

2024-25 Official Correspondence record from 9 September 2024 - 5 February 2025

Date	Subject (actual subject line)	From / Primary Author	Primary Recipient	Category folder	Summary an / or any attachments	Action taken / Status
1/02/2024	Proof of Not for Profit Status	Finance Manager	Admin Manager	Official Correspondence	will need to email TI as we come under them as an entity, and they will need to send the documentation	Forwarded response to Julia Schafer
18/09/2024	ATO Self-Assessment Update (D69)	District 69 Director	TMI - Tax questions	Official Correspondence	Back and forth correspondence from October to November regarding Tax questions	Email filed under Official Correspondance
23/09/2024	District 69 2024-25 Budget	District 69 Director	District Financial Questions	Official Correspondence	final approved 2024-25 District Budget for District 69	Email filed and budget uploaded on D69 website
25/09/2024	District 69 2024-25 Budget	District Financial Questions	District 69 Director	Official Correspondence	Acknowledgement and request to sign report	Email filed under Official Correspondance
13/11/2024	ATO Self-Assessment Update (D69)	TMI - Tax questions	District 69 Director	Official Correspondence	Back and forth correspondence from October to November regarding Tax questions	Email filed under Official Correspondance
14/11/2024	Passing of a long term Toastmaster	Club Growth Director	Admin Manager	Register Obituary Notifications	Official notification of the passing of Bob Webb	Added to Obituary register
24/01/2025	Proof of Not for Profit Status	Julia Schafer	Admin Manager	Official Correspondence	Proof of Toastmasters NFP status to continue charging them at the reduced rate for their meetings.	Forwarded to Finance Manager for response
27/01/2025	Alan Youngson's Passing	Robert Li	Trio & Admin Manager	Register Obituary Notifications	Share the loss of Alan Youngson who suddenly passed on December 16, 2024	Added to Obituary register
3/02/2025	Alignment report	Barbara Nielsen	Admin Manager	DEC Reports	Alignment report for DEC meeting	Email filed and report uploaded on D69 website
4/02/2025	DEC Meeting 9 February 2025	Julia Schafer	Admin Manager	DEC Reports	Southern Division Director Report	Email filed and report uploaded on D69 website
5/02/2025	Dudley Cowan has passed away	Nicky Jurd	Trio & Admin Manager	Register Obituary Notifications	Official notification of the passing of Dudley Cowan	Added to Obituary register
5/02/2025	Thanks a Million Cards	Admin Manager	Andrew Pearson	Official Correspondence	Upon approval from District Director, order sent to Appello Media to print Thanks a Million Cards for use by Education	Awaiting shipment of cards
6/02/2025	CGD Report for DEC	Club Growth Director	Admin Manager	DEC Reports	District Club Growth Director Report	Email filed and report uploaded on D69 website
6/02/2025	Division Director reports	John Bushell	Admin Manager	DEC Reports	Western Division Director Report	Email filed and report uploaded on D69 website
6/02/2025	Division Director reports	Shubi Chatterjee	Admin Manager	DEC Reports	Brisbane Division Director Report	Email filed and report uploaded on D69 website
6/02/2025	Division Director reports	Suzanne Gogolin	Admin Manager	DEC Reports	Eastern Division Director Report	Email filed and report uploaded on D69 website
7/02/2025	Division Director reports	Jessica Dau	Admin Manager	DEC Reports	Pasifika Division Director Report	Email filed and report uploaded on D69 website