

## Operations Manager Report to the Board

### March 2019 Activities

From Jennifer Brunk

#### Hours – Operations Manager

March 1-7	13 hrs
March 8-14	15.5 hrs
March 15-21	22.5 hrs
March 22-28	22.25 hrs
March 29-31	6.75 hrs
	80 hours

#### Hours – Development Consulting

Week 1	– 5 hrs
Week 2	– 3 hrs
Week 3	– 6.5 hrs
Week 4	– 5.5 hrs
	20 hours

#### Management of Season Calendar, March Concert and Tulip Time Concert

- 1) Assisted with logistics, marketing and communication regarding March 23 Concert
- 2) Wrote PSAs (public service announcements) for March concert and submitted to radio stations
- 3) Wrote and submitted press release for March concert
- 4) Communicated with Brad Richmond and Patrick Coyle as needed regarding concert details
- 5) Managed front of house operations at the concert
- 6) Contracted audio engineer and videographer for the concert
- 7) Communicated with Tulip Time staff and Saugatuck Center for the Arts staff concerning Tulip Time concert
- 8) Continued organizing the art exhibit for the Tulip Time concert
- 9) Communicated regularly with Patrick Coyle concerning this season's and next season's concerts
- 10) Met with West Coast Chamber of Commerce to discuss promotion of 60<sup>th</sup> anniversary season

#### Finances

- 1) Provided budget templates for Patrick and Pam P to prepare next year's budget projections for production costs and Adventures in Harmony
- 2) Attended Executive Committee meeting and discussed next year's budget
- 3) Prepared paychecks for guest conductor and instrumentalists at March concert
- 4) Entered and deposited income from March concert
- 5) Entered all accounts payable and processed checks in timely manner
- 6) Logged receipts from charges through Square and PayPal into QuickBooks
- 7) Completed bank reconciliation

#### Development duties as part of Operations Manager job

- 1) Wrote individualized thank you letter to Elsa Prince/Edgar & Elsa Prince Foundation for concert sponsorship, included complimentary tickets and hand delivered prior to concert
- 2) Prepared mailing list for Grand Night for Singing invitations
- 3) Communicated with Mihai concerning auctioned "Mini Recital" given as part of the Fall "Peace, Love, Music" fundraiser

- 4) Processed misc. donations, sent acknowledgement letters

#### Administrative/Executive

- 1) Attended board and executive committee meetings
- 2) Contacted Marty Amon to discuss Board Member prospects
- 3) Arranged for flowers to be sent to Patrick from Board & Singers
- 4) Coordinated communication among staff, board, singers, community inquiries
- 5) Picked up and processed incoming mail, emails and voice messages

#### **Development Consulting**

1. Secured \$5,000 concert sponsorship for March 23rd concert from the Edgar & Elsa Prince Foundation
2. Prepared prospect list for concert sponsors for the 2019-20 season
3. Communicated with Patrick Coyle concerning concert sponsor meetings and strategy
4. Secured reduced rental fee for GNFS piano and secured donor to cover the costs
5. Met with Cal & Vonnie Langejans to discuss GNFS, table purchase and 60th anniversary
6. Participated in GNFS committee meetings
7. Prepared prospect list for GNFS table sponsors and discussed assignments
8. Prepared prospect list for matching challenge fund for GNFS and made calls to donors
9. Oversaw planning and taping of 60<sup>th</sup> Anniversary video content, communicated with Dr. Coyle, singers and videographer concerning video
10. Met with Holland Museum Executive Director and arranged an exhibit for the 60th anniversary