

Operations Report – Submitted by Jennie Reyes

Hours: 42 Hours (Month of May)

Tasks accomplished:

Graphics designer -Rachel Cox is creating a brochure for us by the end of June. We will then decide if we will use her for graphics for the season.

MACC grant submitted!

Updated mailing & email lists with April 30<sup>th</sup> concert contacts

Created Feedback Form/ Chorale Member Survey for 2022-2023 season

Created Participation survey for upcoming season

Organized photos/videos from season

Dates to Libby/Building Use Forms

CMS survey completed

Tablecloth purchased for events/concerts

Updated password sheet from betty's files

Meetings with Keon; Mike; Carol

Finances: Quickbooks, pay and distribute bills/checks

Devos Capacity Training: 1 session

Other:

Errands: Bank, Post Office,

Phone Calls, Emails

**UPCOMING TASKS:**

**Proposal deadline for little MACC CEP grant (Due: July 4); Licensing for Spring concert to post on youtube; handout for PRIDE event; Publicity for Auditions/PRIDE event/Painted Piano Projects; Email out to Chorale: signups (PRIDE event) and PPP; Pride Event (June 24) & Prep**