

July 9, 2024, Office Administrator's Report

Concerns:

One Friday afternoon this month, I learned that we had no one to run tech on Sunday (mostly due to Covid). And no one counting the offerings (due to a lack of volunteers). I alerted several people to the situation with a frantic email, but then had to just step away and let everyone figure it out. This is what makes me nervous about the months ahead.

I am on vacation (unpaid) from June 29-July 10. Thanks for the break. I will be the most senior staff member when I celebrate my 3rd anniversary in August. That's crazy, isn't it?

June activities:

- Several people did not receive Jason's email that he wrote to soften the blow. This may be due to an unauthenticated DNS server, or some such thing. I'm used to working for organizations with an IT department. Pat Mannion is helping me address this issue.
- Recertified as the Custodian of Record for the California Criminal Justice Information System for 2 more years. (I'm the one who "keeps" the livescan information for UUCF).
- I promoted Flower Communion, Annual Meeting, Graduation recognition, etc. with Facebook, eblasts, and google forms.
- Did a last-minute (Saturday) push with eblast and text for the Annual Meeting, distributing updated Budget information to members.
- Developed a plan of attack/notification to make certain all UUCF members were notified to participate in the Our Next Steps zoom meeting with Rev. Sarah Millspaugh. It included a MailChimp Reminder on Wednesday, Thursday morning eblast, and a text via Breeze at 6pm.
- Met with our new Bookkeeper, Susan Hall Hardwick. Gave her source documents from 2 years back for her to start making sense of things. Working with the treasurer to secure read-only access to the Bank, Venmo, PayPal, and the like for Susan.
- Worked to create planning documents (worship matrix, Sunday service template) of our own, and will replace those that "belong" to Rev. Jason and Lawrence.
- Sat down with Rev. Jason for a performance appraisal. I'm doing a fine job.
- Worked ahead on July 7 service prep and covered all the bases (I hope) so things can run smoothly during my vacation. I will periodically check voicemail and email while I'm away, because I'm probably looking at my phone anyway. I suspect with the holiday and all, things will be slow.

Respectfully submitted,
Amy Styffe