

## Dates To Diarise

### GROUP MEETINGS

**Tuesday, 27 July**

Powertalk/Public Speaking, Nelson

### MANAGEMENT TEAM MEETINGS

**Tuesday, 5 June 5.30pm**

Opus Meeting Room, Nelson

**Tuesday, 3 July 5.30pm**

Opus Meeting Room, Nelson

### OTHER EVENTS

**Seminar on a Shoestring #6**

Saturday, 9 June 2018

Leigh White Tutor, NMIT

**AAPNZ Professional Development Forum  
and AGM**

16-18 August 2018, Te Papa, Wellington

### NEWSLETTER

Deadline for articles to be included in the  
July newsletter is Friday, 15 June 2018.

Please e-mail Margaret Bartlett at

[bushrunner@xtra.co.nz](mailto:bushrunner@xtra.co.nz)

## WEDNESDAY, 20 JUNE



### Understanding Alzheimer's



“Alzheimer's disease is an irreversible, progressive brain disease that slowly destroys memory and thinking skills. In most people with Alzheimer's, symptoms come on gradually, first appearing after age 60.” Alzheimer's is the most common form of dementia.

In the Nelson Tasman region, we are fortunate to have a small group of dedicated people who provide services assisting those living with the disease and those caring for patients. The number of people who need these services is increasing rapidly as we age.

Our June guest speaker, Heather Lackner, manager of Alzheimer's Nelson and field worker for Richmond, will help us understand Alzheimer's, identify symptoms and interact with those who have the disease.

When Heather left school, she worked at Ngawhatu Hospital as a hospital aid before training at Nelson Hospital as an enrolled nurse. Over the years she has worked in a variety of different roles in health care. For the last 12 years Heather has found her role at Alzheimer's Nelson most rewarding.

Heather is passionate about working with families, carers and people living with the disease, including her own father. Alzheimer's is a disease that will affect everyone in one way or another if it has not already done so.

Heather will give an over view of dementia and the services Alzheimer's Nelson provides.

**When:** Wednesday, 20 June 2018

**Where:** Richmond Library, Richmond

**Time:** 5.30pm - 6.00pm Socialising, networking and light snacks  
6.00pm - 7.00pm Presentation

**Cost** \$7 members, \$10 non-members, first-time guests free

**RSVP:** Kathy Webb [skwebb@xtra.co.nz](mailto:skwebb@xtra.co.nz) by Friday, 15 June

## President's Report

Greetings Ladies



I really enjoyed our Annual Election of Officers meeting even though we had a glitch early on. It's great to have such a large Management Team. I thank Margaret Black and Terri Johnson who are taking a break.

Margaret has filled many different roles during her many years on the management team, and Terri very capably filled the role of Membership Officer. We will miss you both.

There has been some shuffling amongst current team members, and all the portfolios have been filled apart from the role of Vice President. I am delighted that Susan Sparrow has put her hand up and will join the team as a member without a portfolio.

The EOO was followed by a fun presentation from Peter Kortegast from WSP Opus. Even though I don't do much cycling, I have avid cyclists in my family, and I am aware of some of the issues that he covered during his talk. I found his presentation very interesting.

Our Seminar on a Shoestring is coming up very soon and will be a fantastic opportunity to learn some of the hidden features of Microsoft Word. If you haven't registered yet, it's not too late, but you will need to send your registration through before Friday, 1 June.

In last month's newsletter there was an item about AAPNZ Competency Certificates. If you have been working on Module One and have a few more tasks to complete, why not use this month's meeting as an opportunity to finally tick everything off and get your application sent off for assessment.

As you will know by now, we are very keen to provide a wide variety of professional development opportunities for our members, and even though we are not quite half way through 2018, it's time for us to start thinking about topics for 2019. If you have any suggestions, or topics that you would like to see included, please contact any one of the Management Team members.

