

Operations Manager Report to the Board

March 4, 2019

From Jennifer Brunk

Hours Worked

January – 49.5 hours

February – 40 hours

Note: My Operations Manager contract was adjusted and approved at the December 10, 2018 board meeting. It was adjusted to:

- January hours of 20 hrs/wk for first 2 weeks and 10 hrs/wk for last 2 weeks
- February hours of 10 hrs/wk
- March, April and May hours contracted for 20 hrs/wk

Development hours worked in March - 6 hours

Management of Season Calendar

- 1) Communicated with and assisted Brad Richmond as needed
- 2) Held phone meetings with Patrick Coyle to discuss remainder of season, planning for next season, fund development and other Chorale matters
- 3) Provided assistance to Patrick in planning the art exhibit for the May concert
- 4) Wrote press release and public service announcements for upcoming March concert
- 5) Met with West Coast Chamber of Commerce staff to discuss promotion of 60th Anniversary
- 6) Met with Lakeshore Nonprofit Alliance staff to discuss promotion of 60th Anniversary
- 7) Met with Ben Douma to discuss the creation of a 60th Anniversary promotional video
- 8) Confirmed audio recording contracted for March concert
- 9) Attended Chorale rehearsal in January and spoke to members

Finances

- 1) Communicated as needed with Treasurer, Julia Anderson
- 2) Completed bank reconciliation
- 3) Recorded last of the current year membership dues
- 4) Entered payments due for dresses and tuxes for new members
- 5) Entered all deposits and accounts payable in Quickbooks and processed checks
- 6) Completed BMI license reporting and paid licensing fees for the performance of live music

Development Tasks as Operations Manager

1. Participated in two Grand Night for Singing meetings
2. Processed donations, prepared thank you letters
3. Attended Lakeshore Nonprofit Alliance Fund Development Learning Circle for networking and connections to resources

Executive and Administrative

- 1) Participated in Strategic Planning Committee meeting
- 2) Attended Executive Committee meeting
- 3) Picked up and processed incoming mail, emails and voice messages, procured office supplies
- 4) Coordinated communication among staff, board, singers, community inquiries