

Operations Manager Board Report
Submitted by Betty McLarty
February 1, 2020
January Hours

- ASCAP Payment (None due for BMI)
- Communications with Mary at Tulip Time for Chanticleer ticket sales
- Copied concert photos for Patrick and Carol
- Communications with Camille DeBoer (brief)
- Thank You letters to donors
- Copy of possible contract for accompanist to Pam Wells (Patrick had already created one)
- Phone call and emails with Mary B. on mailing list, donor spreadsheet and after the executive committee meeting, about mail pick up.
- Emails to Carol Zeh regarding March concert postcard, posters, alumni lists, new members, etc.
- Submitted information on TV community pages for March 15 concert
- Executive Committee Meeting
- Started application for 5/3 Cybergrant
- Phone calls with Kay Walvoord for April Concert, email to Amanda Walvoord for choral member #'s for concert – She will need a list of names in the next week or two
- Communications with Steve Hook on Alumni and Geoffrey Reynolds at Holland Museum (dead end)
- 60th Anniversary Committee meeting
- Phone call with Libby at First Reformed Church to confirm Saturday, March 14 lunch in the Family Life Center and reserve the Family Life Center for reception after the concert
- Confirmed money #'s with Julie prior to sending emails to Ryan, Meredith, and Cal for March 14 & 15
- Alumni email (lists from Carol Zeh) and Confirmation emails to alumni who RSVP'd
- Updated 2nd semester Harassment Policies with Carol – getting closer to having all of them signed and in the book
- Family Fare Receipt Party - **Gratis**