

OAC Management Team Report

Quarter 2, 2023

(April - June)

SUMMARY REPORT FROM CENTRAL SERVICES

JOHN CUTLIP (PENNSYLVANIA)



In addition to the daily ministry tasks attended to during this quarter, a number of special projects here at Central Services were also completed including:

- * Creating an in-house “Make my own ministry expense receipt” and sending a copy to our staff. This will be helpful to track reimbursement requests for those purchases where no receipt is available or has been lost.
- * Our JetPay payroll company that we have been using for a number of years has now merged with another company called Isolved. I have completed the online training and transition protocol in order to implement the new system each month for processing our OAC payroll. Isolved serves small non-profits such as us but also includes some major clients including Panera Bread, Burger King, and Bridgestone Tires so our payroll processing is being handled well.
- * Provided a major foundation with details they requested in order to have future donations sent to us via ACH electronically instead of paper check.
- * Completed PCI compliance protocol to maintain our online security presence.
- * Conducted some emergency water control and cleanup damage after a couple major storms and local flash flooding of historical proportions took place.
- * Began working with CPA on the 2022 financial audit

Co-worker, Mike Bussen, continues to battle health issues.

Some in-house information to keep you in the loop include:

- Staff support percentage details
- Inventory valuation for open-air supplies we have on hand to sell
- Budget summary detail report for the current year
- Current Cash Flow report

SUMMARY REPORT FROM PERSONNEL DEVELOPMENT

TOM FOX



- No new Contact Cards
 - I continued follow up from previous Contact Cards
 - John & Amanda Wardlaw – on hold pending caregiving of family
 - Moises Escobar – volunteering with Rick Moore in Dallas – working on application
 - Proctor Hayes – no new development – seeking God clear direction

Ministry Partnership Staff Development & National Training Development Fund (MPSD & NTD)

- MPSD
 - Update on [Kingdom Come Training](#) to equip our newest staff to be fully funded:
 - **McKinney** – coaching in progress - now at 41% (started at 29%)
 - **Domont** coaching in progress - from 82% to 92%
 - **Powers**: coaching in progress - from 62% to 65%
- NTD
 - **SET 2023** – Baltimore SET is July 10 through 14 (check-in on 7/9, check-out 7/15)
 - We currently have 3 students signed up.
 - Recon for potential Dallas SET (2024?) in April with Brian Harmon
 - Recon for potential NorCal SET (2024?) in August with Brian Harmon

Branch Short Term Housing Fund – major donor (Holloway) agreed to finance Airbnb house rentals which will be less expensive than hotel rooms

Staff Conference 2023 – September 11 -15. Rough schedule includes check-in and kick off dinner on Monday ending with breakfast and check-out on Friday.