

September 2018

Dear Board,

So far, September has been an extremely busy month, with me attacking my “to-do” list of items that I did not have time to attend to over the summer, combined with the start of September when the congregation becomes more active.

Some highlights worth noting:

- I have sent my draft goals to Rev. DL for him to review
- The Saver’s fundraiser check has finally been direct deposited, after dealing with six months of back and forth
- Mary Alice and I have been working closely in learning how to use QuickBooks (new accounting software) and finalizing the “tags” of how each income/expense needs to be tracked for budgetary purposes
- The PR Service trip has 9 people signed up with 10 payments collected
- New salaries have been confirmed by FinCom and were called in to Paymaster without issue
- I have successfully set up my pension plan now that I am eligible, as well as the LTD plan for Bethany and myself
- A heating oil price cap has been decided with FinCom and the paperwork will go out today
- Contract and payment has been sent to the consultant (Dan Hotchkiss) for the Capital Campaign
- I have passed the granite pillar accident issue over to Bob O’Neill; Chris DePaola is also involved since he is our representative on the Condo Association
- The scanner has been serviced as it has not worked since last June
- Supplies are re-stocked (this could not happen over the summer as they do next day delivery)
- Facility requests are coming in fast and furious (by Members, Friends and Committees) and the calendar is filling up very quickly:
  - Music & More at Lily Pads has 4 events scheduled between now and Nov.
  - The Wellness Team has 2 tentative events happening at UUCSC before Nov.
  - The Green Task Force has two events happening in Sept. and Oct.
  - Dining for Women has been set up for the 1<sup>st</sup> Tuesday of every month
  - We also have some inquiries about private events being held before the end of Nov.

Items I plan to tackle next:

- Addressing more of Rev. DL’s administrative needs so he can spend more time on pastoral/ministerial issues
- Working with Cox to continue to address Bethany’s internet connection problems
- Finding a more efficient way to back up this PC to a hard drive (the online backup system does not work because it needs virus protection turned off, and the backup is not a mirror of this PC)
- Revising changes in Committees/Task Forces
- Organizing the office files, archived bills and the office in general
- Changing letterhead, newspaper listings, OOS cover etc. to Rev. DL
- Continuing to update the Administrative Handbook to give explicit instructions vs. a list of what is to be done regularly (i.e. adding granularity and making it useful)

Regards,

Karen