

## Dec 1, 2024, Office Administrator's Report

### Concerns

I have been working fewer hours lately. Without a lot of programming happening (holiday parties, evening Solstice Service, etc.) I can get it all done in about 15 hours. The pendulum will swing back again, no doubt. I'm happy with the lighter load, and UUCF reaps cost savings.

Susan Hall Hardwick, our new bookkeeper, organized the files from Jan 2022-Jun 2024 in a new and exciting way, using giant folders. All the receipts from that period are filed alphabetically by vendor name, instead of numerically, grouped by quarter. I cannot maintain this system! I have chosen to revert to the quarterly system. Everything can be found quite easily (IMHO) and it is simple for me and my predecessor to maintain. I left blue notes in the file drawers so that someone could figure out what happened later. I look at this as a moment in our history when stuff got weird. Now, we're back to normal.

### November Activities:

- Promoted Circle Suppers with eblasts and on Facebook. Made a sign-up form, created a logo design. Worked with Linda Summers and Jean Liao on promotional materials.
- There has been some disconnect with the tech folks. Microphones and iPad were left out, things were unplugged. I try to send emails to all tech folks each time, but we really need a training day with Eric from FCCF. Probably it won't happen until January.
- I helped Joy gather RE supplies for the retreat, meeting her at church and unlocking.
- Provided Megan Smock with a previous Christmas Eve order of service as a guide.
- Met with Colleen Clay and our Bookkeeper, Susan. Got back files from Susan.
- Helped Social Action Committee survey the congregation on their preferred areas of focus. Put Debbie's survey online and crunched the final numbers for her.
- Grant Dolmat has replaced staff member Joshua Sharp as our (now volunteer) AV streaming tech. With Eric's blessing, Grant has a set of tech keys now.
- Promoted Thanksgiving Food Drive, Angel Tree Project, Let's Get Involved on Facebook and eblasts.
- After communicating with the UUA Insurance plan folks, I received the reimbursement check \$133.77, to cover the automatic payment for Rev. Jason's insurance that was taken out in September.
- Asked Janice Paton to respond to a UUA survey concerning our website. She did it.
- Flexed my hours so that I could take time off during Thanksgiving to be with family. Thank you for giving me that flexibility.
- Tech volunteers and Board members to count are still an issue. There are weeks when I have holes in the schedule. ><

Respectfully submitted,  
*Amy Styffe*