ADMINISTRATIVE COORDINATOR REPORT
11-6-2022

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—Oct 23, 2022. The minutes were sent to the Management Team members for approval and/or corrections.

I have been coordinating Jingle Bell Tea tickets with our membership, collecting money from sold tickets, and collecting unsold tickets to be redistributed.

I have also collected Jingle Bell Tea raffle items and written descriptions. I plan on helping Judy organize the raffles and volunteer in any other areas needing assistance.

Respectfully submitted,
Marlene Jetton