



Report of the District Administration Manager

For Council Meetings 4-5 May 2019

The minutes of the last Electronic Council Meeting on the 31st March 2019 were emailed out to the Executive, Presidents and Secretaries on the 7th April 2019 with a link to access them on the District 69 website. As there was not a quorum present at the meeting ratification will be sought at the Council Meetings 4-5 May.

The final realignment proposal presented and agreed on at that Electronic Council meeting, was circulated that night by Campaign Monitor email to every member.

'Motions on Notice' for the District Council Meetings 4-5 May were sent to all Executive, Presidents, Vice Presidents Education and Secretaries on the 6th April 2019.

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 16th April 2019.

An email with a link to the District Reports and Agendas for the District Conference Council Meetings was circulated by email to all Executive, Presidents and Secretaries on the 20th April.

All correspondence has been filed electronically and correspondence lists prepared for meetings and hard copies kept of all Council Meetings and reports.

I have had a lot of help and I especially thank Simon Cornwill for his work sending some information out by Campaign Monitor and for making my job easier by putting information on the website and providing links for me to send out instead of sending large files via multiple emails. I also acknowledge the help and advice of Pam Holley with regards to meeting minutes, notices, procedures and the required deadlines.

It has been my pleasure to be a part of the District Executive team this year. Being the District Administration Manager has given me an insight into how much work, time and commitment is given willingly by many people in this organisation. It has also given me the opportunity to get to know a lot more members and have a better understanding of the organisation.

Sue Pinker DTM

District 69 Administration Manager 2018-2019