



AAPNZ MANAWATU GROUP NEWSLETTER

September 2020

PRESIDENT'S COMMENT

First President's Comment from our new President, Pam Dolman.

Kia ora everyone

I'm looking forward to the journey ahead with AAPNZ and the Manawatu Branch as the new President over the coming months. I had hoped to take on the role earlier in the year, but some scheduled surgery delayed me.

I joined AAPNZ around six years ago. My decision to do that was motivated by three main reasons. Firstly, I identified that it would benefit me to spend time networking with people who were also administrators, but who were in other organisations around the region – those who I might not normally get to meet. Secondly, I was really interested in further professional development opportunities, specifically targeted at administrators. The other reason was the sense of common purpose – to be able to be involved in promoting and lifting the profile of the administration profession. Stepping onto the group management team has been a rewarding experience and over the years I've had opportunities to attend events and learn and grow in ways I would never have done otherwise.

For those of you who don't know me, I've spent the last 11 years as an administrator at Massey University. Earlier this year I took up a role supporting the Director of the Industry 4.0 Accelerator which assists organisations to develop their digital capacity. I also maintain the web site for the National Security Journal which was set up in 2019. Most of my work is done remotely.

My interests outside work include gardening, my cats, walking, mountain biking and travelling (when possible)!

I'm looking forward to getting to talk to members and to share your experiences, as we navigate a time of change and adaption, given that it has been an unusual year in many ways.

Nga mihi
Pam

SEPTEMBER MEETING

Wednesday 9 September 2020, 5.30 pm
Offsite Visit: Te Ao Nui, 32 Victoria Avenue

"The name Te Ao Nui signals a place where we are bound together, for the people, for the environment, and for the world in which we live."

Civil Defence is not one agency coming to the rescue, but a coordinated multi-agency response to emergencies within our region. These agencies include the Emergency Services, Defence Force, local city and district councils, Horizons Regional Council, health boards, and lifeline agencies such as power, gas and telecommunications companies. This response is coordinated by the Manawatū-Whanganui Civil Defence and Emergency Management (MWCDEM) Group, which is managed by Horizons Regional Council's Emergency Manager.

The **Manawatū-Whanganui CDEM Group** works together to reduce the potential effects of hazards; promote community and Council readiness (preparedness) to respond to emergencies; and help the community to recover after an event.

Presenters:

Jason McDowell – Head of Risk and Resilience (Palmerston North City Council)

Tracey Murrow – EOC Emergency Response Manager

Jason, unfortunately, has to leave by 6.00 pm so if you could all arrive promptly at 5.30 pm it will be much appreciated.

Kath will meet you at the entrance and escort you up to the EOC area.

Please RSVP Shannon (by midday, Monday 7 September) at shazandzoe@hotmail.com (she is on leave, this is her home address). Also let her know if you will be attending the networking dinner at Yeda to follow.

UPCOMING MEETINGS/SPEAKERS

14 October 2020:

What is the Project Management Profession? – Michael Hawker

10 November 2020:

End of year Function – possibly a Movie and Dinner

AUGUST MEETING

Our August guest speaker was Nicky Vallender, owner of Event-it, an event management company based in Palmerston North. She gave us some very helpful tips. She is happy for any members to email her; she will share her contacts.

Her motto is 'Keep Swimming'.

- Know your audience: who's attending (scientists, academics, farmers, builders), numbers, dietary requirements.
- What's your budget? – be realistic.
- Learn your crowd – think outside the box.
- Ask for a brief: push them to find their boundaries, look at what was done in their previous events.
- Recommends event management software: iVvy (handles registrations, website, dinner registrations). This is billed monthly (base fee plus per delegate fee). There's also Event-Brite which has a delegate fee plus an admin fee.
- Get the right speaker / entertainer (again, know your audience). Brief your speaker carefully.
- A good database is vital.
- Two things that can lead to disaster: bad food and technology/wifi connection. Know your caterers,

ask for samples if necessary. Have someone on hand to assist with technical issues, make sure the venue has wifi for delegates.

- People: expect the unexpected! There can be the most obnoxious/unexpected people at events. If you have done your groundwork and have your systems in place, you will have time to deal with problems – usually always people.
- Communication: be responsive, reply to emails promptly. Send a blanket email the week before covering parking, accommodation, dietary requirements, include maps. Follow up two days before the event.
- Make sure you have plenty of signs; chalk arrows leading to the venue are good.
- Recommend canva (design software). There is a free version.

Summary:

- Type of event
- Who's coming?
- Ask the right questions
- Be creative

AAPNZ WEBSITE

We now have access to our webpage on the AAPNZ website:

<https://www.aapnz.org.nz/manawatu>

What would you like to see on this page? Other groups have:

- their monthly newsletters
- resources and information

If you have any ideas, please let me know (t.m.sheehan@massey.ac.nz)

EVENTS

- Advanced Executive Secretaries and Personal Assistants Master Class 2020, 22-23 September 2020. *See attached flyer.*
- Debbie Mayo-Smith: Like many others, my business has been severely impacted by Covid. So, I've moved to training online with a brand-new (continuing) series of webinars that focus on productivity and building more business. There are three Webinars in September. You'll find they are excellent value, concise learning. You'll be able to free-up time, reduce stress, improve business results. You can find out more on the www.debbiespeaks.com (under 'New Webinars' tab) homepage:
 - 10 September: *Fabulous Excel Tips & Tricks (21 Tips)*
 - 16 September: *Microsoft Word Magic (25 Tips)*
 - 30 September: *Secret Diamonds of Google (so many surprises)*

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.
- Please note cancellations after Monday lunchtime are charged by Copthorne.
- 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.



AAPNZ Manawatu Group Management Team Directory

President:	Pam Dolman pam.dolman@xtra.co.nz
Membership Officer:	Maree Pritchard (maree.pritchard@thinkhauora.nz)
Social Media Guru:	Pam Dolman (P.J.Dolman@massey.ac.nz)
Finance Officer:	Janet Lowe (J.M.Lowe@massey.ac.nz)
Meeting Co-ordinator:	Shannon Miller (Shannon.Miller017@msd.govt.nz)
Admin Officer:	Are you interested? Talk to a member of the Management Team
Newsletter Editor:	Tina Sheehan (T.M.Sheehan@massey.ac.nz)
Website Administrator:	Tina Sheehan (T.M.Sheehan@massey.ac.nz)
Committee Members:	Nicki Williamson (Nicki.Williamson@midcentraldhb.govt.nz)

AAPNZ Manawatu Principal Sponsor



PALMERSTON NORTH

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