

## **Executive Team Monthly Report to BOT September 2023**

Executive Team acted on the following issues in September:

### **Google Workspace:**

- 25 members have signed up for the Google Workspace Labs.
- Four UUSD members have volunteered to help with the training.
- Training will be scheduled for November/December, will be in person at UUSD and hands on, based on the experience level of the participants.

### **Records Retention:**

- ET has updated the Records Retention schedule. The update was shared with Church Council members.
- Members of ET will be working directly with Committee Chairs and appropriate BOT reps to move documents into Google Workspace shared drives.
- Updated schedule can be found UUSD Documents/Policies and Procedures shared drive.

### **Electronic Highway Sign:**

- Ellen Lytton and Linda DeFeo are working on this project. They will be making a presentation to the BOT at one of its upcoming meetings and will be seeking BOT approval for moving forward with the concept.

### **Space Storage:**

- ET has updated the Physical Storage Area Guide. The updated guide can be found in UUSD Documents/Policies and Procedures shared drive by the end of September.

### **By-Laws Revision:**

- ET submitted to the GRT a revision to Section 8.2 regarding the description of Special Committees (CCL and ET).

### **Rotation Schedule for ET BOT liaison:**

October	Judy Hayes
November	Linda Defeo
December	Ellen Lytton
January	Don Peterson