



**THE URANTIA BOOK  
FELLOWSHIP**  
Cultivating The Spirit of Religion

## **Fellowship Administrative and Office Report - 2010**

Membership Committee asked for a list of all the Fellowship projects for the purpose of guiding interested people into volunteer opportunities. I created the list and felt that it lends itself to an office report as well, because the office is intricately involved in nearly everything the Fellowship does. Because I've been keeping a running total of our emails, it provides at least one metric that shows (fairly accurately) the demand created by the project. I hope it helps create an understanding of what the office does. The office functions (in blue) are listed below the committee functions (in black).

**2010, the Office Staff was actively engaged in the following activities:**

**Approximately 4000 separate transactions, donations and sales, that were processed by us. That's 333 per month or approximately 10 per day.**

### **1. Outreach Committee - Tom Choquette**

- a. Outreach projects - Thomas Orjala

**The office supported Outreach with shipments of books and literature for expos and book giveaways as well as managing the budget and expenses. (107 emails)**

- b. Youth and Young Adult Committee - Tony Finstad

**(No office coordination was necessary)**

- c. Study Group Directory - Bobbie Dreier

**The office supported Study Group Directory with current contact information and correlation of data. (172 emails)**

### **2. Membership Committee - Lenny Cowles and committee**

- a. Audit 10,000 project - Membership Committee with help from Outreach Committee
- b. Socadmin list **(1716 emails)**

**The office coordinated with Membership on 12 Member at Large applications as well as the audit project and contact information. (236 emails)**

### **3. Interfaith Committee - Susan Cook and committee**

- a. "The Big Questions" workshop
- b. Online interfaith classes - Susan and Peter Laurence
- c. Involvement in Interfaith organizations

**The office coordinated with Interfaith on expenses involved in the film project and the dues for Interfaith memberships in national organizations. (7 emails)**

### **4. Publications Committee - Linda Buselli and committee**

- a. The Mighty Messenger
- b. The Herald

**The office coordinated with Publications of printing and distribution of all publications as well as payment of expenses. We also negotiated a better price for the last Mighty Messenger that resulted in the savings of nearly \$3,000.00. (61 emails)**

### **5. Finance Committee - John Hay and committee**

- a. Solicitations
- b. Calls for auto-debits and thank you calls

**The office coordinated with Finance Committee on all solicitations, auto-debit donor declines and renewals, thank you letters, yearend acknowledgements and reports. (Donations 705 emails, other items 26 emails)**

### **6. Judicial Committee - Michael Challis and committee**

- a. Constitutional questions and changes

**Judicial Committee mostly answered our questions and needed very little help from the office. (5 emails)**

### **7. International Committee - Buck Weimer and committee**

- 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. (157 emails)**

### **8. Special Projects/ IT Committee - Tim Hobbs and committee**

- a. IT issues and development
- b. Fellowship website and web presence - David Kantor
- c. database issues

**The office coordinated with IT/Special Projects on the Website, contract employees, developing a new store, the FMS data base and numerous other IT considerations. (566 emails)**

**9. Education Committee - Lila Dogim and committee**

- a. Summer Study Session conferences
- b. curriculum development

**The office coordinated with Education on the Summer Seminar, with logistics and registrations. (627 emails)**

**10. Uversa Press Committee - John Hay and committee**

- a. Marketing
- b. Printing
- c. Distribution
- d. R&D

**The office coordinated with Uversa Press on the processing of all orders, shipments and expenses. (925 emails)**

**11. Pipeline of Light - Michelle Klimesh**

- a. Book donation management
- b. Coordination with international dissemination projects
- c. Reports and promotion

**The office coordinated with Pipeline on all book requests, shipments and expenses. (104 emails)**

**12. International Conference - Susan Cook, Emilio Coppola and committee**

- a. Program needs
- b. Musicians
- c. Logistics
- d. Store
- e. Site considerations

f. Promotion

**The office coordinated with IC11 committee with logistics, administration , registration and correspondence. (413 emails so far.)**

**13. Strategic Planning Committee - Cristina Seaborn, Phil Taylor, Emilio Coppola**

- a. Goal oriented planning for the Fellowship
- b. management of the Fellowship in the Field projects
- c. management of the Fellowship in the Field website

The office coordinated with SPC on expenses. (5 emails)

**14. Update E-Newsletter - Robert Burns and volunteers**

- a. Creation and proofing
- b. email distribution

**The office coordinated with the online newsletter with editing, contributions, distribution, feedback and proof reading. (249 emails)**

**In addition, we managed all financial data and coordinated with all of the officers on a variety of matters. We managed reader services (1147 emails) as well as the logistics for all EC and GC meetings and correspondence (1433 emails). It goes without saying that we manage all expenses, employees, filings and required reports for the Fellowship as well as the yearly audit. (1032 emails) We also communicated with Societies (125 emails)**

**Note: Email numbers represent the amount of emails reviewed and filed. The office sent out 4347 emailed responses addressing various requests. Keep in mind, this does not reflect phone and other personal meetings and correspondence.**

**Below are some opportunities and projects we'd like to work on in 2011 with our new Volunteer Coordinator:**

Facebook or social network coordinator

Morning Star Catalog acquirement

Youth coordinator

Music coordinator

PR help

Online publications help

Design and layout

Proof readers

Researchers for comparative studies, UB with other religious texts

Auditors for database audit

Bookstore monitors

Study Group leaders, both virtual and literal

List moderators for new Fellowship member discussion list

Contact persons, book mentors and study buddies

Service Ministers

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

**Paula Thompson - Administrative Director**