



## **ADMINISTRATIVE COORDINATOR REPORT 10-23-22**

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—Sep 25, 2022. The minutes were sent to the Management Team members for approval and/or corrections.

On Monday Sep 26<sup>th</sup> the Management Team told all members a draft revision of our Policy VII Associate Membership would be sent out for their review. Monday, Oct 10<sup>th</sup>, the floor was open for discussion of the draft revision but no one responded. All members up to date with their dues were eligible to vote. Voting was done with a raising of hands. The Revised Policy VII Associate Membership passed. It will now be incorporated into the RLC policies.

At the Monday Oct 3<sup>rd</sup> rehearsal, I conducted RLC business as the Team Coordinator was absent.

During the Oct 10<sup>th</sup> rehearsal, I passed out Jingle Bell Tea tickets to our membership for them to sell.

Respectfully submitted,  
Marlene Jetton