**September 2020**

**OA Report to the Board**

Dear Board members,

First, I want to thank everyone for the support I have been receiving while transitioning into this position. I am just completing my 2nd week and realize that I have lots to learn. It is also hard to get to know everyone during the current situation while not being able to meet people in person. Everyone has been great though and very welcoming. Working from home is also an adjustment for me and I have spent some time getting organized in a dedicated space. It is a little unusual though, I have a good size desk, but also use an ironing board on the side to be able to spread out notes, etc. At least that ironing board is finally getting some use. Don’t worry when I am able to work in the office, I will not bring the ironing board with me.

Rev. DL has spent a lot of time with me answering my questions, directing me on priorities, and helping me during this transition. Since I am the type of person that needs to learn by doing, he has assigned me a few files that need to be updated and created. Hopefully those tasks will be completed within the next week. I am sure I don’t need to tell everyone how helpful Rev. DL is.

Mary Alice and Sky Kimball setup the computer for me and all I had to do was plug in some connections when I got it to my home office and it was working great right away. Mary Alice has also been spending a lot of time with me working on needed financial activities including day to day processes, reconciliations, and required reports. This has been going great and Mary Alice has been a wealth of information.

I have been trying to take back the tasks that were assigned to others after Karen left. Natalie has given me the key for the mailbox and I will be checking the mail on Wednesday afternoons. I will also be checking voicemail on a regular basis. Please let me know if there is anything that I am missing.

I want to thank everyone again for this opportunity and can’t wait until I am familiar with all of the duties of the job and can be considered an asset. I am looking forward to the time when I can meet everyone in person.

Regards,

Sue