

## January 11, 2022, Office Administrator's Report

Regular duties: answering emails and phone messages; entering pledge payments, making bank deposits, paying bills; creating and emailing weekly announcements and 'blasts'; preparing order of service; keeping the calendar up to date; updating our church records for emails and membership, etc.; posting the announcements and reports, and editing our website as needed.

### Additional tasks and accomplishments:

#### Completed

- The Spirit of Dickens walking tours required weekly administrative assistance for RSVPs, waivers, and follow up with participants. Each week the collection for "tickets" was split between UUCF and a charity (Joya Scholars, Pathways of Hope, Crittenton House.)
- Rev. Jason and I conducted my 90-day performance review. I guess I'm a keeper!
- Reservations were required (again) for Solstice and Christmas Eve service. That was troublesome. Trying to make the process easy for the users, made it difficult for me. Oh well.
- Rev. Jason and I have started meeting semimonthly with Rev. Mandy and Pam from FCCF to clear up miscommunications and any squelch rumors.
- TIAA Retirement fund has been straightened out. Auto payments were made for Rita's retirement after she stopped working. We will get a refund for that.
- Met with Barry B. and Debbie L. at church to locate and organize SAC stuff. FCCF is okay with us keeping our SAC stuff out all the time. Debbie would like to use the credenza (in the Butterfly nook). For now, the box is stored under the table in the foyer.
- 3 deaths this month: Tony Hankins, Claude Coppel, and Carolyn Brislawn.
- Created a new format for the announcements (which is really a newsletter, right?)

#### In progress

- Reached out to Emily Celis and Hilary Key to get some text message marketing help. Both responded. Hilary replied: I am familiar with some software that can possibly help, but I'd love to do a comprehensive search to ensure best meeting the church's needs overall. I can have my assistant do some research if you are interested (I am quite busy). I will continue to investigate as time allows.
- We have a \$133 credit memo with Spectrum for Internet service at the Temple. The account has been closed for quite some time. I will need follow up with them to send a check.
- I'm working with Janice Paton to update the website as we see things that need to be changed.

Respectfully submitted,  
*Amy Styffe*