

Committee/Group Name: Church Administrator

Purpose: To provide administrative support to the Unitarian Church of Edmonton. This includes reception, clerical and bookkeeping duties; tasks related to communication with members and the public; and responsibilities associated with facility use and maintenance.

Administrator: Janet Polkovsky

Major Actions of 2019-20

- **Day to Day:** Continued to interact with and meet the needs of members, renters and visitors. Provided information about our facility and who we are. Bookkeeping duties have proceeded smoothly, including dissemination of 2019 income tax receipts through Power Church. **Rental Committee:** Worked with the committee to draft a new Casual Rental Agreement. Met with Kat Hartshorne for legal feedback regarding the wording.
- **Admin Supervisor:** Since Reverend Kiely retired, I have had the pleasure of working with Lynne Turvey, who has volunteered to provide advice and support as needed.
- **Bookkeeping:** Continued to provide background information to the UCE Treasurer and Tindill and Company (accounting firm).
- **Filing System:** The key is complete and the labelling of files will continue.
- **COVID-19 Response:** In March, relocated the administrative work station to my home base in response to COVID-19 risks. Worked with the Board and property manager to develop new protocols for administrative support and church activities.

Outcomes Achieved

- Tax receipts were published using Power Church.
- Coordinated work with the property management volunteers (e.g. finding a new waste disposal service, arranging for needed repairs).
- Contributed to drafting a new Casual Rental Agreement.
- Continued to provide administrative support throughout the COVID-19 disruption.

Planned Actions for 2020-2021

- 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