



Report of the District Administration Manager

All correspondence received and sent has been filed electronically along with one physical letter that was scanned and then filed electronically.

On the 18th August 2018, the Notice of the Meeting for 15th September and the previous Council Minutes were emailed to all District Executive and sent out by Simon Cornwill Public Relations Manager, via Campaign Monitor, to all Presidents and Vice Presidents Education.

On the 7th September 2018, an email was sent to all District Executive, Presidents and Vice Presidents Education with meeting details and a link to the D69 website which provided an easy way to access the Agenda, the District 69 Budget and Narrative, the District 69 Success Plan and all Executive and Division Director Reports received up to that date. I acknowledge the help of Simon Cornwill again in posting those notices and providing the link.

As further reports and notices were added, they were then immediately accessible via the link and I believe this is the way to go for the future instead of multiple emails with multiple attachments. The correspondence list will also be added two days before the meeting in order to have the most current list available for the meeting.

A voice recorder has been purchased for current and future Administration Managers for the accurate recording of all meetings.

I would encourage all Clubs and members to make sure they notify Toastmasters International when they have a change of officers or a change of email address, as the lists provided by TI are where I and the administrators of Campaign Monitor access the information for address groups. This would ensure that all Clubs and members receive relevant information in a timely manner.

Sue Pinker

District 69 Administration Manager 2018-2019