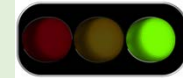


<OPERATIONS> - <NOVEMBER>

Overall Health:



Activity Description	Target	Status	Recent Accomplishments
<b>Human Resources</b> - Open Staff Positions: Asst. to ED, Fund Development Manager; Marketing Director; Financial Manager; HR Specialist; Program Intake Coordinator or Data Entry Specialist		<b>Issues</b>	<i>Our college intern has come to the realization that being a not-for-profit is not her cup of tea. She would rather continue working as the volunteer coordinator. This is being considered and is conducive about her educational pursuits. Bottomline: We are severely understaffed in the Admin Department.</i>
<b>Financial Management</b> - Outsourcing Accounting Services currently handled by ED, proposal from Engaging Solutions is currently under review.	November 15	<b>On Track</b>	<i>Files were successfully transferred to Engaging Solutions who is working on our compilation and IRS 990. We filed for an extension to give them time to complete everything.</i>
<b>Grants Management</b>	ongoing	<b>On Track</b>	<i>WHITE PAPER to Lilly Endowment DONE; Recon of Visionary Award from CICF is due 12/1; SYPF Grant Application is due 12/1; Request to The Glick Foundation is pending receipt of CLM proposal; Invoice for OCT &amp; NOV to DCS is due 12/3;</i>
<b>Networking &amp; Development</b>	ongoing	<b>On Track</b>	<ol style="list-style-type: none"> <li>1. Attended Matt Lehrman presentation on audience development "What do your patrons want?"</li> <li>2. Attended 2-day Earned Income Symposium for Cultural Institutions at IMA at Newfields</li> <li>3. Attended SERTOMA mtg</li> <li>4. Met with Joe White of the Mind Trust to discuss workshop locations.</li> </ol>
<b>Technology</b> – Update current program year participant records;	March 2018	<b>On Track</b>	<i>The upgrade to Trax8 was completed Nov 13, 2017. That means we now can access the data using any browser. The navigation of this tool is much easier. We need staff power to enter data. Currently I have a person who is working 4 hours/week but the process would go a lot faster if I could get 20 hours/week.</i>
<b>Technology</b> – Enter 2 – 3 years of historical data	June 2018	<b>Not Started Yet</b>	
<b>Discussion Topics/Risks/Issues</b>	<b>Owner</b>		<b>30 Day Outlook &lt;NOVEMBER&gt;</b>

Design marketing materials for HC2017; Secure venues for HC2017; Secure Lighting and Sound for HC2017; Create cart item for tickets; order tickets; order marquee signage; order t-shirts; Create template for playbill	ED/AD	On Track	<b>HOLIDAY CONCERT Dec. 1 @ Martin University, Dec. 2 @ MWTC, FOOD DRIVE, GALA Dec 3 4-8pm @ MWTC:</b> <b>OUTREACH:</b> <b>GRANTS:</b> <b>MERCHANDISING:</b>	
				<i>Prepare contract for Dylan Pritchett</i>
				<b>60 Day Outlook &lt;JANUARY&gt;</b>
			<i>Locate venue for Winter &amp; Spring Classes</i>	
			<i>ACT @ Conner Prairie for MLK Day</i>	
			<i>Begin exploration "bridge program"</i>	
			<i>Academy and Adult Auditions January 6, 2018</i>	
			<i>Prep4Life Registration and Orientation – January 13, 2018</i>	
			<b>90 Day Outlook &lt;FEBRUARY&gt;</b>	
			<i>Finalize details for guest artist in March 2018</i>	
			<i>SNATCHED: A Passage to Madness</i>	
<b>Work Group Leader</b>				
Keesha Dixon				
<b>Team Members</b>				
<i>Bobbi Davis</i>				
<i>Deborah Asante</i>				
<i>Kim Dickerson</i>				
<i>Ennis Adams, Jr.</i>				
<b>Date Submitted</b>				
November 13, 2017				