



Report of the District Administration Manager for Electronic Meeting 31 March 2019

All correspondence received and sent has been filed electronically and presented on a USB at each Meeting. Correspondence is answered and addressed in a timely manner and all Meetings are recorded for accuracy.

The minutes of the last Electronic Council Meeting on the 15th September 2018 were emailed out to all Secretaries on the 25th September 2018 with a link to access them on the District 69 website. As there was not a quorum present at the meeting an email requesting ratification was sent to every President on the 19th September 2018 and a majority vote in favour was reached by the required time.

The realignment proposal formulated by the District Executive Committee on the 17th February 2019 was sent to the Realignment Committee Chair for approval then sent out by email on the 24th February 2019 to all Presidents, Vice Presidents Education and Secretaries for discussion with their Club members and Area and Division Directors. Any suggested or proposed changes have been updated by the PRM as they are received and posted on the District 69 website.

Information on the District Conference in May with links to agenda and registration form were sent to every member via a Campaign Monitor email on the 26th February 2019.

The Notice of the Electronic Meeting on 31 March 2019 plus call for 'Motions on Notice' and log-in details for non-voting delegates was sent to every member via Campaign Monitor email on the 3rd March 2019. A link in that email enabled access to the agenda and reports as they were added. Separate log-in details for all voting delegates was sent by email to all Executive, Presidents and Vice Presidents Education on the 23rd March 2019.

The Notice of the District Council Meetings in May and call for 'Motions on Notice' and proxy form was sent by email to all Executive, Presidents, Vice Presidents Education and Secretaries by email on the 23rd March 2019. Please note the final date for submitting Motions on Notice with preamble is Monday 1st April as stated in that email.

I would hope that every member is being kept informed via personal emails or Club Executive emails as well as the postings by our PRM on the District 69 Website & Facebook.

Once again, I 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, this ensures all Clubs and members receive relevant information in a timely manner.

Sue Pinker

District 69 Administration Manager 2018-2019