



ADMINISTRATIVE COORDINATOR REPORT 5-21-2023

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, ladies leading our weekly physical warm-ups, and monthly riser duty members.

I completed the minutes for the Management Team meeting—Apr 02, 2023. The minutes were sent to the Management Team members for approval and/or corrections. On May 1, 2023 I sent out minutes stating the results of our voting for the new Management Team and their duties for the coming year. On May 18, 2023 I again sent out the brief minutes of our short meeting concerning the time, date, and Zoom method of our next Management Team's monthly Sunday meeting.

Carol & Bonnie were in my carpool as we went to our Regional Competition in Sparks, NV. I also assisted Bonnie during our stay.

I sang at the Modesto Nuts Baseball game and attended the luncheon at Lilly's home.

I was installed as the new Finance Coordinator for the coming year.

Marlene Jetton