

Operations Manager Board Report - July 11, 2022
Submitted by Jennie Reyes

This month has been spent getting acclimated with start up information through training sessions with Betty McLarty, Carol Zeh, and Julie Anderson. I've been updating passwords/ usernames to my information, learning about the different organizations we are members of, and getting a better understanding of expectations for my role. In my training I've learned how to use Line 2 phone services, mailchimp, and the basics of quickbooks. We have also reviewed the job description in completion. In addition to going to the bank, post office, and sending emails, these are the tasks I've accomplished:

-Save the dates for GNFS have been sent out via snail mail and through email!
I have updated and compiled new mailing & email lists

-Holland Chorale Member Survey

We are *almost* ready to send out an email to past and present HC members with season announcements and the schedule

-Singing Opportunity for HC: National Anthem singing for Herrick Library Events

Wed, July 13th

Jean Lemmenes- 10:00am

Trent Broussard- 1:30pm

-Michigan West Coast Chamber of Commerce

Had a phonecall Chad Mesbergen about our membership and how to utilize our membership

-BMI report submitted

-Review on zoom 7/11 - with Mike Pikaart & Jean

Questions:

-Bens rubber stamps: Who doesn't have a name tag?
Jennie Reyes, Mike Pikaart, Casey Lampen?

-Opportunities:

Devos

LNA - Hope College

Upcoming tasks:

-Set up new laptop and printer that were purchased

-GNFS

-Create new email list/distribution list for Holland Chorale members joining 2022-23 season

-Training with Julie- Bookkeeping

Upcoming Events with Lakeshore Nonprofit Alliance

LNA member orientation - Friday July 15 @ 9:00am-10:00 am
Zoom - see link on website (look under events)

Conflict and Crucial Conversations Learning Circle - Thursday July 28 @ 9:00am-10:15am
GRCC Lakeshore Campus

Volunteer Coordinator Learning Circle - Tuesday August 9 @ 9:00am-10:15
OAISD

The Benefits of Building an Inclusive Culture - Thursday August 11 @ 9:00am-11 am
Grand Haven Community Center

LNA exec director breakfast - Tuesday August 23 @ 8:30-10am
Grand Haven Community Center