*Kind regards*  
*Shelley Hawke, President*  
*Nelson Group*

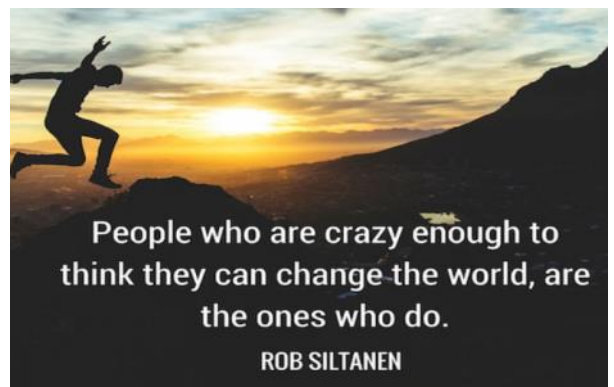
## June Newsletter Contributors

**Thank you to this month's contributors**

Margaret Bartlett	Shelley Hawke
Patti Rizer	Kathy Webb
Irene Buchan	Alma Kelleher

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## JUNE MEETING REPORT by Alma Kelleher



Election of Officers meeting - Margaret Black reading her financial report.



Katrina Aldridge receiving her Competency Certificate from Shelley Hawke, President.



2017/2018 Management Team members from left: Kathy Webb, Sarah Brown, Margaret Black, Katrina Aldridge, Margaret Bartlett, Terri Johnson, Alma Kelleher, Shelley Hawke and our photographer, Irene Buchan.

Following the Election of Officers meeting, photos, presentation of Competency Certificate-Module One, and Professional Development Certificates, Katrina Aldridge then introduced our guest speaker Peter Kortegast.

### Cycling for Locals and Tourists

Over the past year, members of the AAPNZ have been treated to a series of remarkable group meetings all of which have enhanced our life skills and explored our perception of ourselves and how we interact with people in the work place and society. The presenters, after a full day at work, give up their evening time to talk to us, and their enthusiasm about their subject matter is admirable and downright contagious. Last Tuesday night was no exception.

Peter Kortegast, Transportation Engineer at Opus Consulting, himself a keen cyclist, talked about planning, designing and building cycle routes around New Zealand. Listening to him you can tell he does what he loves most – and he gets paid for it!!!!

Cycling is in vogue, not only down under in the hub of the world but also in those other far away places, Europe, Asia, the Pacific, the Americas and our lesser well-known neighbours on the fifth continent.

Cycling is fun, healthy and good for the environment. Governments are supporting and promoting this activity, here and overseas. Even Iwi are right behind it encouraging exercise and physical well-being for their whānau. Cycling also enhances tourism, which in turn stimulates business and brings in revenue. Last year for example, 40,000 cyclists went on the Otago Rail Trail. Peter talked about how the Alps to Ocean Cycle Way has resulted in small B&Bs, eateries and shops opening up along the way, creating employment and bringing in revenue.



Alps to Ocean Cycle Way

But cycling isn't just for tourists. Peter showed us photos and visualisations of the projects he is involved with, completed or in progress: the \$135mill Christchurch cycle way project; the Manawatu River Bridge, the Brightwater Main Street Consultation project and, closer to home, the Rocks Road waterfront enhancement. In Australia the visualisations of bridges and super highways, which Peter projected onto the screen, were positively utopic.

Building a cycle way is not just about painting a white line on the road!!! Planning and designing bring many challenges for Peter, too many to list. Probably like juggling 50 ping pong balls while cycling through Auckland traffic!!

During the lively discussion at the conclusion of Peter's presentation some interesting questions were raised which I will leave for you, my readers to ponder further: Should helmets be compulsory or optional? Should ACC cover bicycle accidents?

As for me, I'm donning my Castelli Giro Italian racing jacket, my sexy Aero Race Bib shorts, my OnTrack Sport helmet and off I am on my bike .....



Carol Foote thanking Peter for his inspiring presentation.

# SEMINAR ON A SHOESTRING #6 REGISTRATION FORM

Professional Development is important. Please register if you haven't already and get your work colleagues involved. There is always something new to learn.

## MICROSOFT WORD WORKSHOP

SEMINAR ON A SHOESTRING #6

### MS Word Features That Will Make Your Life Easier



Saturday, 9 June 2018  
8.45 am to 12.30 pm

Nelson Marlborough Institute of Technology  
322 Hardy Street, Nelson



#### Seminar will include

- o 3 hours of fast-paced, hands-on computer training for Microsoft Word users
- o Handouts
- o Morning tea
- o Certificate of Attendance
- o Networking opportunities with other professionals

#### Registration Fee

- o \$45 for AAPNZ members and students
- o \$55 for non-members

Register promptly --  
limited computers!

