**DDA Business**

* **Hall rentals**
	+ Scheduling of the Hall
	+ Invoices for rentals were made and payments were given to Jennifer.
	+ Receipts were mailed out if requested.
	+ Communication with the cleaner on rentals and any concerns
	+ Supplying bathrooms and the village with essentials.
	+ I added a link to the website where people can fill out the form and it will send a direct email to me for a request to rent the village hall – This will be the same link I send to people who email or call to request the hall.
* **Payments of the bills** –
	+ Bills have been paid and all mailed out.
	+ CC and consumers have been inputted and are up to date.
* **Filling of all paperwork that comes in the Village Hall.**
	+ Water sample reports
	+ DPW Receipts
	+ Paid bills and invoices we receive
	+ Etc...
* **DPW**-
	+ Pay checks.
	+ Communication with Brad as needed.
* **Preparation for DDA meeting**
	+ Minutes – Draft and will type current minutes
	+ Bills Paid
	+ Clerk Report
	+ All additional paperwork as needed.
* **Phone calls and Emails**
	+ Voice mail –
	+ Communication with the public
	+ Communication with the township
	+ I am looking to see if we can set up the option where all voicemails, we receive to the village come can come to my email – this is something that is doable – at&t is working on it for me.
* **DDA Business**
	+ I have submitted the insurance paperwork, and we will get our new light pole covered.
	+ Completed all Village business.
	+ **Additional**
		- Met with the accountant to verify where payroll is being pulled from for certain roles.
			* Corrected where the issue was, and we should be all set moving forward.
		- Attended two meetings with MDOT for a grant for the roads to be resurfaced.
		- Made updates to the website.
		- I have the exciting opportunity to have my email pulled up during the week with access to BS&A. The hope is to be completely accessible to the public during the week via forms of communication.
		- Weekly check ins with David and Jenifer
		- Met with Bethany; Things we will be working on together.
			* Credit card reporting.
			* Options for ACH payments
			* Training for board members