

March 1, 2026, Office Administrator's Report

I will be concentrating on the following items this month:

- Promoting the Mini Service Auction (surprise!)
- Preparing for the Pledge Drive
- Working with the new bookkeeper

February Activities:

- Facilitated hiring committee for the new bookkeeper position. Very pleased with the end result. You're gonna LOVE Carrie.
- We had some flooding in the narthex as the sprinklers in the UU garden were left on. Although we don't know who did it, our folks rushed to address the wetness with fans, wet vacs, and baking soda. It should be UUCF's responsibility to address the issue and make sure it doesn't happen again.
- Submitted an ad to the Observer paid for my Carol Kiser, but they forgot to run it. Next month instead.
- Harry took care of the Zoom meeting registration for the Immigration Panel Discussion.
- Spent HOURS this month aligning the budget to the QuickBook reports for Susan. She has handed it all off to Carrie. There will now be regular financial reports (Yay!)
- Checked with Church Mutual on our delinquent Multi-Peril policy. It fell through the cracks. All better now.
- There were multiple Fridays where the tech volunteers were not apparent. I've had no time to address this issue.
- I had some medical drama in the middle of the month that makes it clear to me that it's time for me to retire. Probably in June. I've got a plan.
- Worked with the Pledge Drive team to provide data on past giving and come up with a logo for this year.
- Worked with the family of Judi Herz to create a bulletin and powerpoint for the celebration of life service. I probably care too much.
- Updated Rob's COLA and bonus with Paychex. He will start drawing retirement benefits in March.
- Met with Lorne for 90 minutes to explain the financial flow. He will document the process. The dark times are gone now.
- Promoted Visioning Weekend, Immigration Fundraiser, City Council meeting, Target vigil, Family Retreat Survey, Tasty Tuesday, Meal Train, Mini Service Auction, and monthly Zooms using eblasts, Facebook, and the website.

Respectfully submitted,
Amy Styffe