

Office Administrator 2022 Annual Report

Date: June 2, 2022

Job Position: Office Administrator

Name of Person Submitting the Report: Joanne Krettek

Key Accomplishments from 2021-22 Church Year:

- Edited and distributed the BUUF Announce and the Order of Service email each week
- Attended nearly every Sunday service and took notes on Joys & Concerns for the weekly BUUF Announce newsletter
- Set up Zoom sessions for committee/team meetings and congregational meetings, as needed
- Responded enthusiastically to all requests for Zoom service/event participation by non-members
- Chaired the task forces that helped plan our Fall Festival and Spring Cabaret
- Served on the Sunday Services Team and helped with planning several Sunday services
- Researched laptop computers for BUUF and ordered the one we agreed upon at the lowest price available
- Updated the forwarding addresses for BUUF proprietary emails (e.g., president@berrienuu.org), created new email boxes as needed, maintained our BUUF Members & Friends Directory, maintained our calendar of events
- Added new events and posts to our website weekly, added a website page for our 2022 Annual Meeting, adding a "Community Resources" website page
- Maintained BUUF's social media accounts, including Facebook (public and private accounts) and our Instagram account
- Purchased kitchen and office supplies, as needed
- Helped coordinate an online BUUF Orientation and an in-person UU AllComers event
- Decorated the sanctuary for the holiday season
- Put together the member gift bags during the holidays and helped to deliver them (thanks to the many others who also helped with delivery)
- Helped collect annual reports for this year's annual meeting and will be helping with Zoom during the meeting
- Attended BUUF board meetings monthly and helped with meeting minutes, as needed

Achievement of 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.** This was not achieved. I raised the issue a number of times with our new Treasurer, Dick Berndt, but it did not seem like there was a desire to move forward.
- **Work with Lisa Fuller and others on reviewing our marketing/social media presence (website, Facebook, Instagram, etc.) and updating them as agreed.** This was not achieved. Hopefully the new Office Administrator can take on this goal.
- **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.** Achieved. Rev. Jim and I conducted a half-day board retreat in July. We covered the first three sessions of UUA board member training: "Call of Duty: The Role of the Board Trustee." We also covered sample board member job descriptions from the UUA, spiritual grounding as leaders, different communication styles, and a game of Dilemma with various hypothetical board situations. The retreat was rushed. A full-day or weekend board retreat would be more advisable in the future.
- **Implement an online giving platform, possibly tied to an online bookkeeping system.** This was not achieved. Our new Treasurer decided he would rather pursue options through our financial services provider, Honor Credit Union.

New Goals for 2022-23 Church Year:

- These will need to be determined by our new Office Administrator, working in cooperation with BUUF's president.