

Operations Manager Board Report

Submitted by Betty McLarty

December 7, 2020 Board Meeting

November Hours

- MCACA Grant 2020-21 Cycle Uploads and updates
- Volunteers for Year-End Letters Communications
- Organizing materials for Year-End Letters
- Renew misc. contracts – Carbonite, Chorus America
- Email and Communications – routine business
- Misc. Mailing List Updates
- Thank You Letters for Year-End Donors (received \$1,655 through December 1)
- Thank You Letters for Endowment and Donor-Advised Fund Gifts (received \$2,000 in the last month)
- Continued work to secure streaming licenses for December 20 concert
- Bank and Post Office
- Board Meeting and Executive Committee Meeting