

OPERATIONS REPORT – MARCH 2024

STAFF

MARCH 27

Chelsea continues to meet UUTC's needs, using lunch hour, after work and Sundays to get things done. There are some pieces that still need attention (mostly involving journal entries to clean up the reporting), and I'm hoping we can fix these within the month of April.

While Rev. Bob was out sick and at a conference, Kevin and I (and Trisha, one week) used the staff meeting time to discuss how they would like to move forward. Based on these discussions, Trisha and Kevin are "rebranding" as Family Ministry, which is a much more inclusive name for the services that these two provide. I recommend that the Board fully embrace this—I would like us to call Kevin's position now "Director of Family Ministries." I think this says something completely different to the parents of our children — that it's not just their kids we care about.

To support this work and increase our social media reach with this audience, I have asked Doug to start copying out the book readings from the service as separate videos. This is something we were doing in the pandemic, but we stopped in 2021. Kathryn's volunteer hours are better spend elsewhere.

Kathryn will be moving ahead with the replacement of our Mesh network (this is what provides wifi on campus) with one that is less hackable. Our old mesh was manufactured by a company that was bought by another company, and was no longer "supported," meaning that there were no firmware/anti-virus updates happening, making us vulnerable. It has been a little "hinky," of late.

In the area of Annual Performance reviews, Kevin and I have both met with Rev. Bob to update our job descriptions and discuss needs. I still need to meet with Trisha. I hope that we will be able to fund an increase in hours for her so she can meet the needs of Administrative Assistant and assistant to Kevin more easily.

FACILITIES / STRUCTURE

Last month I brought up two big projects, one of which is the replacement of our Sanctuary egress doors. I reached out to the company that bid, and got an extension on this bid until April 19th. Just as a reminder, the bid comes to \$6761.80, and will need to be treated as a Sponsored Project. If it is OK with the Board for me to start quietly working on funds acquisition, I will move forward on that... creating a liability line in the Capital Fund as we have done before. I do not anticipate the work being done in April unless a large windfall shows up, but I'd like to be able to demonstrate intent to the company to stretch that time out—get us past the Auction.

FUNDRAISING

Of particular interest to me in terms of our fundraising efforts are choosing projects that potentially come out of non-member pockets, and that produce a good return for the effort we put in. I have personally requested of the Finance Committee that we include the "Dinner for Two Anywhere in the

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World” project in the budget expenses and revenues for the 2024-2025 budget year, to be implemented in September.

I am already working with a professional graphic designer (whose fee will be covered by a member of the congregation) to make sure we launch this well. Her counsel has already been helpful, and I think she will give us not just the materials we need, but a solid plan for executing this project successfully.

OTHER

On a personal note, this respiratory bug is reminding me of my limits. I am very thankful for all who have stepped up and covered in my absence, or have taken tasks off my desk. This includes Rev. Bob, who has been walking the deposit to the bank each week to keep me from losing that 30 minutes.

—In Covenant, RK