

Operations Manager Report to the Board

March 5, 2018

From Jennifer Brunk

Hours –

15.0 Feb 1-7
18.25 Feb 8-14
20.25 Feb 15-21
24.5 Feb 22-28

78.0 hours, 19.5 hours per week average

Finances

- 1) Corrected problem and reissued an appeal to UIA (Michigan Unemployment Insurance Agency) for penalty fee of \$500 issued for period ended 6/30/2016
- 2) Worked on cash flow projection and communicated with Treasurer, Julia Anderson
- 3) Communicated with President, Carol Bechtel regarding cash flow crisis at month end
- 4) Completed bank reconciliation
- 5) Prepared financial reports for Board meeting
- 6) Entered all deposits and accounts payable in Quickbooks and processed checks

Management of Season Calendar

- 1) Attended Chorale rehearsal and spoke to members with operational updates
- 2) Met with Patrick Coyle to discuss remainder of season, planning for next season, fund development and other Chorale matters
- 3) Facilitated communication with Christ Memorial Church
- 4) Provided input and prepared mailing list for March concert reminder postcard
- 5) Coordinated with Liz Colburn to continue effort to attract an intern in digital media marketing for the summer or anytime

Development Tasks as Operations Manager

1. Processed donations, prepared thank you letters for Carol Bechtel's signature
2. Assisted Pam Pierson with Holland Charter Township grant application
3. Attended Lakeshore Nonprofit Alliance Fund Development Learning Circle for networking and connections to resources

Administrative

- 1) Met with Pam Pierson to explore best online ways to share working documents like timelines and development tools
- 2) Continued work on a comprehensive organizational timeline in Excel to be shared with board members in March
- 3) Picked up and processed incoming mail, emails and voice messages, procured office supplies
- 4) Coordinated communication among staff, board, singers, community inquiries