

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 2018-19

- **Day to Day** continued to interact with and meet the needs of members, renters and visitors. Provide information about our facility and who we are. Sadly, there have been a lot of memorials this year and I am very appreciative of the members and friends who step up each time and provide their help when others are mourning. The bookkeeping duties I am responsible for have proceeded smoothly and there were almost no snags this year in providing tax receipts.
- **Snow Removal** I sent out requests for quotes to several services last September including last year's provider. I did not get a lot of quotes in return, in fact only one. The one I did was in the \$1600 - 1800 per month range. Mike and I decided that we would go with last year's provider. This year, Capital Windows's invoices have varied a lot based on feedback and complaints I get from renters and members. I tried to be very proactive on dealing with icy and snowy conditions. This past winter had a lot more extremes in weather than the previous ones so I needed to put in additional service requests. If the Church membership would like to have the parking lot scraped down to pavement as Horst use to do when he donated his services, we should be prepared to pay \$1800/month or more.
- **Janitorial Services** I contacted 6 businesses, small and larger corporate ones, to receive proposals. They all had appointments to tour the building, have a copy of the scope of work and ask me any questions. After receiving quotes, Mike and I read through them and discussed. Mike and Brian met with the services that he (Mike) deemed potential providers to negotiate with each one. Janitorial Systems were the successful contractors and they have been great to work with as far as I have experienced or have heard from other people.
- **Office Hours** Starting last September, I modified my office hours to divide my time into private and public. On Mondays I keep the doors locked and the phone on DND as I am often the only person here and there are almost no calls, I have designated this time as "private" so that I can concentrate on larger projects that need significant dedicated hours such as developing a new filing system or working on a time sensitive responsibility like tax receipts. I monitor calls and emails for urgent requests and keep an eye on the door.
- **Filing System** I have developed a "filing key" or directory so that the church's documents are kept organized and accessible. I would estimate that it is 70% done. I have paused completing the project as the Finance Committee are searching for a new bookkeeper and I wish to consult with the new contractor about how financial documents should be handled. Document tracking of financial records is being formalized by the Finance Committee so that there is a high standard for stakeholders to follow to meet the church's and CRA's needs.

Outcomes Achieved

- Tax receipts were published using Power Church.
- Working with the Property Management Volunteers to improve security and maintain kitchen standards.

Planned Actions for 2019-20

- Work with HR Committee to ensure that the best candidate is found to fill the Summer STEP position.
- 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. A church directory will be published late this spring to help.

Submitted by: Janet Polkovsky