

Operations Manager Board Report
Submitted by Betty McLarty
November 8, 2021 Board Meeting
October Hours

- Thank You Letters to Donors
- Bank, Post Office, Midtown Trips
- Executive Committee, Board Meeting
- First Reformed Church communications for video use at Holiday concert, rehearsal rooms, etc.
- Emails, phone calls, enter dues payments – routine
- Vaccination and waiver record keeping
- MACC grant accepted with modified AiH date of October 2022
- MCACA grant final report submission –thanks to all who contributed: Maura, Julie, Carol, Patrick
- Concert Tickets Printed
- Responded to and forward Dicken’s Quartet requests to Dave Schallert
- Harassment form checklist – sent to singers and board members that are still needed • Began licensing requests

UPCOMING TASKS:

- Print letter for year-end mailing, 3 different spreadsheets, and mail out after they are signed by Jean and Mark
- Continue licensing for streaming if the decision is made to stream the Holiday concert
- Secure one or two people video concert and operate cameras for streaming purposes
- Write letters to legislatures (with Jean’s signature) and submit to MCACA to receive 1st payment
- Complete and submit 504 plan for MCACA – to receive 1st payment
- Contact Ben Ogema for audio recording of concert (have tried, but he is not responding)-any other ideas
- Nick deVries is not able to photograph concert. Carol gave me a lead for another photographer and I will follow-up with her.
- Update donor list for website and concert

