

Unitarian Universalists of Southern Delaware
Sunday, June 11, 2023
Office Administrator Annual Report to the UUSD
Respectfully Submitted by Sandy Scheet-Robitaille

To borrow a portion of Nancy Cordes' quote from last year's report, 'transition is the consistent theme' that continues to drive the UUSD Admin office these past eight months. As you're well aware, I came on board in September 2022, and I continue to learn about you and this community of kind, loving people that I am very happy to be serving and working with. I appreciate all of you for your patience and support as I continue to learn the myriad of committees, activities, events, and projects with which you are involved, as well as the ever-evolving systems and software programs we use here to keep up with all of you!

BREEZE Church Management System

Rev. Heather and I continue to work together to strive for a more streamlined experience with Breeze as I continue to more precisely define the process for maintaining member information in Breeze and in the Admin office; communicate with new Friends and Members regarding setting up and using their Breeze accounts; update and document their Breeze profiles if/when their membership status changes; and collaborate with the Photo Team to schedule a new members and friends photo session for the upcoming directory due to come out next in July 2023.

Google Workspace

I participated in the administrative training with Don Peterson and our trainer, Charles Rotunno, in the fall of 2022, which consisted of instruction for adding accounts and changing passwords. I also took the training for Google Docs and Google Sheets and learned how to create and share a document. Subsequently, I created a template for the Order of Service and shared it with Julie Keefer and Rev. Heather. It has been a very helpful tool for Julie and me, as she enters her musical information for the OOS into the template and I simply extrapolate it and drop it into a Word document, which I continue to use for printing.

Projects and Participation

Following are projects/tasks in which I have either participated and/or accomplished this past quarter and fall of 2022:

Zoom renewals – In December, 2022, I emailed all participants who have recurring Zoom reservations to remind them that the reservations were expiring and would need to be renewed.

UUA Congregation Certification – I worked with Rev. Heather to submit the appropriate data to the UUA for our annual certification as a UU congregation.

UU World – I worked with Jean Charles to edit the annual online database for the UU World subscriptions.

Large Print Orders of Service – At the request of Boden Sandstrom and the Affinity group for the Visually Challenged, I collaborated with Rev. Heather in creating a large print OOS for those of our congregants who are visually challenged. It is my understanding that these Orders of Service, printed on bright yellow, have been helpful, and for that I am glad.

UUSD Photo Directory – I worked with Rev. Heather on revisions to the directory; Kent Sprunger for changes to categories within the directory; and Pat Schaeffer in announcing the successful roll out of the February 2023 directory by Communications.

Name Tags – One might think name tags a trivial issue, but I assure you, they are anything but trivial. Suffice to say, Rev. Heather, Barb Barnette, Membership Chair, and I, are all on the same page with regard to the name tag process. We all agree that anyone who wishes to have a name tag should and will, and I have adopted the mindset that I will be printing name tags on a weekly basis, along with the Order of Service. Therefore, anyone who requests a name tag, or anyone who becomes a Friend or Member, will have a name tag on the credenza within the week that it is requested, and I will have contacted that individual/individuals to let them know, as well as documented their Breeze profiles accordingly.

Recently I have been charged with researching a newer, more up to date copier with our current vendor, Delmarva Document Solutions. I met with Eydie Kinnamon, one of the partners at DDS on Monday, April 17, 2023. Eydie is very familiar with our current copier and with the typical needs of an organization our size. She left brochures and miscellaneous other pieces of information and emailed a breakdown comparison of the system we currently have with two upgrades for review. Based on her 40 years of experience, she has recommended one of the copiers, and I have submitted a brief summary to Rev. Heather via email to take to the Executive Team meeting on April 26, 2023. There are some good options for the ET to consider at minimal cost increase to our current monthly lease.