

Operations Report – Submitted by Jennie Reyes

Hours: 60 hours

April 30 Concert:

*152 total in audience; 20 Comps

*Thank you: Maura for the Refreshment table; Steve & Joe for concert set up; Jill Coordinating; Carol décor

*Updated email list with April 30 concert subscriptions: 9 new!

*Summary of Surveys

Painted Piano Project powerpoint

Powerpoint preconcert

Collected W9s/distributed checks to guest artists

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

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

*Painted Piano Project: GoFundMe page donations= \$1,193.48,

+ \$5,000 donor + \$3,000 grant= TOTAL raised \$9,193.48

Publicity: Mailchimp, facebook, instagram

Finances: Quickbooks, pay and distribute bills/checks

Devos Capacity Training: sessions

Other:

*Dickens Quartet- Dec. 15th 5-7 PM: Downtown Kerstmarkt

Errands: Bank, Post Office,

Phone Calls, Emails

UPCOMING TASKS: *Thank you Mailchimp & facebook post for April 30 concert, Thank you letters for donations; follow up with donor; MACC grant (Deadline June 1); meeting with Patrick; proposal deadline for little MACC CEP grant (July 4) ; Licensing for Spring concert; *Graphic designer/website developer; Update mailing lists from April 30 concert, CMS survey;