

June 2019

Dear Board,

As another congregational year comes to a close, I am using the last 2 weeks of my 'regular hours' setting myself up for summer. Currently I am reviewing what will be needed by our accountant to close the fiscal year, working on another possible regular rental and updating Board and congregational documents to reflect the newly elected Board officers and directors. I've also been writing and editing instructions on troubleshooting and utilizing the pin code program, reviewing potential policies for pin codes and reviewing the archive task force recommendations. Over the summer, I plan on working with FinCom to revise payroll, disability, FICA and pension payments before Sept. 1st.

Pin code issuance seems to be going well, however troubleshooting, when necessary (about 3 times since it's been implemented) takes up a lot of time. As I've learned new ways to troubleshoot by working with the Lock Shop, I've been attempting to document these practices. For example, one troubleshooting episode took 4+ hours last week, trying to get the PC to 'communicate' with the lock – numerous attempts were made and finally the Lock Shop had to walk me through "overriding" the system by using the master code on the pin pad only. This was necessary and time consuming as we had a rental for a graduation that needed a temporary code. I am updating the Administrative Handbook to reflect the change in key issuance and pin code usage.

Finally, I very much appreciate the additional 5 hours per week in the summer, this will help me greatly in keeping up with the administrative tasks that take place over the summer.

Kindest Regards,
Karen