

## February 8, 2022, Office Administrator's Report

Regular duties: answering emails and phone messages; entering pledge payments, making bank deposits, paying bills; creating and emailing weekly announcements and 'blasts'; preparing order of service; keeping the calendar up to date; updating our church records for emails and membership, etc.; posting the announcements and reports, and editing our website as needed.

### Additional tasks and accomplishments:

#### Completed

- On Jan 7, I launched the newsletter in a new format. It's sent out via email as a PDF attachment. I asked for feedback, most of which has been positive. I had to provide technical assistance to those who did not know how to navigate the website on their phones. The body of the email still includes information on the upcoming sermon, and the steps to join in Sunday worship. That way folks can participate without opening an attachment.
- I reached out to the Admin at Orange Presbyterian, to pick his brain on how he uses Constant Contact to create his attractive newsletter. This will be my next step. To create something visually attractive, that can be read easily on a mobile device, because I think that is how most people interact with emails these days. I might try that new format in March, as a test.
- I followed up with Spectrum regarding the \$133 credit memo. Rep said there were two modems that had not been returned. I assured her that they were gone forever. They applied the \$133 to the missing modems and closed the account. There will be no refund coming.
- Successfully updated and emailed the Directory. A couple people got back to me with some changes.
- A big thank you to Sherlan Neblett and Jennifer Abt for doing what had to be done to officially get me online access to our Pacific Premier Bank accounts!
- I completed the Annual Certification process for UUA. Thanks to Rev. Jason, Bruce Johnson, and Rachel White for helping me collect the necessary data. There was quite a bit of *estimating* done when it comes to average weekly attendance. I took known weekly attendance data and kind of mingled it with views of our Facebook videos. Similarly, coming up with a percentage of how many of those weekly attenders participated virtually was challenging. I took a stab at it.
- Trained Karen Anderson a little on Zoom so she could run a Chalice Circle.

#### In progress

- I need assistance to do an annual Benefits Tune-up for UUA TIAA. Have asked Dale Botts and Sarah Whittenberg to point me in the right direction.
- Semi-monthly huddles with FCCF have brought news of rodents in the basement, and a way both churches can join in a shared coffee hour set up. This will be post-Covid, so more to come.
- Notified Leadership that the Spirit Grant applications are available now.

Question for the Board. It was alluded to at my hiring that, after I passed probation, there would be an hourly increase. Where are we on that?

Respectfully submitted,  
*Amy Styffe*