Enquiries welcomed – please contact

Carol Foote - [cfoote@golder.co.nz](mailto:cfoote@golder.co.nz) or 548 1707 (Mon, Wed, Fri)



**REGISTRATION FORM** – For purposes of computer log-ins and catering, your registration **MUST** be received no later than **Friday, 1 June, 5.00 pm.**

Name: (to appear on Certificate of Attendance) .....

Company Name: ..... Position/Title: .....

Postal Address: .....

Phone (incl mobile): ..... E-mail: .....

Special dietary requirements: .....

- AAPNZ members and students \$45 x \_\_\_\_ = \$ \_\_\_\_\_
- Non-members \$55 x \_\_\_\_ = \$ \_\_\_\_\_

TOTAL PAID: \$ \_\_\_\_\_

Receipt required

Sorry, no refunds for cancellations, but substitutions welcome.

#### Payment and Registration Options

- o Direct credit to ASB Bank A/c No. 12 3193 0013054 00. Please ensure name is the same as the registered name. (Scan and e-mail registration form to [cfoote@golder.co.nz](mailto:cfoote@golder.co.nz))
- o Cheque made payable to AAPNZ Inc. (Post registration form and cheque to AAPNZ – Seminar on a Shoestring #6, PO Box 1350, Nelson 7040.)



## 2018 ADMINISTRATIVE PROFESSIONALS PRIZE WINNERS

<b>Sponsor</b>	<b>Prize</b>	<b>Prize Winner</b>
Pic's Peanut Butter, Chia	Taste Nelson Pack	Joy Creagh – Summit Real Estate
Recognise & Reward	Voucher	Susan Sparrow – Robin Whalley Associates
Chocolate Velvet	Gift Voucher	Sue Gardener – C&F Legal
NBS	Picnic Blanket	Sharyn Finnie – INP Medical Centre
Aboki Hair Salon	Gift Basket	Annette Milligan – INP Medical Centre
AAPNZ Nelson Group	Nutrimetics Gift Pack	Celeste Dempster – WSP – Opus
Recognise & Reward	Voucher	Hayley Roberts – Duncan Cotterill
Trailways Hotel	\$100 voucher	Jacqui McLeod – Port Nelson
NBS	Picnic Blanket	Margaret Black – Nelson Marlborough Mortgage Services
Intepeople	Coffee Keepa & Sweets	Penny Taylor – Study Nelson Ltd
AAPNZ Nelson Group	Nutrimetics Gift Pack	Sheree Hahn – Summit Real Estate
WSP-Opus	Sports Bag	Yvette Grant – Department of Corrections
Recognise & Reward	Voucher	Joy Iri – Fletcher Vautier Moore
Pic's Peanut Butter, Chia	Taste Nelson Pack	Kathy Tatlock – Administration Services
Smugglers Pub and Café	Voucher	Lorraine Willetts – Summit Real Estate
Recognise & Reward	Voucher	Sammy Lineham – Summit Real Estate
AAPNZ Nelson Group	Nutrimetics Gift Pack	Maree Boyce – Recognise & Reward
Pic's Peanut Butter, Chia	Taste Nelson Pack	Diane Bennett – Richmond Law
Intepeople	Coffee Keepa & Sweets	Emma Barton – Summit Real Este
Recognise & Reward	Voucher	Wendy Milson – Richmond Baptist Church
AAPNZ Nelson Group	Nutrimetics Gift Pack	Krystal Ilton – Summit Real Estate
Eyebright	Christmas Tree Voucher	Rosie Brown – Intepeople
NBS	Picnic Blanket	Rhian Porter – C&F Legal
Untouchable Hair and Skin	Gift Basket	Hannah Gittins – Summit Real Estate
WSP-Opus	Sports Bag	Chris Parsons – INP Medical Centre
Office Max	Gift Box	Clare Radbourne – Intepeople
AAPNZ Nelson Group	Gift Pack	Alana Jury – Intepeople



AAPNZ Trophy

# Administrative Professional Award

Each year AAPNZ offers many professional development opportunities - one of these opportunities is the annual Administrative Professional Award. The award is announced at the annual meeting, which will be held in Wellington 16-18 August.

