

January 2020

Dear Board,

Happy New Year!

January has been a busy month so far. More regular events have been added to the calendar, such as a new yoga class and an extension of Rev. DL's small group (starting in February).

Mary Alice and I have been working on the beginning of issuing 1099s to musicians, speakers and consultants for the year 2019 in order to save money, vs. the accounting firm preparing them. In addition to financial activities I have begun to sort through more files for better organization, and have downloaded the annual UUA certification, which I will work on with Fin Com and Rev. DL. The certification is due Feb. 3rd.

Some tasks I plan on getting to as quickly as possible are:

- Clean Team/Recycling – it has been brought to my attention the recycling bins outside are for 1) cardboard and 2) plastic and glass beverage containers, so we may need to sort our recyclables in this manner vs. everything that is recyclable goes into one bin. I need to call the trash disposal company to see if loose paper can be added to the cardboard recycling. It's also been brought to my attention that people do not empty their beverage containers before recycling them so once I find out what can be recycled and how to sort, I will make signs for trash and recycling containers to indicate how to use appropriately.
- Many "one time" events were added to the calendar very recently, and were changed and/or re-scheduled so I need to update and issue the corresponding facility use forms, as we are very busy with room use through the end of March.

Other than what I have listed above, I am busy with bill paying, recording deposits and transactions through QuickBooks, administrative help for Rev. DL and the everyday administrative tasks that take place each day.

Kind Regards,
Karen