October 2018

Dear Board,

This month, I have been able to catch up on a number of items that I had listed as “to do” per my past Board Report.

I have backed up all PC files to 2 hard drives and have worked with Backblaze (online backup system) to backup all files online, as this was being prevented due to a firewall issue - so this important matter is now complete. Our files are backed up on hard drives as well as being accessible in the cloud should disaster happen.

I am working with Innovex (our copier company) and FinCom to possibly renew our lease with them which ends in March of 2019. I have presented their proposal for a new lease with my own notes for FinCom to discuss to aid in their decision on whether to renew our lease, or find a different company.

I am continuing to work with Mary Alice on using QuickBooks and finalizing tags/classes.

Additional people have signed up for the Puerto Rico service trip, with 25 deposits and 20 attending so far (5 have dropped out). I am currently looking into prices for charter flights out of T.F. Green for the planning committee.

Dave Ruede has let me know the projector had overheated, so is coming by to check out if replacing the bulb will help. I will inform Gail Burchard if something is wrong that he cannot fix, as they use the projector for Dining for Women every first Tuesday of the month. I believe Nancy Rose purchased the projector, so I will reach out to her as well depending on if Dave Ruede can see if he can figure out why it overheated.

All letterhead, newspaper listings, OOS covers etc. have been changed from “Rev. David Helfer” to “Rev. DL Helfer”.

I am continuing to work with Rev. DL more to address his administrative needs, revising changes in Committees/Task Forces, organizing office files, archived bills and the office in general. The updates to the Administrative Handbook are ongoing as time permits.

Finally, I have reached out to Cox to have someone come out and provide an estimate for installing 3 different access points as we still continue to have very problematic Wi-Fi connection upstairs and downstairs. It’s unclear what (if any) the extra charges will be (i.e., a one time fee or an additional cost per month), so once I am able to connect with Cox and have them provide me with this information, I will let FinCom and Rev. DL know so it can be discussed.

Regards,

Karen