

December 2019

Dear Board,

December is going well. The calendar is very full of events, such as small groups, dance rehearsals for Christmas Eve Eve, extra choir practice, gong baths, the labyrinth walk, AA meetings, committee meetings, workshops, huddle groups and more.

With regards to other congregational matters, here is a brief update:

- Shortly after SmithCo came out to replace the valve so the heat would work in the offices, they had to come out to replace the motor and pump for the steam boiler; neither of these items fell under our service contract so the total amounts were \$237.92 and \$1923.81, respectively
- Metro Fire PCS has to come out to do their quarterly fire inspection, and the only available date they had was during the week of Dec 23rd so Sally Barney has kindly agreed to meet them here on Dec. 23rd at 8am
- I have requested the SK Independent, the Narragansett Times and the Westerly Sun to advertise the Christmas Eve Eve service. I have also listed on patch.com for the SK/Narragansett area, and have asked the Communications Committee to advertise as well via FB, website, etc.
- Since the office is closed the week of December 23rd, I have requested all OOS materials to be provided to me by December 18th for the December 22 and 29 services. Mike Galib is taking care of the OOS for December 23rd as he has done for the past couple of years
- Mary Alice and I will be working on any year-end financial activities, such as compiling all W9s collected over the year in order to prepare for 1099s to be issued for speakers and performers

Lastly, I'd like to mention the 20 hours per week schedule is working well. Many thanks for your approval of this schedule change, and please know I am wishing you all Happy Holidays and a wonderful new year!

Kind Regards,
Karen