

## OFFICE ADMIN/BOOKKEEPER ANNUAL REPORT

May 16, 2010

Since taking over as the Office Administrator in addition to my bookkeeper position, I've succeeded in fully integrating the bookkeeper and office administration job functions by evaluating functions, identifying priorities and implementing good time management. I believe my position is providing a level of service appropriate for both positions to the other staff members, to UUC volunteers & members, and to the community at large in the most timely, efficient and accurate manner.

I've successfully accomplished the following Office Administration Goals since taking over the combined position in Oct 2009:

- Improved public relations efforts, including the implementation of the use of the online emailing program Constant Contact, working more closely with the publicity chair, and providing increased support for the Weekly Bulletin and the Octagram, and the ongoing updating of media contact information.
- Provided supervision to the Facilities Manager and hired and supervised new Night Security personnel, which has resulted in a much safer after hours environment for members and decreased night time building security and alarm issues. As a result of working more closely with the Property Committee members, items needing attention were identified and improvements made, including getting the rodent problem under control in the Social Hall; general cleaning, trimming and sprucing up of the grounds; and improving the regularity of repairs and cleaning.
- Improved efficiencies in cost and management of office functions, by working more closely with and providing additional training to the office admin support volunteers.
- Worked more closely with and assisted Stewardship and other fundraising entities to increase fundraising results.
- Improved rental rate sheet and developed a comprehensive rental contract for rentals of UUC facilities.
- Resolved ongoing IT issues, leased a new copier and improved support in these same areas.

In my new position, I've continued to focus on the following Bookkeeping Goals:

- Continued to perform primary bookkeeping functions in a superior manner.
- Provided financial service and information as necessary to staff and members.
- Monitored and kept current all online and written bookkeeping procedures.
- Worked more closely to assist Stewardship and other fundraising efforts.
- Continued to regularly review all bookkeeping files and archive or destroy where appropriate.

I look forward to the future at UUC. The volunteers and members continue to impress me with their love and sense of ownership for this spiritual community and its facilities. Challenges will include the continued efforts to sustain/increase revenue in a still tenuous economy, building membership, increasing awareness of and participation in planned giving efforts, and capital improvements to the Sanctuary and Social Hall, including a new roof on the Sanctuary, new air conditioning units, new flooring in the Sanctuary, reupholstering of the pews, bathroom renovations, new exterior doors in the Sanctuary, and other as identified. I look forward to meeting these challenges and serving the UUC community to attain future goals.