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| **U3A Sapphire Coast Inc.**  **18/02/18 – 06/03/18** | | | | | |
| **Correspondence In** | | | | | |
| **No.** | **Date** | **Mode** | **From** | **Subject** | **Action** |
| 1 | 06/03/18 | email | Judith Reid | Apology for AGM | Minuted |
| 2 | 01/03/18 | email | Aldi | Information re SIM card | Forwarded to Fleur |
| 3 | 28/02/18 | email | Mal Barnes | Festival of the Face | Carolyn attended meeting |
| 4 | 28/02/18 | email | Gordon Beattie | Festival of the Face | “ ” |
| 5 | 28/02/18 | email | Margaret Gaunson | Apology AGM | Minuted |
| 6 | 27/02/18 | letter | Terry Prowse (Committee) | Nomination - Committee | Passed on to Returning Officer |
| 7 | 27/02/18 | email | Linda/Boris Krulz | re attendance at AGM | Fwd by Fleur |
| 8 | 27/02/18 | email | Gavina Bailey | Apology for AGM | Minuted |
| 9 | 27/02/18 | email | Jennie Smith | Advice re clarity of newsletter | Fwd by Fleur |
| 10 | 26/02/18 | email | Celia Farquharson | Apology for AGM | Minuted |
| 11 | 25/02/18 | email | Bev Smith | Apology for AGM | Minuted |
| 12 | 18/02/18 | Hand delivered | Fleur Dwyer | Nomination - President | Passed on to Returning Officer |
| 13 | 18/02/18 | Hand delivered | Garry Clear | Nomination – Vice President | Passed on to Returning Officer |
| 14 | 18/02/18 | Hand delivered | Chris Bembrick | Nomination - Treasurer | Passed on to Returning Officer |
| 15 | 18/02/18 | Hand delivered | Carolyn Smith | Nomination - Secretary | Passed on to Returning Officer |
| 16 | 18/02/18 | Hand delivered | Sue O’Loughlin | Nomination - Committee | Passed on to Returning Officer |
| 17 | 18/02/18 | Hand delivered | Nan Kennedy | Nomination - Committee | Passed on to Returning Officer |
| 18 | 18/02/18 | Hand Delivered | Barb Perry | Nomination - Committee | Passed on to Returning Officer |
| 19 | 18/02/18 | Mail | Elizabeth Zerbst | Proxy form for AGM | Noted |
| 20 | 18/02/18 | Hand Delivered | V Lambert | Proxy for AGM | Noted |