

2024-25 Official Correspondence record from 2 April 2025 - 26 April 2025

Date	Subject (actual subject line)	From / Primary Author	Primary Recipient	Category folder	Summary of / or any attachments	Action taken / Status
02 Apr 2025	Southern Division Report	Southern Division Director	Admin Manager	DEC Reports	Southern Division Director Report	Email filed and report uploaded on D69 website
02 Apr 2025	Banner Audit	Southern Division Director	Admin Manager	Senior Leaders	Response re Southern Division	Response noted and email filed
02 Apr 2025	Alignment Report Resent	Barbara Nielsen	Admin Manager	DEC Reports	Copy of Alignment report for DEC Meeting submitting Excel spreadsheet	Email filed and report uploaded on D69 website
02 Apr 2025	DCL Report	Admin Manager	DCL Chair & District Director	DLC	Follow up on report required for DMC and DEC meetings	Email forwarded to District Director then Filed
02 Apr 2025	Voting process	Barbara Nielsen	Admin Manager	DLC	Extract of rules around timeframes and voting for DLC report	Email Filed
02 Apr 2025	DEC Report	PQD, Nicky Jurd	Admin Manager	DEC Reports	Program Quality Director Report	Email filed and report uploaded on D69 website
02 Apr 2025	Voting process	District Director	Admin Manager	DLC	Acknowledgment of email sent	Email Filed
02 Apr 2025	Western Division Report	Western Division Director	Admin Manager	DEC Reports	Western Division Director Report	Email filed and report uploaded on D69 website
02 Apr 2025	Eastern Division Report	Eastern Division Director	Admin Manager	DEC Reports	Eastern Division Director Report	Email filed and report uploaded on D69 website
04 Apr 2025	District Council Meeting Apology	Sandra Simpson	Admin Manager	Register of Apologies	Noted response, apology recorded, and Email filed	Email noted, added to register and filed
04 Apr 2025	District Council Meeting 27 April 2025	Area 16 Director	Admin Manager	DEC Reports	Submission of Area 16 Report	Forwarded to Central Division Director to include in Division report
04 Apr 2025	District Council Meeting Apology	Ian McLaren	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
04 Apr 2025	District Council Meeting 27 April 2025	Eunice Bokalen	Admin Manager	DCM General	Confirming which officers should attend District Council Meeting	Replied and email filed
04 Apr 2025	District Council Meeting Apology	Dianne Cox	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
04 Apr 2025	District Council Meeting 27 April 2025	Neil Hoy	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
04 Apr 2025	Australian Districts - Australian Business Number (ABN), Incorporation	District Director	District Financial Questions	Official Correspondence	Issues District 69 and other Australian Districts have been experiencing with respect to ABN	Email filed as Official Correspondence
04 Apr 2025	District Council Meeting 27 April 2025	Tania Rooney & Udo Moerig	Admin Manager	DCM General	Questioning why Presidents and VPE's are excluded	Replied assuring it was oversight in name only and filed email
04 Apr 2025	District Council Meeting 27 April 2025	Paul Marangelli	Admin Manager	DCM General	Questioning why Presidents and VPE's are excluded	Replied assuring it was oversight in name only and filed email
04 Apr 2025	Attendance for District Council Meeting	Joannes Evers	Admin Manager	DCM General	Asking if proxy can be assigned and if voting was compulsory	Replied and email filed
04 Apr 2025	District Council Meeting 27 April 2025	Area 17 Director	Admin Manager	DCM General	Advising of attendance for DCM	Email noted, added to register and filed
04 Apr 2025	District Council Meeting Apology	Christiane Pedler	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
05 Apr 2025	District Finance Manager Report for April 2025 DEC Meeting	District Finance Manager	Admin Manager	DEC Reports	District Finance Manager Report	Email filed and report uploaded on D69 website
05 Apr 2025	District Council Meeting 27 April 2025	Terry Sheppard	Admin Manager	DCM General	Advising of attendance for DCM	Email noted, added to register and filed
05 Apr 2025	Attendance for District Council Meeting	Monique Toisenegila	Admin Manager	DCM General	Issue with registration link	Registered, replied and email filed
06 Apr 2025	Division Director Reports	Admin Manager	Division Directors	DEC Reports	Last Call for Division Reports	Email Filed
06 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Dianne Cox	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
