



ADMINISTRATIVE COORDINATOR REPORT 8-10-2023

Liz and I are currently sharing Admin and Financial duties as I learn the scope of Finance Coordinator. I am learning the financial Quick-books program.

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 riser duty info.

Liz is completing the Management Team's monthly minutes and completing RLC Financial Reports.

I collected dues, made bank deposits, handed out monthly invoices, & paid bills.

Discussion item: I received an email from SA about a Birthday Gift – a free 2 page song complete with hard copy print out and learning media for all 4 parts. I forwarded the email out to Management Team. The song is titled “Come On & SING!”. We could add it to our RLC webpage list of songs to be considered learning it at a later date.

Liz / Marlene