

Operations Manager Report to the Board

Oct. 1, 2018

From Jennifer Brunk

Administration of Concert Season

- 1) Contracted Ben Douma to do new group photos of the Chorale and candid performance photos at the fall concert
- 2) Provided weekly supervision for two interns from Hope College who are working an average of 2 hours each week through the first of December to improve the Chorale's online marketing
- 3) Assisted as needed with preparations for Adventures in Harmony
- 4) Responded to requests for Dickens Carolers, communicated with Dickens Coordinator for this year – Dave Schallert
- 5) Continued to enter activities and deadlines into a season calendar to provide a timeline of tasks for the current and future seasons
- 6) Assisted with tracking program ads, communicated with advertisers, emailed invoices
- 7) Attended Board meeting on Sept. 10
- 8) Attended the Executive Committee Meeting on Sep. 24

Finances

- 1) Membership dues have been entered in QuickBooks and deposited
- 2) Completed ASCAP reporting and paid licensing fees
- 3) Completed the annual report with State of Michigan for 2016 (delinquent) and 2018 and paid annual fee of \$20 per year
- 4) Completed bank reconciliation
- 5) Entered bills and paid accounts payable
- 6) I am finally able to access our checking account via online banking with Macatawa Bank, thank you Julie!
- 7) Provided invoices, collected credit card payments, deposited checks and sent receipts for program ads
- 8) Tracked membership dues payment on the new online spreadsheet.

Development

- 1) Communicated with fall fundraiser committee members to assist with auction request form and letter
- 2) Contacted Herman Miller Cares Foundation to follow-up on grant request and contacted Nancy Lohman regarding the need to resubmit the grant submission

Administrative

- 1) Arranged for the bond coverage needed for the liquor license for the fundraiser
- 2) Picked up and processed incoming mail, emails and voice messages, procured office supplies
- 3) Coordinated communication among staff, board, singers, community inquiries
- 4) Contacted insurance agent to inquire about a policy review