

Operations Manager Board Report
Submitted by Betty McLarty
February 7, 2022 Board Meeting
January Hours

- Thank You Letters to Donors
- Bank, Post Office Trips
- Board Meeting
- First Church communications
- Emails, phone calls
- Work on updating donor list (new donors, undeliverable mail, etc.)
- BMI/ASCAP reports
- Recorded a few member dues (everyone has paid) and new member Proof of Vaccinations

UPCOMING TASK

Work on licensing for March 27 concert. Whatever we actually get, we will be able to stream.