

## **Report for Quarterly CSO 17<sup>th</sup> November 2025**

### **Correspondence**

1. The CSO volunteers are now using the Bigpond Webmail, rather than the computer, to enable all e-mail records to be accessible as part of the Office moving as paperless as possible.
2. e-Mails are a variety of
  - a. normal correspondence to do with the operation of an office and an association – invoices, receipts, lease and associated documents, correspondence from ACNC etc.;
  - b. correspondence associated with literature and other CSO stock orders and deliveries; and
  - c. e-mails for 12<sup>th</sup> help via the website Contact Us page.

### **CSO Secretary Report**

Since the AGM in August:

#### **1. Draft Minutes**

For the AGM and the last Executive Meeting have been done by Anne.

#### **2. Secretary Position**

Anne reluctantly agreed to take this role on but on the proviso that we find someone else as soon as possible.

At the November Committee meeting, Anne resigned as Secretary and the Committee unanimously voted Rhia as our new Secretary.

Anne is still willing to be a Minute Taker for meetings in consultation with the Secretary.

#### **3 Committee email**

[Aawollongon@gmail.com](mailto:Aawollongon@gmail.com) has been retrieved for use by Committee members, as the web mail for the Office has become too cluttered.

#### **4. Virtual Filing Cabinet,**

The CSO Office is moving to less paper filing system. All relevant files have been put in a folder and sent to Office as a zip file.

These will be updated from time to time and sent to Committee Email as well as the Office email. Any Committee member will be able to access files this way.