06 Apr 2025	Missed meeting	Ronald Atkinson	Admin Manager	Contact Lists	Advised he was not getting emails, checked and added to DCM distribution list. responded and email filed	Added to distribution list and notified email sent
10 Apr 2025	Ratification of motions from DEC meeting 6th April 2025	Admin Manager	All DEC Members	DEC General	Seeking 25 members to ratify the motions from DEC meeting held Sunday 6th April	Sent and awaiting 25 responses

11 Apr 2025	Opportunity for your Club to display their Virtual Banner at District	Christine Lennon	Admin Manager	District Conference	Request to send out request to all club officers, Campaign Monitor sent and email filed.	Sent to all club officers as requested
14 Apr 2025	District 69 Council Members Contact Details	Mark Hegarty	Admin Manager	DCM General	Request for contact details of Council members for candidates.	Sent list of names and emails to all candidates
14 Apr 2025	Candidate Campaign Opportunity	Admin Manager	All Candidates	DCM General	List of names, club and emails ONLY sent to all candidates.	Sent list of names and emails to all candidates
15 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Rodney Ballinger	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
16 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Caragh Hosoi	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
16 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Elga Kenins	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
17 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Terry Sheppard	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
18 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Shannon Ichikawa	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
19 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Megan Dillon	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
20 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Marietta Wetzig	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
20 Apr 2025	TI has finalised its data list please send latest membership list	Long Service Manager	Admin Manager	Contact Lists	Request for current membership list required to send long service awards	List sent as per request
21 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Jane Buckley	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
22 Apr 2025	Apology Re: District Council Meeting 27 April 2025	Margot Tesch	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
22 Apr 2025	Australian Districts - Australian Business Number (ABN), Incorporation	Cheri Roesler (Treasury & Compliance Manager)	Trio	Official Correspondence	Responses regarding Incorporation/Unincorporation status and Tax issues	Email filed as Official Correspondence
23 Apr 2025	DCM attendance	Jenny Abbott	Admin Manager	DCM General	Confirming attendance and seeking advice re proxy	Replied and email filed
23 Apr 2025	Ratification of motions from DEC meeting 6th April 2025	DEC Members	Admin Manager	DEC General	27th member members of DEC voted yes for all motions of DEC meeting held on Sunday 6th April	Forwarded to Parliamentarian and District Director requesting official response
25 Apr 2025	Glasshouse Country photo	Ian Pinker	Admin Manager	District Conference	Photo for the Banner Parade for Glasshouse Country.	Forwarded to banners@toastmastersd69.org for inclusion in virtual banner parade
25 Apr 2025	Will Your District Serve as a Beta Test Site for the New Club Officer Training?	Jon Lark & Trio	Jon Lark & Trio	Official Correspondence	Invitation regarding COTWG is inviting YOUR District to participate in this Beta Test in July/August 2025	Email filed as Official Correspondence
25 Apr 2025	Agenda and Script for DCM	District Director	Admin Manager	Agendas and Minutes	Distribution of agenda and instructions for various roles on the day	Agenda uploaded to website and email filed
25 Apr 2025	Virtual Banner Parade at District Conference	Yolande Helberg	Admin Manager	District Conference	Photo for the Banner Parade for Eda Wanwoks Toastmasters Club.	Forwarded to banners@toastmastersd69.org for inclusion in virtual banner parade
25 Apr 2025	Virtual Banner Parade at District Conference	Southern Division Director	Admin Manager	District Conference	Advising that email to send photo for virtual banner parade was not sent to DD's and AD's	Informed that email only went to Club Officers and that the reminder will copy in AD's and DD's
25 Apr 2025	D69 Council Meeting	Cheryl Lukritz	Admin Manager	DCM General	Confirming attendance and seeking advice re process	Replied and email filed
