



ADMINISTRATIVE COORDINATOR REPORT 8-11-22

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—July 10, 2022. The minutes were sent to the Management Team members for approval and/or corrections.

I assisted with the yearly audit of our River Lights Chorus Financial Records.

Respectfully submitted,

Marlene Jetton