



PRESIDENT'S COMMENT



Happy New Year Everyone.

I hope you all managed to find some 'you' time of the Christmas/New Year Holiday period. I had a great time visiting a friend and spending time with her at Hanmer Springs – bliss, sunshine and wine – what more could one ask for?

You may be wondering why you've got me doing the President's Report again, well, Sally is unwell and taking an extended break from work and AAPNZ. I have stepped in at the this point to 'lead' the group (with great support from GMT, I might add) up until the Election of Officers in May.

Hopefully some of you are considering taking on a role, if you have any questions about what this entails please speak to one of the existing GMT Members. The Group will only continue to thrive if we have a keen group of Members to lead us through. The GMT **MUST** be supported by the Members to make the meetings vibrant, relevant, interesting and fun.

Good news – we have most of our calendar filled for this year – watch this space for details.

Dianne Parker (our Central Regional Leader) has plans underway for a Central Region Gathering to be held in Levin on 21 March – details to come ...

Please come along to our February meeting on the 12th – we have Niki Gunning as our speaker – she is a great supporter of AAPNZ so please support her in return.

Looking forward to seeing you all

Kath

FEBRUARY MEETING

Wednesday 12 February

Niki Gunning

'Ageing Strong – How we can get better with age
rather than shrink into invisibility'

Please RSVP to manawatu@aapnz.org.nz by Tuesday, 5.00 pm

SAVE THE DATE – ADMINISTRATIVE PROFESSIONALS DAY

Wednesday 22 April 2020

Guest Speaker: Sharon (Shaz) Dagg, New Zealand's first elite para-triathlete



Shaz was at work like any normal day and a freak accident changed her whole direction in life and brought an awesome new journey that she would never change!

Further details will be included in the next newsletter.

AAPNZ CERTIFICATION

Become AAPNZ certified. Further information available from the [AAPNZ website](#).



NOVEMBER MEETING REPORT

Christmas Function - Floral Collaborative

Fifteen of us met at Café 116 for our end-of-year function. After a catered dinner, we were expertly instructed by Cheryl, from Floral Collaborative, and produced lovely table centerpieces.

Cheryl was very generous with both her guidance and the flowers/foilage/accessories she brought along for the evening and I can recommend her night classes. Several of us went to further classes on centerpieces and Christmas wreaths and she is looking at holding more once the wedding season is over (perhaps late February): <https://www.floralcollaborative.co.nz/>.

A very enjoyable and productive evening was had by all.

SOFTWARE TIP

How to get rid of Duplicates in Lists

That database pain in your backside. Duplicates!!! Having the same person multiple times. You can remove the double-ups manually or you can be very clever!!!!

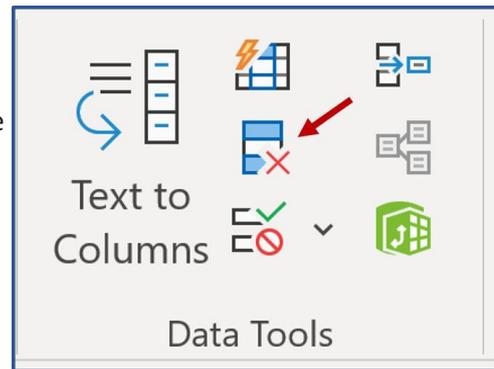
Removing Duplicates in Excel / Google Sheets

Excel: You have two options.

First simply click the **Remove Duplicates** icon in Excel. Didn't know it existed, huh? Who would? It's such a tiny icon (see the red arrow pointing to it in the image)? You'll find it in the **Data Ribbon>Data Tools Menu**.

Second use the **Exact** Function in Excel. It compares if the information in one cell is the same as the information above/below it). It returns a "True" if it is the same.

Google Sheets: You'll find Remove Duplicates in the **Data Menu**.



EVENTS

- **AAPNZ Administrative Professionals Day:**
Wednesday 22 April – Guest Speaker: Sharon (Shaz) Dagg, New Zealand's first elite para-triathlete. Details to come ...
- **AAPNZ National Conference and AGM:**
Tauranga, 31 July – 1 August 2020, <https://www.aapnz.org.nz/event-3699291>
- **Executive Secretary LIVE:**
InterContinental Hotel, Wellington, 28-29 August 2020,
<https://www.eventbrite.co.uk/e/executive-secretary-live-wellington-2020-tickets-65499076501>

A FEW THINGS TO NOTE:

- If you need to update your personal details please let Maree, maree.pritchard@thinkhauora.nz, our Membership Officer, know.
- A reminder that we **must** have members RSVP for each month's meeting. This is needed so that numbers can be confirmed for catering on the night.
- If you would like to contribute anything to the newsletter, please have this to the newsletter editor, Tina t.m.sheehan@massey.ac.nz, on the Friday following the monthly meeting.

Meeting Fees

A reminder that we need to pay a meeting fee of \$10 each month. This can be paid in cash on the night or can be paid via direct credit into the AAPNZ Manawatu Group bank account.

Details for paying by direct credit:

Bank account number: 02 0727 0510896 000

Reference: Initials and surname, meeting fee, month (e.g. T.L.Green, Meeting Fee, July)

It would be appreciated that all IOUs are cleared before the end of the year. Please contact our Finance Officer, Janet, j.m.lowe@massey.ac.nz to find out if you have any.



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kāwaranga

AAPNZ Manawatu Group Management Team Directory

President:	Sally Lloyd (sally.lloyd@pncc.govt.nz)
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Newsletter Editor:	Tina Sheehan (T.M.Sheehan@massey.ac.nz)
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AAPNZ Manawatu Principal Sponsor



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