



## **GKC OFFICE March 2022 Regional Board Report Summary**

### **Summary of the top 5 Working Projects**

1. **Team Work**- Assisted with processing, troubleshooting, and reporting records to the Commission on Ministerial Standing, DHM, and Suran which included a group connection with other Regional Administrators.
2. **Alex** - Assisted & trained with the former director of church information & corporate secretary & Alex liaison before & after the Online Alex was rolled out which included announcements, troubleshooting, and reports that were needed for Alex Online Congregation reporting.
3. **Clergy Reports**- Continued Work with Ministerial Standing Commission & Regional Minister with an online database that collects real-time information for our online & offline clergy records. In addition, assist with bulk mailing and extensive daily/weekly/monthly reporting.
4. **Additional Alex Support** - Working with congregations that reached out for additional support to process & submit their congregation report. This included Zoom meetings on those that requested screen share and could not access a 10-minute video tutorial.

### **Resolution & Outcome**

In working closely with Ministerial Standing Commission, DHM, Suran, Alex, and other Regional Admins we have learned each other's best practices and shared many resources. My vision when I first started working on this project was that we could share information in an instant or by the click of a button. We are slowly getting there since different applications pull reports and work compatibly with one another.

While our region has been using the Caspio Database, we now know that other regions use their online form and/or method to collect information, then later import or manually transfer the collected data into the required primary/major databases. Considering that this is a long extensive process, having access to all these data pools has made it easier for our office to pinpoint efficiently when real-time reports are requested and or generated at a moment's notice.