

Operations Manager Board Report – October 3, 2022

From Jennie Reyes

Hours: 72.50 for month of September

-This past month was busy gearing up for “A Grand Night for Singing:” Emailing our guests, emailing chorale members, paying bills, collecting payments and donations, updating documents, sending Mailchimp/creating publicity posts, entering data into QuickBooks, answering phone calls, gathering materials from Midtown, and running errands to Staples, FedEx, clerk’s office, post office, bank, and sports superior store for our plaques.

-It was also busy getting organized for the beginnings of rehearsal: collecting dues and other info from chorale members, answering questions, new nametags, attendance sheets, etc.

-We had our first Devos capacity building meeting and it was very helpful and challenging: We talked about mission statements and the essential component of planning programs in advance.

- ***We are still waiting on our UEI number to receive money from our FY22 grant. I called the number at sam.gov and we are in the queue.

-We’ve had several more Dickens Quartets requests and are scheduled for November and December!

-Diane Kooiker at Herrick Library continues to request singers from the Chorale for their Naturalization Ceremonies for October

-Concert tickets are ready and printed – We’ve had our first customer buy season tickets this past week.

Upcoming tasks:

AIH: day of tasks, ushering, dinner with Dr. Adams

Finish letters to GNFS customers for donations/tickets/matching fund/ In Kind receipts, etc.

Final Report for FY22 Operational Support award – due Oct. 30 (with Mike Pikaart)

Devos capacity building

Plan new Holland Chorale Photo

Uniforms

Plaque: where to Hang: Civic Center or Holland Museum

Holiday concert: sound engineer and photographer