**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