## Who Is Eligible for This Award?

### Eligibility

This Award is open to all administrative professionals throughout New Zealand. Applicants do not need to be members of the Association of Administrative Professionals New Zealand Inc.

All applicants must be employed in an administrative role (i.e. personal or executive assistant, office administrator, secretary or similar position).

All applicants will be committed to a career as an administrative professional, ideally holding a full-time administrative professional role for a minimum of five consecutive years. A compelling reason should be provided as to why the applicant regards herself/himself as a career administrative professional.

### Non-eligibility

Members of the current AAPNZ National Executive Team are not eligible to apply.

## How Do I Apply for the Award?

1. Download and complete the application from AAPNZ website.

[https://aapnz.wildapricot.org/resources/Documents/2018\\_Awards\\_Registration\\_Form\(web\).pdf](https://aapnz.wildapricot.org/resources/Documents/2018_Awards_Registration_Form(web).pdf)

2. Provide a copy of your current Curriculum Vitae with a letter of support from your employer.

### Prizes

The winner of the 2018 AAPNZ Administrative Professional Award will receive the AAPNZ Trophy to hold during her reign, a personal keepsake trophy, a toki, a framed certificate, 12 months' membership of AAPNZ, plus other prizes to be confirmed.

**The September newsletter will feature an article about the  
2018 Administrative Professional Award winner.**

**Now is the time to consider applying for this prestigious award in 2019.**

## GRAMMAR TIP - How to Punctuate However



Using punctuation with the word *however* seems to be a problem for many writers. The most often occurring error is when the word *however* is used as a conjunctive adverb (transitional expression).

Conjunctive adverbs join or link independent clauses. When the word *however* is used as a conjunctive adverb, you must use a semicolon before and a comma after the word *however*.

Test your punctuation skill. Select the only sentence below that is correctly punctuated.

- a Fran is a fine administrator however she is a poor fundraiser.
- b Fran is a fine administrator, however she is a poor fundraiser.
- c Fran is a fine administrator, however, she is a poor fundraiser.
- d Fran is a fine administrator; however she is a poor fundraiser.
- e Fran is a fine administrator; however, she is a poor fundraiser.

The answer is “e”. The word “however” is used as a conjunctive adverb (also known as a transitional expression). When independent clauses are linked by a conjunctive adverb, use a semicolon between the clauses. Use a comma after the conjunctive adverb.

Try these. All the sentences consist of two independent clauses joined by the conjunctive adverb *however*.

1. They have given us an oral okay to proceed however we're still waiting for written confirmation.
2. Sales have been good however profits are low.
3. This report explains why production has closed down however it does not indicate how to avoid future glitches.
4. These sale-priced cases are going fast however don't delay if you want one.
5. The site has a number of disadvantages however the asking price is quite high.
6. Your proposal is a good one however who is going to foot the bill.
7. Rates will not make much difference to the investors however we always need to be conscious of increases in costs to tenants.
8. There seems to have been some recent leasing interest in the area however it has been at lower rentals to what was being paid when the market was at its post-earthquake high.
9. I am always up for a little hike however I am afraid of heights and was a bit worried about the narrow walkway by the mountain side.
10. Last year I got this information from ANZ themselves however it did take a long time and effort to follow up with.

Answers  
In every sentence, use a semicolon before the word however and a comma after the word however.

## Gmail? Have You Switched on The New Interface?

It's lovely and clean and much more like Outlook with a few new features like snoozing your emails. To make the change, simply go to the Gear (upper right hand side). Click it and select "Try the new Gmail". It's as easy as that

## Help Free Up More Time

Here's an idea. Only have a meeting if a decision needs to be made. If you need to simply gather information, use email, Gmail, OneNote or a cloud software product to let staff communicate and address issues before the meeting. This could create a significant decrease in weekly meetings and keep them short.

