

Executive Team Monthly Report to BOT
February, 2023 (Ellen Lytton)

Executive Team discussed and acted on the following issues in February:

Google Workspace:

- Google Workspace training sessions will be offered on a quarterly basis including Google Workspace 101, Google Meet and Google Shared Drives with the goal of encouraging greater use of GW among Committees.
- A set of basic guidelines outlining how/ when to use GW and uussd.org email accounts is currently being drafted.
- Google Workspace Administrators:
 - Primary – Don Peterson
 - Charles Rotundo is under contract to handle complex, technical issues
 - Sandy Sheets-Robitaille will handle routine requests such as password resets.

Updates:

- Inclement Weather Policy contact list was edited and updated with current contact information.
- Roadside Sign: Update for March will be in place by Monday 2/27.
- Periodic notices will be placed in the Thursday e-news reminding congregants to check the Lost & Found box for missing items.

ET Vacancies:

ET is working on identifying candidates to fill a current committee vacancy and an upcoming (July) vacancy.