

Operations Manager Board Report

Submitted by Betty McLarty

March 1, 2020

February Hours

- Updated Mailing List for March 15 Concert – Postcards
- Alumni Emails and letters for Legacy of Song Concert
- Meeting with Lori Gramer for Grant information
- West Coast Ambassador Meeting; West Coast Wake Up Meeting
- Emails to Kay Walvoord and Amanda Dykhouse for April Concert
- Communications with Mary B regarding Donor Reports in QuickBooks for Thank You Letters
- Communicated with Pam Pierson for MCACA and grant workshop
- Executive Committee Meeting
- GNFS Meeting
- Board Meeting
- Communications with Patrick and Gwen Awerda for May 1 concert – Pledge Interview
- Phone Call, emails with Sandy Buller for photos for slide show
- Program Info to Carol (Donor List)
- Donor Thank You Letters
- Email to Jennifer/Jean for Community Enhancement Program Grant through the Macatawa Area Coordinating Council