Executive Team Annual Board Report

July 2022 – June 2023

As of 4/16/23

The Executive Team’s primary focus during the current church year was the coordination of UUSD's administrative and operational issues. Working independently and in collaboration with the Board, committees/teams and individuals, the ET coordinated day-to-day administrative systems, assessed administrative effectiveness and maintained administrative continuity. Below are highlights from the Executive Team’s work during the past year.

**Members of ET for Church Year FY 22/23**

Current Members: Rev. Heather Rion Starr, Jean Charles, Linda DeFeo (as of 4/18/23), Ellen Lytton, Don Peterson.

Former Member: Lee Wheeler (until 01/15/23)

**Current Church Year Project Highlights**

**Information Systems/Technology**

* Google Workspace: The migration to GWS was completed in November 2022. Google accounts for BOT, committee and team members now number 111.
  + Training: Fourteen (14) workshops were held to introduce users to the new platform. The initial contract with C.O.R Technologies has been extended by 12 months in order to offer additional basic/advanced training sessions on a quarterly basis and to provide tech support going into FY 23/24.
  + Google Meet, a component of GWS access, has increased UUSD’s virtual meeting capacity without additional cost. ET actively promotes Google Meet with committees.
  + ET has drafted a guide focusing on how and when to use GWS and the uussd.org email accounts.
* After preliminary discussion by ET the church’s five-year-old office copier is in the process of being upgraded.
* Also underway is a preliminary investigation into the feasibility of replacing the current roadside message board with a digital roadside sign. This project will carry over to FY 23/24.

**Human Resources**

* Office Administrator: ET worked with the HR Committee to evaluate, interview and bring on board our new Office Administrator. Sandy Scheet-Robitaille joined the UUSD staff in September 2022. With ET’s recommendation the position was upgraded to 22 hrs./week (as of Sept 2022).
* Director of Faith Exploration for Children & Youth: ET with Rev. Heather is working to identify an appropriate workspace for the new Director (expected to start work August 1, 2023).
* ET Vacancies: ET is in the process of identifying a candidate to fill Jean Charles’ slot when her term ends on June 30, 2023.

**General Administrative:**

* **Space/Logistics**: ET is charged with coordinating general issues related to how our interior and exterior spaces are used. During the year ET worked with multiple committees to ensure equitable access to UUSD facilities.
* **Fundraising**/**UUSD Cares**: ET accepted the logistics for major FUNdraising’s events including the Fall Craft Fair, the Valentines Day Dance and the Spring auction. In addition, six UUSD Cares events were reviewed and accepted along with a set of guidelines for those events.
* **Aesthetics/CFE**: ET accepted the plan proposed by Kris Acker (Aesthetics Committee) and Dar Sellers (Faith Exploration) for an outdoor playground for the children and requested they check with Church Mutual in terms of the signage that would need to be posted.
* **Worship:** 
  + To minimize disruption at Sunday services ET with input from the Worship Committee has dedicated the last two left-back rows of the sanctuary for late comers. Five seats have also been reserved for members of the Kitchen Team and the Ushers.
  + ET changed the format of the Order of Service to allow for printing the Covenant of Good Relations each week.
* **Safety Issues:** 
  + ET investigated various types of incident reports that could be used when Members or Friends are hurt while on our property.
  + ET issued a cautionary message regarding traffic issues at our entrance on Rt. 9. The message provided alternative routes to avoid left-hand turns into the church. ET will continue to work with church leadership in investigating other ways to make arriving at UUSD a safer experience.
* **General Admin:** 
  + ET reviewed the inclement weather policy, updated the contact list and reminded various Members of their responsibilities.
  + ET is supporting the updating of the master contracts lists maintained by PMC.
  + ET reviewed and put into place procedures for the church office over the Christmas/New Year holiday.
  + Calendaring:
    - ET eliminated the need to use a special UUSD email address just to schedule a meeting on the calendar.
    - To facilitate setting up meetings an internal only calendar is in the process of being set up on Google Workspace for BOT, committee and team members to note times they are unavailable. It is purely voluntary to add to this calendar.
  + The roadside message board has been updated on a regular basis by ET with the exception of the months when the message is provided by FUNdraising.
* **Next Steps Weekend**: Members of ET took an active part in the November 2022 weekend meeting with Mark Ewert and the BOT.