



ADMINISTRATIVE COORDINATOR REPORT 6-11-2023

Liz and I are currently sharing Admin and Financial duties as I learn the scope of Finance Coordinator.

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 sang at the Modesto Nuts Baseball game.

I met with Judy & Liz at the bank and my name was added to the River Lights Chorus bank account. I also will receive a debit card for this account.

I'm learning the RLC record keeping files from Liz.

I collected dues and handed out monthly invoices.

I contacted Mary and requested she send out her RLC decision as the chorus might owe her a refund and we would need documentation to support it.

Marlene Jetton