

Operations Manager Board Report
Submitted by Betty McLarty
December 6, 2021 Board Meeting
November Hours

- Thank You Letters to Donors
- Bank, Post Office, Midtown Trips
- Executive Committee, Board Meeting
- Further communications with First Church for concert planning
- Emails, phone calls
- Update membership dues and harassment forms
- MCACA grant – letters to legislators, completed and submitted 504 plan; those need to be done to receive 1st payment for OS grant 2022
- Dicken’s Singers communications
- Mailing Lists updated
- Completed licensing requests for 5 pieces. We can stream these pieces for our emails and our YouTube channel
- Communicated with Ben Oegema for audio recording of concert

UPCOMING TASKS

Update Donor List (should be done by board meeting)

Concert December 12

Continue Thank You notes for Year-End Donors