

## May 9, 2022, Office Administrator's Report

### How I spent the month of April

- With the departure of Rachel, I have had to assume a few extra duties. I help Hilary Keys monitor the DRE inbox and send out the RE weekly eblast using a separate Mailchimp account from the announcements. I also set up Breeze records and tagged parents according to Rachel's contact list. We tested the group text feature to notify parents of upcoming meetings.
- Continue tracking giving in both QuickBooks and Breeze. I have asked Bruce and Jennifer if the information I'm tracking is adequate for their reporting needs. No answer on that yet.
- CORI status is still pending. I have had my LiveScan done and am waiting for notification from the DOJ that my access to the UUCF lives can records has been approved. Jason has provided a quick fix stop gap solution using a site like trustedemployees.com.
- I updated Breeze records to indicate who is included in the Directory
- Organized several meeting dates for Rev. Judy Tomlinson to meet with parents and the Board.
- The Laramie Project performances generated a lot of cash for the Trevor Project. Made multiple deposits so it didn't sit there unattended.
- The new Saturday RE class with Ed has disbanded. Pending room use approval, he will offer it on Sunday mornings, 10am starting May 15.
- Met with the Stewardship Committee to discuss the pledge drive. We developed a theme, and I created a logo. Have created a mail merge document to generate emails with last year's pledge information. Have finalized the online pledge system (fingers crossed).
- Met with Jason to discuss a monthly newsy mailing to shut-ins, and those who feel disconnected from UUCF since they don't engage electronically. We'll keep it simple and random. Hopefully they will feel the love. Will start this in May.

### In progress (the same as last month) >.<

- 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*