

Nov 3, 2024, Office Administrator's Report

Concerns

Is there a hiring committee searching for a permanent Music Director solution? We have contracted with Christine through the end of the year. Then what?

Happy to report that the tech team was way less stress inducing this month. Eric (FCCF) will plan refresher training on lights, sound, and other AV responsibilities probably in November.

October Activities:

- Promoted OC Pride and the Planned Parenthood booth with an eblast.
- Successfully submitted my name as the Agency Head for AAJC (the agency that oversees Live Scan reporting). I am now both Custodian of Record, and Agency Head.
- KC's Ordination coordination. Requested the FH for the reception. Worked with PSWR and Casa to get early access. Promoted special gift offering, asked about 1,000 questions to get a handle on who was doing what. I was on hand the day of, just to make sure it all went swimmingly. We owed it to KC.
- I received training on Sunday streaming/Zoom. So did Grant Dolmat and Harry. I typed up step-by-step instructions that will soon be linked to the QR code in the sound booth.
- Promoted the potluck. Special invitation letters were mailed to 17 individuals identified by our Ad Hoc membership team. Eblasts and posted on Facebook.
- Megan Watson and Joy Ellis represented UUCF at the WOW Chalk on Wilshire event. I provided proof of Insurance and arranged that they could borrow tables and chairs.
- Dealt with repercussion of Christine Araoka not receiving any official word from the Board about continued employment. Touch-and-go for a while there.
- Still have not yet been able to get the key fob from Sarah Whittenberg. Numerous pokes and reminders. Have now offered to go pick it up from her. I think she blocked me.
- I just happened to look at my inbox one Saturday night at 10pm to discover that the guest speaker had fallen ill and Megan desperately needed access to the PPT file for the service. I hooked her up.
- Helped promote a special Contract Minister Congregational Conversation with an eblast of the 7 questions.
- Brought attention to the fact that there were room use conflicts the afternoon of the Solstice service on Dec 21. We'll celebrate the solstice on Sunday morning instead.
- Promoted the new start time with Facebook and eblasts. Changed times on the website and anywhere else I could think of. I think the extra breathing room is working well.
- With Mary B's guidance, I have successfully linked the pre-service announcements loop to the Sunday PPT file. Now they can always run before the service starts.

Respectfully submitted,
Amy Styffe