**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.
* **Payments of the bills** –
	+ Bills have been paid and all mailed out.
* **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
* **DDA Business**
	+ The insurance renewal amount will be presented 45 days after the payment is made.
	+ W2 prep work has begun.
	+ Attended a strategic planning meeting.
	+ Preparation for the 2025 Fiscal year.
	+ Completed all Village business as well.
	+ I didn’t get to attend the Christmas event but I heard it went well!