to look at the google form data. They didn't cancel after all. (Note: foreshadowing!)
- My weekly hours have increased back from the summer slump. Some weeks are over 20 hours, some are under. Averaged 19.5 hours in the last 6 weeks.
- I have created a google doc with documentation of important processes, where to find things, and the like, in case I get hit by a bus, or picked up by ICE. Hence the extra hours. Not only am I doing the work, but I'm also documenting it. Mary has access to this document.
- Calendarized all the new Soul Matters groups meeting this year.
- Looked into getting Microsoft discounts for non-profits and suggested that to Mary for the future.
- Promoted the Circle Suppers, Pride Festival, Adopted Family, Sing in Unity, New to UU, Ice Cream Social, UU the Vote, and Tasty Tuesday, with eblasts, flyers, articles, and Facebook posts.

Respectfully submitted,  
*Amy Styffe*