

Feb 21, 2023, Office Administrator's Report

How I spent the month of January

- I shared the List of Board and Committees with the congregation, asking for volunteers to fill the vacancies. Got a few updates, but no takers.
- I received paperwork from Fidelity for new signatures. After checking around, I learned that Dale Botts ordered them. As the head of the Investment Committee he's working on something.
- Provided Janice Patton with visuals and verbiage so she could start updating the Social Action webpage. Janis is working with Debbie Langenbacher. She also created an OWL webpage, and another for Let's Get Social!
- Had a LOT of printer issues this month this time with the HP PhotoSmart ink jet. I tried new ink, and cleaning the printhead. I finally gave up and purchased a B/W laser printer (for my personal use.) UUCF will cover the toner while I'm still working for y'all.
- Successfully generated Giving Statements using Breeze, and distributed them via email/mail. Jennifer did the happy dance since it did not require any Quick Books manipulation this time. I'm sure it made her year-end duties lighter. I received no negative feedback on the format, so I guess they were acceptable.
- Continued creating mid-week posts for the church Facebook account. Promoted Let's Get Social, Sign making event, and the Service Area Assembly.
- Coordinated with guest speakers during the month to organize Order of Service for Sundays.
- Updated the directory and disseminated via email and mail (to those who are in the directory.)
- UUA Insurance is moving to an online payment billing system. I set up the appropriate account so I can view the invoices online. Submitted paperwork for direct deposits, starting in March.
- TIAA (which handles UUA Retirement) is being phased out. New entity, Empower, starts up in February. I made the final TIAA payment before the deadline.
- Experience a few hours of panic thinking we had been hacked. Ultimately, it was just a bogus gmail account set up to look like Rev. Jason. We warned congregants and asked them to report as spam.
- Worked with Jennifer Abt to generate 1099 tax forms for all guest speakers that exceeded the \$600/year threshold. There were 3 of them.
- UUA Annual Certification completed prior to the Feb 1 deadline. A lot of the estimates they ask for are a RANGE, not a specific number. Easier to estimate.
- Initiated conversation with FCCF to update the lease addendum for 115 E Wilshire property.

Looking forward

Preparing for the upcoming transition from Jennifer to Aaron, our new bookkeeper. I'm buckling up for the Let's Get Social experiment. I haven't been through a Silent Auction-esque function before. I will need to learn how to track the funds

Respectfully submitted,
Amy Styffe