

March 2019

Dear Board,

Happy Spring! I am currently managing a wide variety of tasks at the moment, so a synopsis is listed below:

- Pledges
  - Pledge materials for the Our Living Legacy (OLLy) Campaign and the 2019-2020 congregational year have been generated and given to Dave Ruede (2 sets of pledge cards, thank you cards, mailing labels, letters, etc.). Pledge cards for OLLy and the 2019-2020 year are being stored in the safe as I receive them.
- Membership
  - I've been supporting the Membership Committee with ordering supplies, as well as providing updated documents for new member classes that have recently taken place.
- Preparation for the 2019-2020 Congregational Year
  - I've completed a review of budget items (administrative supplies, electricity, phone/internet, heating, advertising, computer supplies, copying and printing, payroll service fees, postage, janitorial services, condo fees, insurance etc.) in order to give the Finance Committee my thoughts on budget needs for the upcoming year.
  - I've updated congregant's addresses as some letters have been returned from the Stewardship mailing. A few new directories have been printed, and more will be printed after the new member ceremony as the directory will need to be updated again.
- Facilities
  - Quarterly inspections with Metro Fire have been scheduled
  - The heat was not working again; Smith Co. came in and cleaned the boiler (this was already scheduled) and replaced some parts; the heat is working again.
  - I've given my input on what needs to be considered when the new electronic door is installed, such as how/who manages the codes and who needs to have codes (and/or keys) inside and outside the congregation

I have started to contact local newspapers, free publications (online and print) and radio stations to inquire about advertising the LGBTQIA youth group. So far, I have reached out to WRIU, NPR, The Westerly Sun, The SK Independent, The Narragansett Times, RI Natural Awakenings and RING (RI Newspaper Group {online}) and registered UUCSC for Patch. I listed the group's information on Patch yesterday. All information I gather (cost, contacts etc.), I will summarize and pass along to Betsy Dalton as Chair of the Communications Committee, as this committee currently does not have the resource to look into these outside sources for advertising.

Similar to last month, many activities are being scheduled; Music and More at Lily Pads events, films, Wellness Committee Events, speakers, forums and the like.

Lastly, I am working on designating a date for all annual committee and officer reports to be received for the Annual Meeting, to ensure materials are available for mailing no later than two weeks before the Annual Meeting takes place.

Kind Regards,  
Karen