**February 11, 2020 Office Administrator’s Report**

Regular duties: answering emails and phone messages, entering pledge payments, making bank deposits, paying bills, sending out the weekly announcements, and order of service, keeping the calendar up to date; editing, emailing and printing the newsletter; updating our church records for emails and membership, etc.; posting the newsletter and weekly announcements on our website.

Ongoing: updating the Administrator’s Handbook and basic information.

Additional tasks and accomplishments:

Completed

* Extra support and emails for the Service Auction, Caring for Kids and “A Little Night Music”
* Certification with the UUA
* Certified our congregation with the UUA. Here’s a history of our growth:

As of Jan. 2020—217 members. 19 new members in 2019 (+10 more in January)

As of Jan. 2019—204 members. 23 new members in 2018

As of Jan. 2018—192 members. 39 new members in 2017

As of Jan. 2017—186 members. 19 new members in 2016

As of Jan. 2016—158 members. 4 new members in 2015

As of Jan. 2015—128 members. 16 new members in 2014

* Gathered 3 years of pledge information for the Annual Pledge Drive
* Created spreadsheet of Spirit Grant expenses, revenue and donations. This has been shared with Eleanor and also Jennifer, with plans for line items in QuickBooks for more clarity and transparency.
* Recreated records in QuickBooks after the crash of the server.
* Created a checklist for new hires with updated packets.
* Created Emergency Announcement Form for Sunday mornings
* Set up new laptop
* Scheduled a service call for our phone—a simple repair; the modem had been unplugged.

In process

* Creating online form for directory information
* Working with new online announcement form—This appears to be a success!!
* Compiling information for the budget for 2020/2021 office expenses
* Communicating with the Anaheim UU Church about sharing announcements of events of interest to both congregations
* Completing steps to integrate 2 new members. Each member requires 11 steps.

Respectfully submitted,

*Rita Salama*