

2024-25 Official Correspondence record from 8 February 2025 - 1 April 2025

Date	Subject (actual subject line)	From / Primary Author	Primary Recipient	Category folder	Summary an / or any attachments	Action taken / Status
1/02/2024	DEC Report	Program Quality Director	Admin Manager	DEC Reports	Program Quality Director Reprt	Email filed and report uploaded on D69 website
8/02/2024	Thanks a million cards	Admin Manager	AndrewMPearson	Official Correspondence	Request for quote for Thanks a million cards	Email Filed
8/02/2024	Division Director reports	Admin Manager	Division Directors	DEC Reports	Request for DEC reports	Email Filed
11/02/2025	3389 AM4278 - Toastmaster Thanks A4 to DL Signatures v1	AndrewMPearson	Admin Manager	Official Correspondence	Thanks a Milion cards used for Education awards and Years of Service acknowledgements to include Signatures	Email sent for review and approval then filed
12/02/2024	3389 AM4278 - Toastmaster Thanks A4	Admin Manager	AndrewMPearson	Official Correspondence	Acknowledgment of approval to proceed with printing	Email Filed
14/02/2025	DISTRICT LEADERSHIP NOMINATION	Denise Buckby	Admin Manager	DLC	Request to create spreadsheet for the DLC to record nominations.	Spreadsheet created and email filed
14/02/2025	Ellenor Iutiko Application for Area 45 Director	Denise Buckby	Admin Manager	DLC	Request to record nomination on DLC spreadsheet	Nomination recorded and email filed
14/02/2025	Nomination Docs - Nicky Jurd	Denise Buckby	Admin Manager	DLC	Request to record nomination on DLC spreadsheet	Nomination recorded and email filed
14/02/2025	Candidate Application for Area 10 Director - Charm Stockdale	Denise Buckby	Admin Manager	DLC	Request to record nomination on DLC spreadsheet	Nomination recorded and email filed
14/02/2025	Candidate Application for Area 10 Director - Charm Stockdale	Denise Buckby	Admin Manager	DLC	Request to record nomination on DLC spreadsheet	Nomination recorded and email filed
20/02/2025	Tax Invoice	AndrewMPearson	Admin Manager	Official Correspondence	Invoice received for approved Thanks a Million Cards	Invoice approved and email filed
25/02/2025	Senior Leaders Meeting Sunday 2nd March	Admin Manager	Senior Leaders	Senior Leaders	Reminder of Senior Leaders meeting	Email Filed
2/03/2025	Toastmasters Eastern Division Conference Mar 2025 Invitation	Eastern Division Director - Suzanne Gogolin	Trio	Area and Division Conferences	Official invitation to attend Eastern Division Conference	Email Filed
5/03/2025	Members passed	Program Quality Director	Admin Manager	Register Obituary Notifications	Notice of passing of Harold Clark	Obituary added to register and email filed
16/03/2025	Invitation to Central Division Conference	Central Division Director - Suzanne Gogolin	Trio	Area and Division Conferences	Official invitation to attend Central Division Conference	Email Filed
28/03/2025	District Executive Meeting (DEC) Sunday 6th April	Barbara Nielsen	Admin Manager	Register Apologies	Apology received for DEC meeting 6th April 2025	Apology noted and email filed
28/03/2025	Alignment report	Barbara Nielsen	Trio	DEC Reports	Copy of Alignment report for DEC Meeting	Report uploaded and email filed
1/04/2025	Banner Audit	Admin Manager	Division Directors	Senior Leaders	Request for information regarding Area and Division banners	Audit report created and email filed
1/04/2025	Banner Audit	Western Division Director - John Bushell	Admin Manager	Senior Leaders	Response re Western Division, Areas to follow	Response noted and email filed
1/04/2025	vale VAL BROADY-DUGDALE-Obituary	Tania Rooney	Admin Manager	Register Obituary Notifications	Notice of passing of Val Broady-Dugdale	Obituary added to register and email filed