

## Fellowship Administrative Office Report – July 2012

The office is intricately involved in nearly everything the Fellowship does. For the past few years I've kept a running total of our emails, which provides one of the best metrics available to accurately reflect our involvement with various projects and committees. Please keep in mind, that emails alone don't reflect snail mail and phone correspondence. The office receives, on an average, 5 letters a day and 10 incoming calls per day and generates at least that many outgoing calls.

Wherever possible I have used other metrics available to me via Quickbooks and our database, to illustrate our activities.

The Office Staff is always actively engaged in the following activities:

**Finances and Bookkeeping:** Approximately **6613** separate transactions for income and expenses were processed by us in the past 12 months. That's 551 per month or approximately 18 transactions per day. We also reconcile all financial accounts, deliver financial reports to all committee chairs and officers upon request, help all committees to track their budgets and expenses and coordinate closely with the Fellowship's accountant and auditor. (By Illinois law, the Fellowship is required to have a full blown financial audit every year.)

**Please Note:** The following email totals are for the first 6 months of 2012 unless otherwise noted and include only those emails that have been received to the main office email address:

[Fellowship@urantiabook.org](mailto:Fellowship@urantiabook.org). The numbers do not reflect Jo Ann's email [UBinspired@gmail.com](mailto:UBinspired@gmail.com) or other Fellowship email inadvertently sent to [Ubooksrus@aol.com](mailto:Ubooksrus@aol.com).

### STANDING COMMITTEES

#### 1. Outreach Committee – Chair is currently vacant.

a. Outreach projects - Thomas Orjala and Andrea Barnes

The office supported Outreach with shipments of books and literature for numerous major expositions like the Wildgoose Festival, as well as the gift book program. **722** books were shipped by us for Outreach Committee's use in the last 12 months. **(454 emails)**

b. Study Group Directory - Bobbie Dreier and Jackie Finstad

The office supported Study Group Directory exchanging current contact information and correlation of data. **(58 emails)**

#### 2. Membership Committee - Lenny Cowles Chair

a. Since July of 2011, the office was instrumental in the processing of **37** new Members at Large. The office coordinated efforts with Membership on MAL applications and contact information. **(86 emails)**

b. So far in 2012 we have read and filed **1407 Socadmin** posts.

### **3. Interfaith Committee - Susan Cook Chair**

Very little office coordination has been necessary for Interfaith Committee.

### **4. Publications Committee - Linda Buselli Chair**

The office coordinates the printing and mailing of the following publications:

a. The Mighty Messenger **(15 emails)**

b. The Herald **(11 emails)**

c. Administrative **(15 emails)**

### **5. Finance Committee - John Hay Chair**

a. Solicitations

b. Donor management and service

c. Yearly budget process

The office coordinates with Finance Committee on all solicitations by helping to draft, proof and mail them. We also process all donations and address auto-debit donor declines and renewals, thank you letters, yearend acknowledgements, reports and the always intense yearly budget process. (Actual donation transactions **236 emails**, donor correspondence **37 emails**.)

### **6. Judicial Committee - Michael Challis Chair**

a. Constitutional questions and changes.

Judicial Committee answered our questions and required no help from the office.

### **7. International Committee - Buck Weimer Chair**

a. International outreach

b. International correspondence

c. International publications

d. Translations and publications of secondary works

e. International conferences and study groups

IFC coordinated with the office on expenses, international correspondence and event logistics. **(127 emails)** In addition, we have shipped **294 books** to support IFC's work in the last 12 months.

### **8. Special Projects/ IT Committee – No chair and no activity.**

## **9. Education Committee - Lila Dogim Chair**

a. Summer Study Session conferences

The office coordinated with Education on the Summer Seminar, with logistics and registrations. **(490 emails)**

## **10. Youth and Young Adult Committee - Tony Finstad Chair**

a. Coordination of events and scholarship to events as well as expenses. **(79 emails)**

## **AD HOC COMMITTEES**

### **11. IT/WEB and Database – David Kantor Chair**

a. Design and Management: The Fellowship's website and web presence was a major responsibility of the office in the last 12 months. The EC charged the Director to investigate and revamp the website and integrate with it our existing databases. At the time of this report we are very close to launching a new site. For the first time ever we feel that we have a true brand identity. The new site was designed by a professional web designer featuring the amazing art of Gary Tonge and is built on Adobe's Business Catalyst platform to integrate a Content Management System with Client Relationship Management capabilities. We are preparing to launch the site is a matter of weeks at this point and are extremely excited about it. **(805 emails)**

b. E-Commerce: In January of 2012 we launched our new online Store (in Business Catalyst) after having acquired the works of Morning Star Catalog. Acquiring the catalog and all of its products from Mark Kulieke in Wisconsin required an intense process of shipping, counting, cataloging, warehousing, and setting up the products to be offered in the new store. So far this year, we have \$6,445.00 in sales and hope that this will keep growing to create additional income that will help support the Fellowship's many worthwhile projects. To visit the new store, click here:

<http://urantiabook.designtechstudio.com/urantia-book-store>

c. Our database work is always a concern and keeping it accurate and up-to-date is a priority for us. Currently we have **11,043** individuals on our database. We mail our publications out to **9,294** households.

