

Operations Manager Board Report  
Submitted by Betty McLarty  
April Meeting  
March Hours

- Attended Board Meeting March 2
- Press Release for Pledge – Audio
- Alumni emails and updates for concert
- Slide show photo exchange
- Phone conversation with Randy at Lake FX Media
- MACC Grant discussions with Jean and Maura
- MACC Grant Writing and Proofing
- Communication between Gwen Auwerda (Tulip Time) and Patrick for Pledge Interview for May Chanticleer Concert
- Reminder emails to 60<sup>th</sup> directors and alumni
- Many “to do’s” related to cancelation of 60<sup>th</sup> concert, including setting up closing accounts with WOODTV 8, WZZM 13. and WXMI Fox News 17
- Meredith and Ryan expenses for concert and communication with Mary
- Canceled Pledge Radio Ads and Blue Lake Ads for Chanticleer
- Instrumentalists Checks to Judy Meyer of HSO
- Square and Eventbee Ticket Refunds
- Executive Committee Skype Meeting March 22
- Email to season ticket holders notifying of Chanticleer concert
- CEP Grant “acceptance” and request for revised use of grant
- Responding to season ticket holders for rescheduled 60<sup>th</sup>
- GNFS emails to cancel, reschedule
- Call with Julie regarding budget items, non profit grants, GNFS, and budget items