

**Operations Manager Board Report** From Jennie Reyes

Hours: 68 (February)

**Considering Matthew Shepard:**

Licensing/registered concert

Tickets sent

Panel: created resources for content & wrote questions for panel

Ushers- Jodi Cech

Collected W9's from vendors

Video: Colvin Theatrical, Audio: Ben Oegema, Photography: Ginger Vandenberg

Created Powerpoint slides before concert

**Survey:** created survey for CMS concert and posted in mailchimp email blast

**Attendance: 253 people**

16 college students, 12 18 and under students

**UEI number: GRANTED! Will be able to receive our grant funding.**

SMU data arts report: completed. Need to submit after confirmation with Julie.

**Cal Langejans Plaque:** Delivered to the Holland Museum in a display case in lobby. Contract is processed and will be renewed yearly.

Other: Errands: Bank, Post Office, Midtown

Herrick Library Naturalization Ceremonies

Publicity: Mailchimp/flyers distributed

Finances: Quickbooks, pay and distribute bills/checks

Devos Capacity Training: phonecalls, sessions,

**UPCOMING TASKS:** Painted Piano Project, April Concert, Library Naturalization Ceremonies, Rights for CMS video content to post