25 Apr 2025	District Finance Manager Report for District Council - 27th April 2025	Mark Hegarty	Admin Manager & DD	DCM Reports	District 69 Finance Manager Report for District Council.	Email filed and report uploaded on D69 website
25 Apr 2025	Reminder - District Council Meeting	Ian Wallace	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
25 Apr 2025	Reminder - District Council Meeting	Debbie Williamson	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
25 Apr 2025	District Council Meeting	Chris Roberts	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
25 Apr 2025	Apologies	Rosie Pfitzner	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
25 Apr 2025	Reminder - District Council Meeting	Aileen Scott	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
25 Apr 2025	Reminder - District Council Meeting	Judith McConnell	Admin Manager	District Conference	Confirming there will be no Council Meeting at the District Conference	Replied and email filed
25 Apr 2025	Apology - District Council Meeting	Alexandra Price	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed

25 Apr 2025	Reminder District Council Meeting	lysova irina	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
25 Apr 2025	Reports for Sunday	Eastern Division Director Suzanne Gogolin	Admin Manager	DCM Reports	Division Director Report advice to use DEC report	Email filed and report uploaded on D69 website
25 Apr 2025	Reports for Sunday	Club Growth Director Alex Smith	Admin Manager	DCM Reports	Club Growth Director Report submission	Email filed and report uploaded on D69 website
26 Apr 2025	Reports for Sunday	Northern Division Director Jenny Savage	Admin Manager	DCM Reports	Division Director Report submission	Email filed and report uploaded on D69 website
26 Apr 2025	Reports for Sunday	Brisbane Division Director Shubi Chatterjee	Admin Manager	DCM Reports	Division Director Report advice to use DEC report	Email filed and report uploaded on D69 website
26 Apr 2025	Will Your District Serve as a Beta Test Site for the New Club Officer Training?	Jon Lark & Trio	Jon Lark & Trio	Official Correspondence	Thank you for agreeing to serve as a Beta Test district for the new club officer training material.	Email filed as Official Correspondence
26 Apr 2025	Northern Nomads advanced Banner	Jenny Abbott	Admin Manager	District Conference	Photo for the Banner Parade for Northern Nomads Toastmasters Club.	Forwarded to banners@toastmastersd69.org for inclusion in virtual banner parade
26 Apr 2025	Apologies for Absence in the District Council Meeting	Bonaventura Talingapua	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
26 Apr 2025	Reminder - District Council Meeting	Mark Mourell	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
26 Apr 2025	Register for the District Council Meeting Sunday 27 April 2025	Bevin Irvine	Admin Manager	DCM General	Sent member an agenda to register. Email filed	Email noted, added to register and filed
26 Apr 2025	Reminder - District Council Meeting	George Ma	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
26 Apr 2025	District Purchase of Badges	District Director	Finance & Admin Manager	Reward and Recognition	Confirmation on Pathway pins ordered from TI	Email Filed
26 Apr 2025	Apology	Karen Jurss	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
26 Apr 2025	Apology for district council meeting 27/04	Sebastian Flynn	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
26 Apr 2025	Reminder - Virtual Banner Parade	Suzanne Gogolin	Admin Manager	District Conference	Photo for the Banner Parade for Scale Toastmasters Club.	Forwarded to banners@toastmastersd69.org for inclusion in virtual banner parade
26 Apr 2025	Reminder - District Council Meeting	Laura Ying Luo	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
26 Apr 2025	Apology for the meeting	Satya Nand	Admin Manager	Register of Apologies	Apology received for DCM	Email noted, added to register and filed
26 Apr 2025	Reports for Sunday	Pasifika Division Director Jessica Dau	Admin Manager	DCM Reports	Division Director Report submission	Email filed and report uploaded on D69 website
26 Apr 2025	Apologies	Mooi Harrison	Admin Manager	Register of Apologies	Informed they did not receive emails for DCM, sent apology. Admin Manager confirmed member had	Email replied to, added to register and filed
25 Apr 2025	Amended District Finance Manager Report for District Council - 27th April	Mark Hegarty	Admin Manager & DD	DCM Reports	District 69 Finance Manager Report for District Council.	Email filed and report uploaded on D69 website