

January 2017

Took down all Christmas stuff and put it away. Then cleaned the galleries for Danyael to hang the new art.

Worked on updating the membership brochure for 2017.

Chris, Kat and I met with Dan from Michigan Office Solutions about a new copier. We explained to him our needs and wants and he will get back to use. I have also emailed him information about the copies that we outsource and what we print in house. This was his recommendation to give us the best price possible and we will have the report by the February board meeting.

On January 18th and 19th I put down 200lbs of salt throughout the parking lot because of the ice.

Moved stuff around in the gift store and put out the new Alpena Flyer t-shirts.

Chris and I talked about the cash register and decided that we could save the money and spend it on something else.

We still have to look at replacing the air filters. It has been over a year now on the pre filters and well over seven years on the secondary filters the cost of all filters from R.A. Townsend was \$1913.19 on 5/27/16 and Alpena Supply was \$1839.16 on 5/12/16.

On 1/23/17 I left messages with these contractors about our loading dock and front walk way of needing bids. Maybe we will get some. Saddler construction they will call back with a time to meet. Bedrock this makes the third time I have called and the secretary said she will give the message to Travis. Jim Nye won't be back in town until April 2558415.

Chris and I had some conversations with Doug from 1010 and Paul Diamond about office 365 to see if this will meet our needs for off site backup and everyday use.

We started to work with Paul Diamond to install office 365 on all the computers

We have made progress. Everyone has Microsoft outlook for an e-mail server on the computers which has a lot of cool features. Now we are in the process of making a backup of everyone's computer before we start moving.

Thank you,

Matt Klimczak