

Committee/Group Name: Church Administrator, Janet Polkovsky

Purpose of Committee: To provide administrative support to the Unitarian Church of Edmonton: Member Care (e.g. Newsletter), Reception, Clerical, Bookkeeping, Calendar/scheduling, Maintenance, etc.

Members: Janet Polkovsky

Major Actions of 2017-18

- Action 1
 - One of the biggest developments has been the formation of the Rental Committee. It has been providing direction and support to ensure the policies and rental agreements are up to date and enforced.
- Action 2
 - This past year, Power Church has become one of the most important tools that I have to work with. I use it daily to schedule events, contact members and maintain contribution data.
- Action 3
 - I have taken on more bookkeeping duties and will work closely with the Finance Committee and Treasurer to develop workflow management tools.

Outcomes Achieved

- Tax receipts were published using PowerChurch for the first time.
- Updated Rental Policies and fees.
- Working with the Property Management Volunteers to improve security and maintain kitchen standards.

Planned Actions for 2018-19

- To continue working with the stakeholder committees and bookkeeper to ensure the proper handling of financial records.
- To continue working with Property Management Volunteers to ensure the wellbeing and safety of the building.
- To ensure that the members, visitors and friends of the UCE have the information they need to participate in and enjoy fellowship with each other.

Submitted by: Janet Polkovsky