

Operations Manager Board Report
Submitted by Betty McLarty
January 3, 2022 Board Meeting
December Hours

- Thank You Letters to Donors
- Communications with CFHZ for securities transfer
- Bank, Post Office Trips
- Board Meeting
- First Church communications for auditions and confirm 2nd semester church use
- Emails, phone calls
- Concert Preparations and day of concert
- Concert Attendance Report
292 in attendance (not counting musicians)
59 Complimentary tickets -36 West Michigan Childrens' Choir, 23 others
202 full price tickets \$20 (\$4040); 23 discounted to \$15 (\$345) for Warm Friend and
Freedom Village; 1 student ticket @ \$5; 7 no charge
Total ticket sales \$4,390

UPCOMING TASKS

Update Donor List after year end donations complete
Continue Thank You notes to Donors
BMI/ASCAP quarterly reports