



## **ADMINISTRATIVE COORDINATOR REPORT 2-2-2023**

I completed the Flash for each week of rehearsal and sent it out to all members. It included chorus business discussions, reminders of our event dates, and riser duty members.

I completed the minutes for the Management Team meeting—Jan 8, 2023. The minutes were sent to the Management Team members for approval and/or corrections.

I attended AIM and led the RLC business meeting 1/30 in Judy's absence.

Respectfully submitted,  
Marlene Jetton