



ADMINISTRATIVE COORDINATOR REPORT 11-16-2023

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 and calendar reminders of our events. I forward S.A. Regional correspondence to the membership.

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

I collect dues, make bank deposits, hand out monthly invoices, & pay bills.

I donated items for our yard sale, assisted with set-up, and worked the 3-day event.

I performed at the Bristol Hospice Celebration of Memories.

I am taking Bonnie to Betty's home for weekly rehearsals.

Liz / Marlene