



## **ADMINISTRATIVE COORDINATOR REPORT 4-2-2023**

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

I completed the minutes for the Management Team meeting—Mar 5, 2023. The minutes were sent to the Management Team members for approval and/or corrections.

Dee came to my home and walked me through creating & posting our monthly minutes and individual reports to our RLC website under Management Team Reports. I have posted several past month's reports.

Marlene Jetton