Here is the breakdown of new readers who have joined our database since 2008:

- **Year - # New Readers**
- **2008 – 366**
- **2009 – 486**
- **2010 – 518**
- **2011 – 859**
- **2012 – 306** (so far)

Most of these newcomers come directly or indirectly from the sales and distribution of Uversa Press Books.

d. We worked with the amazing and talented Troy Bishop to get a wonderful online search engine for students of the Urantia Book, [UBSearch](#) is arguably the best online UB search tool ever!

## **12. Uversa Press Committee - John Hay Chair**

a. Marketing – Amazon and our UB Store.

b. Printing – R.R. Donnelley

c. Distribution – Amazon, Baker and Taylor, Barnes and Noble, New Leaf and countless individuals.

The officer was Uversa's instrumental ally in the new book cover contest, receiving and cataloging the various designs, we worked closely with the designers and with the chair on display and voting. In addition we were an integral part of the logistics involved with the 4<sup>th</sup> Printing of the Uversa Press Urantia Book. (Including the cover contest **1,347 emails**)

## **13. Pipeline of Light - Michelle Klimesh Chair**

a. Book donation management

b. Coordination with international dissemination projects

c. Reports and promotion

The office coordinated with Pipeline and Urantia Foundation on all book requests, shipments and expenses as well as providing the raw data for Michelle's reports. In addition we shipped **494 books** for the Pipeline and coordinated hundreds more that were shipped by Urantia Foundation. (**86 emails**)

## **14. International Conference - Susan Cook Chair**

a. Program needs

b. Musicians

c. Logistics

d. Store

e. Site considerations

f. Promotion

The office coordinated with IC'11 committee on logistics, administration, registration and correspondence. (**2417 emails in 2011**) Summer conferences generate a lot of work, International

Conferences generate a monumental amount of work. You will notice that the Summer Seminar for 2012 has generated 490 emails so far whereas IC'11 generated almost 5 times that many.

#### **14. Community Update E-Newsletter –Andrea Barnes & Paula Thompson**

- a. Creation and proofing
- b. email distribution

The office helps to create and coordinate the online newsletter with editing, contributions, distribution, feedback and proof reading. The Update currently goes out monthly to over 5,000 individuals. **(128 emails)**

#### **OTHER RESPONSIBILITIES**

In addition, we coordinated with all of the Fellowship's officers on a variety of matters and took care of the following basic responsibilities:

**Reader Services:** Answering the many calls, emails and letters that come to our office from those who are enthralled, curious or reconnecting. **(1274 emails)**

**EC and GC correspondence:** The Executive Committee and the General Council generate discussion and deliberation on a regular basis. **(EC – 480 Emails) (GC – 211 Emails)**

**Meeting Logistics:** We take care of logistics for all of the Fellowship's business meetings. **(84 emails)**

**Administrative:** The Director manages all expenses, employees, filings and required reports for the Fellowship as well as the yearly audit. **(1778 emails)**

**Societies:** We also communicated with 20 local Urantia Societies on various matters. **(130 emails)**

**2012 TDA:** We helped the Fellowship Secretary by receiving and filing all of the Triennial Delegate Assembly election and delegate certificates and credentials. **(250 emails)**

**Email Response:** While email numbers represent the amount of emails reviewed and filed in the main email account, it is important to note that so far in 2012, the incoming emails required **3625** email responses.

Following are some opportunities and projects we will continue to develop in 2012 and 2013: Facebook social networking, Search Engine Optimization, Youth coordinator, Music coordinator, PR Committee, Policies and Procedures, GC and EC Job Descriptions, The Study Buddy Program, Contact People, Website Proofers, Comparative Studies and Bookstore Monitors.

I would like to take this opportunity to offer my heartfelt thanks and gratitude to the Fellowship's dedicated and hardworking staff:

Administrative Assistant – Jo Ann Wiedman

Volunteer Coordinator – Andrea Barnes

Accountant – Gloriann Harris

IT/WEB – David Kantor

Special thanks to Troy Bishop for UBSearch and to Gary Tonge for the use of his splendid art and to all of our amazing and wonderful volunteers!

In gratitude for the chance to serve this amazing and diverse Urantia Book Fellowship!

Paula Thompson - Administrative Director