

Operations Manager Report submitted by Betty McLarty
Board Meeting December 9, 2019
November Hours - 52.5

- Communications with Niki Kloosterman and Dave Schallert for Dickens' Singers for the Downtown Holland Holiday Open House
- Organized and secured Harassment Policy Forms
- Communicated and met with Jennifer Brunk to transfer marketing file and materials for sponsorship letters
- Worked with Mary Benedict, Carol Zeh for mailing of Holiday Concert postcards
- Thank You Letters to Donors
- Year-End Mailing; updated mailing list from Holland Litho and prepared materials for "mailing party".
- Communications regarding Giving Tuesday
- Misc. Park Township grant-tax exempt letter to Pam Pierson
- GNFS meeting and transfer of requested files
- Confirmed with Ben Oegema for Audio Engineer for December 8 concert