

Operations Report – Submitted by Jennie Reyes

Hours: 32 hours (March)

April 30 Concert:

Ushers, Photography: Ginger VandenBrink; Sound: Ben Oegema; Video: Thom Samuelson

Radio meeting with Dan Evans WHTC: Wed. April 5 10 am

Admin:

Thank you letters sent for donations

“Doing Business as/DBA” form submitted to State of Michigan

Graphic Designer contacts shared

SIGMA Customer Support Center form submitted

BMI form submitted

Updated mailing lists with CMS customers for April 30th Concert Postcards

Spring Dues Collected from Members

Errands: Bank, Post Office,

Phone Calls, Emails

Painted Piano Project: Installation of Piano, GoFundMe page

Publicity: Mailchimp, facebook, instagram

Finances: Quickbooks, pay and distribute bills/checks

Devos Capacity Training: sessions

UPCOMING TASKS: April Concert Powerpoint, Video/Content for April 30 concert (Painted Piano Project), Publicity, Refreshments for concert, Ticket drawing (2 comp tickets) for those participated in survey, Table runner?