

Operations Report  
February 2021

Administrative

- I am waiting on an update on the Financial Review.
- I've been working with Richard Speizman on the financials to submit the PPP loan
- I have visited the office three times to pick up the mail and had a meeting with a few members who wanted to pick up their membership packets. Mail delivery continues to be a problem.

Membership

- I have processed 43 individual memberships from the Penn Center House.
- I have contacted WPH members who have outstanding invoices. 4 out of 8 have paid.
- I sent out 211 membership packets, including the new members at Penn Center House and a few more members from the William Penn House.
- I have received reports from members of loud music playing around Rittenhouse Square. The executive committee is aware.

CCQ

- I began soliciting advertisements for the CCQ.
- The CCQ is scheduled to send out on March 1.

Development

- Rick G., Tina Breslow, and I discussed the upcoming fundraising event. I investigated various auction websites and found BiddingOwl.com. I'm waiting to hear from Tina confirming the use of the auction website.

Public Meeting

- I assisted Rick G. in the public meeting by filtering questions that came up.

Website and Enews stats

- Website visitation has increased to 403. The most visited page on the site is the News Blog. The 2<sup>nd</sup> is the Board Meeting info. The 3<sup>rd</sup> is the Merchant Partner page.
- The newsletter open rate remains at 50%. The click-thru has increased to 40%.

Submitted by,  
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