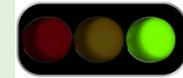


<OPERATIONS> - <SEPTEMBER>

Overall Health:



Activity Description	Target	Status	Recent Accomplishments
Human Resources - Open Staff Positions: Fund Development Manager; Marketing Director; Financial Manager; HR Specialist; Program Intake Coordinator or Data Entry Specialist		At Risk	Transferred Administrative Assistant/Interim Volunteer position to IU Grad Assistantship Program, paid ½ of \$7,500 installment for Fall Session.
Financial Management - Outsourcing Accounting Services currently handled by ED, proposal from Engaging Solutions is currently under review.	October 1	At Risk	Reviewed and accepted proposal from Engaging Solutions; transitioning all of 2016-2017 documents to ES has been delayed due to incompatibility issues, coding and data entry. Anticipate these documents and an e-file will be ready by October 1.
Grants Management - Decision on \$15K request to Christel DeHaan – Approved; SYPF final report due Sept 30, 2017	ongoing	On Track	Received \$15,000 from Christel DeHaan Family Foundation; Completed signature process for Indiana Arts Commission contract for \$7,360 grant award.
Outreach – collaboration with Conner Prairie is going well.	ongoing	On Track	<ol style="list-style-type: none"> 1. Indiana Arts Homecoming October 4 – 6 sponsored by Indiana Arts Commission approved a proposal for Session Presenter: share a highly engaging 10-15 minute presentation of your community engagement work; 2. InstaGrant Participant: enter for the chance to receive the 2017 Indiana Arts Homecoming InstaGrant award (which will range from \$2,500 up to \$5,000) to recognize the great work you're doing.
Technology –Upgrade to KidTrax	August 21	Not Started	
Discussion Topics/Risks/Issues	Owner	Status/ Target Close	
Attended 2-day workshop facilitated by CLM Marketing	ED		
Re: Financial Management needed help to bring Quick Books up to date. Took			
			30 Day Outlook <CURRENT MONTH>
			Will coordinate Legacy Cabaret V performance; will complete EOY reports.
			Will make a decision about which services will be acquired; will contract services effective October 1.

<p>time away from other projects to focus on this task. June is outstanding as of 9.13.17 should be caught up by 9.16.17 then will turn over e-file to ES. Encountered an error during backup that requires manual verification of account lists.</p>			
			<ul style="list-style-type: none"> - Held Academy & Adult Auditions September 9 - Hosted 2 out-of-town guest panelist for auditions - Held Academy & Adult Orientation September 13 - Prep4Life Registration & Orientation September 16 - Legacy Cabaret V – September 28, 2017 - Draft budget for “SNATCHED” in Chicago initiative still pending;
			<p>60 Day Outlook <NEXT MONTH></p>
			<ul style="list-style-type: none"> - Complete KidTrax Upgrade - October
			<ul style="list-style-type: none"> - Participating in Indy Pre-Enactment October 7
			<ul style="list-style-type: none"> - Participating in Broadripple Brew Festival October 28 & 29
			<ul style="list-style-type: none"> - Submit White Paper to Lilly Endowment October 31
Work Group Leader			90 Day Outlook
Keesha Dixon			Begin exploration of development of “bridge program”
Team Members			
<i>Bobbi Davis</i>			
<i>Deborah Asante</i>			
<i>Kim Dickerson</i>			
<i>Ennis Adams, Jr.</i>			
Date Submitted			
July 13, 2017			