

## Operations Manager Board Report From Jennie Reyes

Hours: 71

### Considering Matthew Shepard:

Licensing/Rights, tickets sent

Panel confirmed: Rev. Jill Russell (Hope Church), Sara Van Tongeren (Therapist, ONTL board member, DL McKinney (Director GVSU LGBT center), Patrick Coyle

Tables confirmed: Alliance for Cultural and Ethnic Harmony, Out on the Lakeshore, Hope Church, GVSU LGBT center, others

Ben Oegema: recording

Ginger: photography

Security confirmed: 2 holland Reserve officers 2-6 PM

Publicity: Mailchimp/flyers distribute, etc.

Painted Piano Project: meetings

Finances: Quickbooks, pay and distribute bills/checks

Year end donations: Thank you letters & acknowledgement letters sent

New term duties: New Attendance sheet, new master schedule, emailing new members, new name tags, contact members & past members regarding participation for new term, collected dues

Devos Capacity Training: phonecalls, sessions

Donor list updated list for January 1 2022-Jan. 10, 2022

Cal Langejans Plaque: Found a Home! Holland Museum has a display case. In process of contract.

Other: Errands: Bank, Post Office, Midtown Center

BMI/Ascap report submitted

H/Z community foundation & State farm: got access for recent donations

Carbonite subscription renewed and all files from old computer transferred to new computer

**UPCOMING TASKS:** Considering Matthew Shepherd: **finish permissions & Libretto permissions, Panel: distribute materials to prepare, Ushers, Video Person for CMS, tables at concert, Payments/distribte checks for CMS, collect w9s,** Painted Piano Project; SMU data arts report,