**Office Report 2021-2022**

1. **Staffing**
* I work part-time for around 9 hours a week. Day varies according to needs of any of my employers including CCND but is usually Monday (at home) and Tuesday (in the office). The payroll is now being done by CND’s finance worker.
1. **Work Achieved**
	1. Ploughshare

Produced to date 3 *Ploughshares* (Oct 22, Feb 23 and July 23). Looks like there was no *Ploughshare Plus.* Another *Ploughshare* will probably go out later with the annual report.
The talks from the ‘Building Bridges in the Shadow of Afghanistan’ event last November were eventually produced into a small booklet available from the office.

* 1. Organisational Tasks
	+ General office tasks including keeping database current and logging incoming & outgoing cheques, paying bills.
	+ I have updated the ‘Office Handbook’ as & when required.
	+ I keep on top of the Standing Orders, keeping track of members and contacting them if the SO doesn’t turn up.
1. **Membership**
* 18 new members since the last annual office report (21 September 2021): 16 were with a direct debit or annual PayPal from the website, the others paying with a cheque. There were five ‘under 25’ new members.
* 27 lapsed members since last AGM. 3 died. 4 personal requests. 1 was a complimentary cancelled due to office closure (but they do get *Ploughshare* by email). The rest were non-renewals and/or ‘mail returned, no forwarding address’.
* Membership currently stands at 424, as against 439 last report. This includes complimentary memberships. Note that quite a few of the members are couples, or even households.
1. **Website**
* We’ve had an update to the website with the result that I sometimes update the events page but have little to do with the rest of it.
* We get a few orders via the webshop CCND https://christiancnd.org.uk/shop/. We also have the Teemill store <https://christiancndtees.teemill.com/> with exciting tee-shirt designs.

**5. Other news**

* Big thank you to all on Exec and other volunteers. As before, special thanks is due to CND organisation and staff for their help and support.

*Claire Poyner, 27 September 2022*