

## June 11, 2024, Office Administrator's Report

Concerns:

Let me address one concern you might have. **I am not going anywhere.** I have absolutely no intention of leaving this position in the foreseeable future.

As a reminder, I will be on vacation (unpaid) from June 29-July 10.

May activities:

- Continued working with the pledge team to provide them with updated reports as pledges continued to come in. I reached out to 23/24 pledgers who were not on track to fulfill those pledges and asked them (if possible) to do so in June. I was kind and tactful.
- Initiated discussion about participating in the Pride Fest on June 1. It was decided by SAC (Debbie) that UUCF would have a booth. Created a sign-up Google sheet to staff the booth for the whole day.
- Asked around to make certain that we did Sam's final paycheck correctly. Research showed we paid him for 10 full months per his contract/agreement.
- Since Sam was out of town the day of the Crop Walk, I said I would be the UUCF point person. We had several participants. Most of the fundraising was done online, so there was minimal collecting that had to happen.
- To assist with collecting budget feedback, I created a google form for people to submit their concerns and questions. Also formatted the budget for dissemination. Uploaded some source documents I could locate for the incoming bookkeeper to have access to.
- Worked with Lesley Mehaffey on next month's New to UUCF invitations and RSVPs.
- Verified General Assembly credentials for Dale Botts. He is our only representative.
- Promoted Social Action's book discussion/potluck, and the Diaper Drive.
- The rest of the month was filled up with the usual stuff: Newsletters, orders of service, payroll, writing checks, making deposits, and nailing jello to the wall.

Respectfully submitted,  
*Amy Styffe*