## Three Fabulous Excel Tips

It doesn't matter what database software you use to store your information. You can easily import it into Excel to manipulate, clean, de-duplicate and add to it. Then import it back into your normal database home. A few functions you'll love:

- Text to columns splits first and last names apart
- Concatenate will put last names back together (such as van Buren)
- Proper will change each word to a capital instead of all lower or upper case

## Quick Tip

Use nail polish on the heads of different keys to quickly identify which is which.

## A Healthier, Happier More Productive You Workshop

Bring this workshop to your office. Staff will love the dual focus of improving office productivity as well as health and wellbeing. Julie Biuso, one of New Zealand's best known and most respected culinary personalities will educate about healthy and economical eating and cooking as well as entertain with stories of cooking for celebrities, I'll cover how to get much more done in less time, conquer email as well as communicate better.

[Download an Outline Now](#) and email Debbie for more information [debbie@debbiespeaks.com](mailto:debbie@debbiespeaks.com)

## Small Steps To Help Reduce Waste

**Arm yourself with a reusable water bottle, a couple of grocery totes, a few cloth bags and reusable jars and bottles.** The back story. Back in 2013 while trying to find content to deliver while on a South Pacific Cruise, I came across the video Garbage Island: [An Ocean Full of Plastic](#).

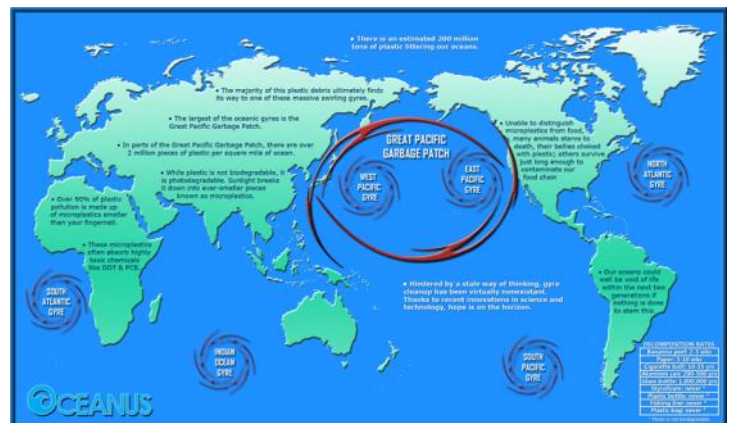
Vast volumes of plastic floating and breaking up in our oceans. There are more compelling videos now; all the more devastating. While we don't see lots of plastic on our beaches; our backyard, the Pacific is heaving with it.

Currents have gathered plastic (Garbage Patches) close by equal in size to the state of Texas – twice over.

[Have a closer look at the photo above](#)

Reduce the amount of disposable plastic we use. Stop and pick up any pieces of plastic you see.

If we all pitched in and bought less plastic - and reused more, we'd send a message to the industry and help solve the problem we are leaving for our children and grandchildren. Start now and simply use reusable water bottle, a couple of green bags, a few cloth bags and reusable jars and bottles.



Debbie Mayo-Smith aka Ms Effective is one of New Zealand's most sought-after motivational speakers and trainers. Debbie gives speeches, seminars and trains on technology and personal productivity. Sign up for her monthly quick tip newsletter here. <http://debbiespeaks.com/newsletter/newsletter-sign-up/>

To have Debbie speak at your next event or train your team call 64 27 575 5359 or visit her [www.debbiespeaks.com](http://www.debbiespeaks.com)







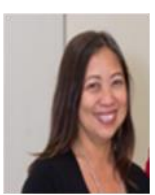



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## NELSON GROUP MANAGEMENT TEAM 2017/2018

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<p><b>MT Member</b> <b>Susan Sparrow</b> 546 9535 027 473 3567</p> 		

## JUNE BIRTHDAYS

**W**arm birthday wishes to the following birthday girls:



Margaret Bartlett	3 June
Thushari Nanayakkara	9 June
Wendy Knight	10 June
Malainee Freeman	19 June
Shelley Hawke	22 June

Don't let  
yesterday take  
up too much of  
today.

WILL ROGERS