

March 12, 2024, Office Administrator's Report

February was a crazy busy month:

- I submitted estimations to the UUA for certification (on my own) right before the deadline. Whew!
- With Colleen Zenger giving notice, it was determined that I would TEMPORARILY perform bookkeeping duties. My initial goal was to get all deposits recorded in Quickbooks, balance the checkbook, and provide the Board with provisional P&L and Balance Sheet reports. Goal met. Since then, I have worked with Colleen Clay and Colleen Zenger to right the ship. I worked 25 EXTRA hours in February on Bookkeeping stuff. (This is why it's just a temporary fix.)
- Updated, proofed, copied and disseminated the new directory updates.
- Tried to light a fire for the upcoming Stewardship campaign, learning that Joyce McCabe has stepped down as the chair. We need to get this done earlier than last year!!
- The Cabaret for Reproductive Justice took a bit of my focus. Designed and created the flyer. With Debbie L, decided it was better for us to NOT use Eventbrite. Then I created a way of selling tickets online, without service fees. Worked with FCCF for dates we can use the sanctuary for rehearsals. Secured AV support for the performance dates.
- Assisted Sam Hunt with additional ActiveUU surveys to refine interest and determine dates and times.
- Using Facebook and eblasts promoted Celebration of Life service, the Nowruz afternoon tea, and ActiveUU events.
- Discovered, reported and resolved an extra Empower retirement payment that was posted back in July last year. Empower has refunded the amount.
- Something wonky happened with the final payroll run of February, resulting in all employees receiving TWO checks. Chaos ensued. I worked with Paychex rep and was able to get it resolved. Will be sure to work with the rep on the next payroll, to learn what I did wrong, and to document the process.

Concern

I continue to have issues with holes in the Sunday Board Responsibilities list. We pay Josh a minimum of 2 hours per Sunday. Perhaps he could be asked to stay until 1pm and secure the building.

Yikes! It's Stewardship time and we don't have a leader or a committee! This frightens me.

I have been approved for (unpaid) vacation from June 29 to July 10. This is the same time Rev. Jason leaves on vacation/sabbatical. We'll make it all work somehow.

Respectfully submitted,
Amy Styffe