

Office Administrator 2021 Annual Report

Date: June 4, 2021

Job Position: Office Administrator

Name of Person Submitting the Report: Joanne Krettek

Key Accomplishments from 2020-21 Church Year:

- Helped create and consolidate the results from a few different surveys, including a Social Justice Partners Survey and the 2021 BUUF Member & Friend Survey. Helped link what we learned to fellowship initiatives, like our stewardship campaign, budget development, etc.
- Worked with the Sunday Services Team to bring special guest speakers on the topics of addiction and mental health. Created and emailed the Order of Service weekly.
- Researched the application process for our 501(c)3 application, printed the application and shared it with Dorothy Long. Beth La Fleur, Dorothy and I will work on completing the application this summer.
- Edited and distributed the BUUF Announce weekly, with several “special” editions distributed as needed to accommodate last minute events or changes to events.
- Set up Zoom sessions for committee/team meetings and congregational meetings, as needed
- Created a draft budget for the board’s review
- Actively participated in gathering and tracking ideas for the Five-Year Strategic Plan
- Attended nearly every Sunday service and took notes on Joys & Concerns for the weekly BUUF Announce newsletter
- Researched and ordered a new large screen monitor for BUUF; have been working with Terry Sundstrom, Jim Fuller, Charles Long, Harvey Johnson and David La Fleur on hanging it in the sanctuary and running cables for use
- Attended the UUA’s “Retooling for New Realities” training, along with Terra Rasmussen, Lisa Fuller and Beth La Fleur
- Responded enthusiastically to all requests for Zoom service/event participation by non-members
- Updated our MailPoet newsletter software and created a new template for the BUUF Announce and Order of Service with a link for donations, our YouTube page and our social media accounts

Achievement of Goals for 2020-21 Church Year:

- Update our website and resolve various plug-in issues, and also incorporate an online giving platform – *Made various website updates and researched online giving platforms to be implemented in the coming year*
- Work with Katharine Lion and Rev. Jim McConnell to plan a board retreat at the beginning of the new church year, to facilitate group cohesion and planning for the coming year, and to impart high priority board member training recommended by the UUA – *Not completed due to Covid*
- Work with the board on putting together some type of member retreat or planning session to develop a new five-year plan, as recommended by Lisa Fuller, Beth La Fleur and others – *Helped with conducting this process virtually*
- Work on a system to educate members & friends about various BUUF committees & teams and to facilitate recruitment/sign-ups to these teams – *Created a website page explaining each of our committees/teams/volunteer roles with a sign-up link at the bottom of each Order of Service*

New Goals for 2021-22 Church Year:

- Work with Dorothy and Beth to complete the 20-page 501(c)3 application for an IRS non-profit designation
- Work with Lisa Fuller and others on reviewing our marketing/social media presence (website, Facebook, Instagram, etc.) and updating them as agreed
- Work with Rev. Jim McConnell to plan a board retreat at the beginning of the new church year, to facilitate group cohesion and planning for the coming year, and to impart high priority board member training recommended by the UUA
- Implement an online giving platform, possibly tied to an online bookkeeping system

Budgetary Requests

- Website hosting & maintenance with support from Marc Shade or Gretchen Ohmann: \$250
- Digital giving platform: \$250