

Executive Team BOT Report December 2023

E. Lytton 12/30/23

UUSD Documents: Using the current Retention Schedule ET reviewed all of UUSD's paper files that were stored in the attic. A number of the documents are being transitioned over to the appropriate UUSD committee to be scanned and stored in GWS. The building plans are now in protective tubes that remain on the archive shelf in the attic. Other archival materials are being reviewed by the 25th Anniversary Committee and are on a shelf in the multi-use copier area.

GWS Update: Google Workspace training was well attended—14 individuals attended the basic sessions and 15 individuals attended the advanced sessions. Based on interest ET would like to offer a session on Google Forms. Moving forward it was suggested it might be helpful to have a “virtual help desk”—basically a list of a few UUSD individuals who could be contacted to help users with specific questions. Don will follow up with this.

Information Table Reservations: Working the the Leadership Development Committee, ET created guidelines and a reservation form for Committees to reserve information tables in the Gathering Area and Foyer. The guidance and form are available in the shared drive UUSD Documents/Forms..

Inclement Weather Policy: ET determined that the Office Administrator will contact the local news stations to announce any UUSD cancellations due to inclement weather. The Worship Committee Co-chairs will back up the Office Administrator. The Inclement Weather Policy document is being updated to reflect this and several other minor changes.

UUSD Physical Storage Document: Updated to include new Safer Congregation Committee items including a mobile First Aid kit (in the closet just off of the Offices door external entryway) and changes to the archives in the attic storage area.

Safer Congregation Committee: ET has invited the Safer Congregation Committee to give us an update early in the new year on their progress and plans for 2024.

2024 Chair Rotation and Meeting Schedule: ET will continue to meet on the first and third Wednesday of each month with adjustments as needed.

- January (3rd & 17th) Don
- February Judy
- March Linda
- April Ellen
- May Don
- June Judy