

## Operations Manager Board Report – September 12, 2022

From Jennie Reyes

Hours from August: 62

This month has been all about **GNFS** and the start of the new season: **Auditions, our annual Kick-Off Party, and getting organized and ready for the start of rehearsals!** It's been wonderful putting names to faces and meeting more and more of the Holland Chorale Family! It's been busy coordinating, emailing, collecting & recording data for our Chorale season and **GNFS** as well. I've been **collecting payments and dues** via cash, check, square, paypal; sending confirmation emails; and asking for meal preferences; updating our member info; and creating new distribution lists/attendance sheets. I've been doing **publicity** for GNFS, learning how to use **mailchimp** - creating email blasts, and posting on Facebook and Instagram. I've had a few more trainings with Julie in **QuickBooks**. I started **cutting checks** for staff members and any outstanding bills we have, entering sales receipts, and I'm still struggling to understand how to deposit still on Quickbooks.

### Start of the season: Auditions/New members/Kick-Off Party/First Rehearsals:

- **Creating Participation Survey** sent to all past Chorale members, contacting members individually regarding their participation for this season,
- **Created new roster 2022-23, email distribution lists, updated member information**, created new attendance sheet, collecting harassment policy from new members, updating data
- **Collecting dues**
- **Invitations for Kick-Off, reminders for rehearsal**, etc.

### GNFS:

- Meetings for GNFS
- **Publicity:** prepared and sent **mailchimp** email blasts, facebook and Instagram posts; sent personalized emails inviting people who came to GNFS previous years,
- Data collection and creating/updating documents for GNFS: **collecting meal preferences, sending confirmation** emails after receiving payment, updating **Matching Fund** document.
- **Tickets for our 2022-2023 season** – created document and printed at Staples

### Finances

- **Training with Julie in QUICKBOOKS**
- Entering data into QB
- **Bank**, depositing checks & cash.
- **Prepared checks** for Kristin, Patrick, and GNFS payments, reimbursements for Kick-Off party, music purchased, and other payments.

### Dickens quartet gigs:

- Been communicating with Dave Schallert and businesses.
- Created a form/contract to give to interested parties
- We have **two gigs lined up** already:

Saturday, November 19<sup>th</sup> 5:00-8:00 PM @ Downtown Holland

Sunday, December 10<sup>th</sup> 1:00-4:00 @ Holland Museum

### Other tasks:

- **Post office, emails, phone calls**, finding important documents on computer/in files
- New computer set up with passwords/printer set up
- Training with Robin Lane – learning about membership and perks of LNA
- **Errands:** Bens rubber stamps, Superior store - Coordinating the **Plaque for GNFS Award** recipient, **Clerk's office:** acquiring Raffle license documents, Staples (tickets)

### UPCOMING TASKS:

Devos Capacity Building: Intensive 1

GNFS duties

AIH

Collecting dues/new member information

Photography/Recording for Concerts