

Executive Director's Report April 15, 2018

Good Morning, I am again breaking my report down to specific areas of responsibility for easier reading. I will continue to reduce the narrative so that the discussion at the board meeting does not become repetitive or laborious. If you would like more information or more clarity around any of the detail, please let me know.

Human Resources – I continue to work to build rapport with the staff. I believe that we are on our way to building a cohesive team. I have forwarded Wendy her job description for review and edits, and from that we will create one for Marie Morton. I will be asking Ewa to review hers and hope that no push back will come from that. I have printed off the last invoice submitted for the work her son does. I will begin the conversation around all Social Media being managed in house as directed by the BOD. Ewa feels that we need either a GAC phone or Ipad to facilitate this as she and her son are using their own devices for parts of Social Media updates. I will have a much clearer picture of her understanding of her responsibilities once she has had an opportunity to review her Job Description. What is reflected specific to Social Media is as follows:” Maintenance of the GAC presence on Twitter and Instagram and other social media as appropriate” Nathaniel’s invoice under services rendered indicates Facebook, Instagram, Twitter, LinkedIn.

Marketing & Promotions- There were some computer glitches that resulted in delaying the production of our revised marketing piece. Unfortunately we did not have it for our Fundraiser this past Sunday. I have followed up this morning requesting an ETA. I will update you at Monday’s meeting.

Website – The glitches in the website have been fixed and Ewa and I are once again scheduled for training on Thursday April 19th.

Fundraising

Woman the Artist 2,000 Years

Revenue

Ticket Sales - 82 x \$20.00	\$1,640.00
Retail Sales	\$ 195.70
Silent Auction	\$1,165.00
Membership Renewal	\$ 25.00

Gross Total Revenue **\$ 3,025.70**

Expenses Paid

Food	\$ 635.63
Misc. Expenses	\$ 30.00
Staffing Costs	\$ 213.00

Total Expenses Paid **\$ 878.63**

Net Revenue **\$ 2,147.07**

Donated Travel \$105.00

Talent was donated as was Steeve & Ewa's hours.

BOD & Executive Director Volunteer hours. Approx. 30

- Magna Hoedown –We will hear whether or not we have been selected next week. They targeted the announcement to coincide with Volunteer Recognition week.
- High Tea – May 19 – The response to this event has been fantastic. Last count we are over 50% sold. More to come at the BOD meeting.

General Update

I would be remiss if I did not acknowledge the efforts of the staff and BOD that supported the recent fundraiser.

Wendy and Peter were paid for their time worked at the event, but the enormous support that I received from both of them as we worked through the logistics of adding a retail component and really building on the Silent Auction was not

Thank you to Ewa for attending meetings that took her event far beyond what it was before, and allowing me to take over certain aspects of the day.

BOD thank you all for your work around procuring auction items and helping us to set up and take down. Phil thanks for getting the maintenance man to the Link to give us power.

The additional food was amazing; our Volunteers did us proud as they always do. Joan your cheese board was a work of art.