

October 2019

Dear Board,

This month things have picked up quite a bit. We have many groups and committees meeting regularly again, including some new ones. Some tasks worth noting:

- The copier had a network issue related to the scan function. I called Innovex however our lease agreement only covers issues with the machine, not issues with the network (internet). They charge \$149 per hour to address internet connectivity issues, so I informed Mary Alice to see what next steps should be. Sky came in and he and I looked through the settings, I was able to fix by changing the password on the machine related to the gmail account – now that I know changing the password on our gmail account affects the scan function, I will note in the administrative handbook in case this happens again.
- Thanks to Barbara Holtzman and Sky Kimball, we now have a working, refurbished laptop. Barbara donated her laptop, and Sky kindly deleted all data. Unfortunately while doing so, the laptop crashed, so with Natalie's permission, he brought to PC Framers to be refurbished with Windows 10. The Lock Shop has let me know I can try to download the program and connect to the keypad with their assistance over the phone, otherwise it would be a service charge for them to come here so I will attempt this. Since the previous laptop crashed as well, there is no backup of the codes, so they will have to be re-entered manually from the congregation's google drive account. This will be time consuming but is the only way to re-enter all the codes that have been assigned. There are currently about 5 people awaiting codes, and 2 that need to be deleted.
- I have turned the thermostat on, but the heat is not working. I have called Ed Burrell to see if he knows if something needs to be "looked at" with the boiler before calling Smith Co. They service the boiler according to our contract for free, but will charge us an hourly fee if there isn't a "problem" (last year this happened and we were charged a service fee because the issue was due to a lack of knowledge on our part on how to check everything is switched on properly).
- I have been attempting to implement the new archive policy, but have not been able to effectively address yet, as I need to discard paper files to make room for more (according to the new policy I can purge some records but need to keep new paper ones that I just kept digitally before).

Other than the issues above, I have been able to effectively:

- officially close the books for the fiscal year with Mary Alice
- start updating the administrative handbook with new instructions and changes (pin code process, QuickBooks instructions, changes in billing for certain vendors, etc.)
- perform one review of the beta website and provide feedback; will complete another review as soon as I'm able
- revise this year's changes to committees, task forces and groups
- begin to address more of Rev. DL's administrative needs

Kindest Regards,
Karen