

Operations Manager Board Report

Submitted by Betty McLarty

April 12, 2021 Board Meeting

March Hours

- Email and Communications – routine business
- Thank You Letters for Donors
- Follow Up on Streaming licenses for April 18, 2021 concert
- Bank, Post Office, Midtown trips
- Board Meeting and Executive Committee Meetings
- Completed list of donors April Concert and website

UPDATES FOR:

- MCACA – previous narrative sent to Jean for review. Narrative is what “drives’ the grant and should be completed first. Work on this was paused during concert prep. Look for an email for a brief description/biography for each of you and your role as a board member
- AiH – October 4, 2021 - West Ottawa is available. We will wait on new administration and Covid decisions. WO is our 1st choice. We have secured Fellowship Reformed Church as a back up, but that also is dependent on the Covid situation in the fall. Their fee for facility use is \$700.
- Shuttered Venues Operations Grant – opened April 8 at noon. Website for application link went down right away. Stay tuned. First grants will be given to those operations who lost 90% or more of revenue. Next will be those who lost 80% or more.