

## August 8, 2023, Office Administrator's Report

### How I spent the month of July

- I had a week-long (unpaid) vacation in July, so I worked extra hours getting the orders of service and newsletters finalized ahead of time.
- It's a new fiscal year. I entered all the new pledges into Breeze (that's where we track the giving.) Pledges have officially increased over the prior year.
- Created a [bookkeeper@uufullerton.org](mailto:bookkeeper@uufullerton.org) email account for Bruce to use. Sarah is now monitoring the [DRE@fullerton.org](mailto:DRE@fullerton.org) account.
- Finalized the directory and emailed PDF to the users. Several copies were printed out for those who needed a hard copy. Mailed copies out to shut-ins and others.
- Worked with FCCF to calendarize rehearsal and performance dates for the Reproductive Justice "cabaret", *What Would Mary Do?* Rehearsals conflict with FCC's choir practice, but Mitch Hanlon is making accommodations to allow the UU Players to use the sanctuary on Thursday evenings in September.
- We have a new hire, Joy Ellis, as well as Sarah Whittenberg. Isaiah Castro is filling in for Eleanor for a few Sundays.
- Now that we have a bookkeeper, I am looking forward to double checking my data against QuickBooks for Reproductive Justice contributions. We need to resolve a couple issues with checks being sent to the National Planned Parenthood entity, instead of the local OC chapter. Debbie Langenbacher is aware of the issues.
- We have ordered a cart for Welcome Tables and chairs. I tried to plan a last-minute Saturday workday, but there were very few takers. It was canceled.

### Looking ahead

I am updating my records for those folks who have key fobs to the building.

We need a work day to tidy up the community/storage room. I would LOVE it if the people who are in charge of the different groups (Youth, Membership, Dinners, etc.) would CLAIM their space in the myriad storage cabinets we have in the sanctuary building and across the alley. Our 4 or 5 black cabinets are all filled with **miscellaneous** supplies ever since the pandemic. Time to settle in, I say.

Respectfully submitted,  
*Amy Styffe*