

## April 12, 2022, Office Administrator's Report

Regular duties: I did them

### Additional tasks and accomplishments:

#### Completed

- We have had a month with the new Mail Chimp Announcements format. Is it a keeper? I think so. I haven't had any negative feedback lately. It's my opinion that we continue using this method unless you all tell me otherwise. I have a volunteer to help me proof now. Yay!
- Created quote cards for our celebratory "return to the sanctuary" service on March 13.
- Successfully collected and distributed donations for Ukraine Refugee Relief.
- Successfully collected \$1,000 in donations for Rachel's retirement. (The actual purchase mobilized the fraud protection unit on my Citibank card. I mean, who spends over \$1,000 at Ralph's?)
- Met with Lois Nettleship to review PGEC documents. There is a question on whether all undesignated giving should be directed to the endowment fund, per PGEC's policy.
- Now that we've opened up again, we are using the building more for regular meetings. I arranged for Thomas Contreras, Judi Herz, and Mary Botts to have key fobs. We have a new Saturday RE class.
- We have successfully migrated our Power Church data to Breeze. Soon after, we learned that the cost is going up to \$67/month (from \$50). This is not a bait and switch. We just happened to join at the tail end of a nine-year price plan. I have been slowly acquainting myself with how it works. I will begin entering giving data, in parallel to quick books, with the intention of switching over once we are certain all the bugs have been worked out. Breeze has provided fabulous training materials. There are several, short, learn-as-you-go videos, and more extensive hour-long videos specifically for group training sessions. Who should be trained along with me? RE staff? Membership leaders? I could schedule a zoom training session for a weekday evening, or a Saturday morning.
- I worked with Bruce (treasurer) and Jennifer (bookkeeper) about the proper way to identify incoming donations. I was unclear on the nuances of unpledged giving. I have corrected the largest entries going back to January and have made sure that March onward will be recorded correctly.

#### In progress

- I have reviewed the Personnel Policy to learn what benefits are covered for which employees. I still need to arrange a meeting with Judy for the annual Benefits Tune-up for UUA TIAA.
- I have not touched the website this month except to update links to the weekly announcements. .
- We never fully put stuff away in classroom N-122. Sure, we emptied the Chapman Lounge and the Community Room, but we never really organized the new rooms. Do we need a workday?

Respectfully submitted,  
*Amy Styffe*