

December 14, 2021

Dear Board,

I was recently informed that I am supposed to write a monthly board report. My sincere apologies for missing November!

I am continuing to learn about the systems, practices and procedures for making things run smoothly. Working with the Worship Committee for timely production of the OOS has steadily improved and will change again (for the better, we hope!) now that Rev. Denis has started. Etta and I are working on my taking over more of the newsletter production. I am assisting Mike Galib with registrations for Christmas Eve and have worked with Sally Barney on trying to resolve some issues with the heat.

Recent scam emails sent to members of the congregation brought to mind our cyber security situation. I know that there was some talk of forming a technology committee. In addition to a committee, I think it would be worthwhile to have someone come in and assess our setup and the viability of the laptops that are in the office. I have used Bart Martin of 5 Star Personal Computer Services in Richmond before; he is both efficient and affordable.

We had our first Zoom staff meeting with Rev. Denis this week and it is becoming clear that I need a speaker and microphone to participate in these meetings from the office. That would also give me the ability to review video material for the newsletter and website. With your permission, I will investigate options.

It has been my pleasure to meet Rev. Denis as well as more members of the congregation. I look forward to the winter holidays and heading into the New Year with a new sense of purpose.

Best,

Sara Kaplow

Office Administrator