**November 2020**

**FA Report to the Board**

Dear Board members,

This month I have been adjusting to my new hours and trying to get my work done in those assigned hours. I have spent time working on the Year-end financial reports that need to be sent to Bank Newport. They are finally finished and have been sent to Mary Alice for review. Now that year end should be finished, I can start getting into a somewhat normal routine. Whatever normal means during these crazy times. I did work with Mary Alice to close the month of October which is part of a monthly routine. During the next week, I am hoping to have time to update the board and committee members for 2020/2021 in many files that Karen had updated in the prior year. Rev. DL has offered to help me with this since I do not know who all of the newly assigned committee members are.

I am looking forward to meeting all of the board members in the upcoming zoom meeting. It will be nice to have some faces to associate with everyone’s names.

Regards,

Sue