

**Report to the Board of Trustees  
From the Executive Team  
December 2022**

During the month of December, the ET worked on the following issues:

- Removed excess electronic equipment from the RE room. Some of the equipment was donated and some was recycled.
- Revamped the seating at worship services to provide for dedicated seating for late comers and for the ushers and kitchen team.
- Changed the format of the Order of Service to allow for printing the Covenant of Good Relations each week.
- Changed the calendaring process to eliminate the need for a special UUSD email address just to schedule a meeting on the calendar.
- Investigated various types of incident reports that we can use in the future when members or friends are hurt while on our property.
- Approved the logistics for the February fundraising dance.
- Put in place procedures for the office between Christmas and New Year's.
- Reviewed the inclement weather policy and reminded various members of their responsibilities.

Jean Charles will be ET's rep at January BOT meetings.