

December 2018

Dear Board,

This month, besides the routine administrative tasks I handle each week, I have been focusing my time on continuing to update committee chairs and relevant packets, working with the Communications Committee to enhance the way events and information are conveyed to the congregation and trying to organize the office and files.

The office computer backups are going well; I purchased a Western Digital “easy store” hard drive that automatically backs up all files so there is nothing I need to do manually. There is also another hard drive with archived files as well as current files on it, which, in my opinion, should be stored offsite in the event of fire, flood, etc. I have cancelled the free trial of the online backup as Mary Alice informed me the Board thought the two hard drives would be sufficient.

The new copier is working well and should save the congregation money as there’s no re-printing of documents due to poor quality.

I have had to place 3 calls to Smith Co. in 1 month. All 3 calls were because we had no heat; the first one was a \$99 charge because the problem was no one knew how to turn on the thermostat and no one knew that was the problem. The second one was because the boiler actually needed work, and as I write this, today, the third call resulted in the service technician replacing batteries in the thermostat to get the heat to work, however the batteries had corroded a bit which resulted in the technician having to replace the thermostat. I’ve obtained a copy of the service plan we’re on as there was not one filed here. Most service calls and parts are covered, however they will charge us for calls that they deem are something they think we should be able to handle...like turning the thermostat on. The service contract will be filed in the office should anyone like to review. The boiler still needs to be ‘flushed’ once a week, and it would be most appreciated if someone from Facilities could do this on a regular basis. I have been shown how to do this, however I’m not much of a mechanical person and forget each time exactly which lever does what, and really don’t want the responsibility of working on a boiler.

UUA certification is due by February 1st, 2019, so I have informed the Membership Committee, Mary Alice and Rev. DL on items I’ll need their assistance with, such as reviewing the Membership list, responding to congregational demographic information, a survey, and providing current financial information.

Lastly, I have asked The Narragansett Times, The Independent and The Westerly Sun to list both Christmas Eve services with relevant information so this should be appearing with the church listings.

I hope you all have a lovely holiday season and a bright new year.

Regards,
Karen