

Operations Manager Board Report
Submitted by Betty McLarty
October 4, 2021 Board Meeting
September Hours

- Thank You Letters to Donors
- Bank, Post Office, Midtown Trips
- Executive Committee, Board Meeting
- Member music sorted and brought to Library
- More First Reformed Church communications for 2021-22 Season & Insurance Certificate to Libby
- GNFS emails, phone calls, meetings, ticket- gross income spreadsheet and event
- Emails, phone calls, enter dues payments – routine
- Beginning of vaccine protocol record keeping
- Digital advertising emails, calls, and payments
- LARA renewal
- ASCAP & BMI quarterly reports
- Set up Cyber grant from State Farm (matching gift for GNFS – Sverre Olsen)

UPCOMING TASKS:

- MCACA FY2021 Final Report Due 10/30/21
- MACC Grant for AiH – need to decline it if we do not have a modification BEFORE October 13.
- Printing of tickets for concerts - need ticket price
- Post card for Holiday Concert sent out 4 weeks ahead of concert – target mail date of November 12-19
- Update donor list for website
- Year-End letter mailing – are we doing one in light of Grand Night Fundraiser so close to end-of-the year ask? Target for 2nd or 3rd week of November to mail.