

# Canterbury Tales

July 2021



ASSOCIATION OF  
ADMINISTRATIVE  
PROFESSIONALS  
NEW ZEALAND INC

Te Kāwarangi

Kia Ora koutou,

I hope you are all managing to stay warm during these brisk winter days. It is so important to look after our health and wellbeing during the winter months, and to keep an eye on those around us. See below for some quick tips to help you stay healthy and well this winter.

This month on Saturday 17 July is the Annual AGM. Make sure you join on line to cast your election vote. More information will be coming out from NET soon.

The AdmiNZ conference is being held in Tauranga on 30/31 July and the line up of speakers is looking fantastic. I will be attending and hope to see you there.

With no other nominations for the position of Executive Officer, there was no need for a voting election and as such I will be remaining in the position for the 21/22 year.

If you have any suggestions on events you would like to see in Christchurch, or you would like to be part of the organising team, please do not hesitate to get in touch

Ngā mihi

Kasey

**Executive Officer - Christchurch**

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## MEMBER PROFILE

### Introducing Kasey Ainsworth

Where are you currently employed and what is your role?  
Executive Assistant for the Head of Safety and Assurance at Airways.

How long have you been an AAPNZ member, and why did you decide to join?

I joined in 2019 when I moved to Christchurch and started working at Airways. I was looking for a support network that would help build my confidence as an executive assistant and would provide development opportunities.

What do you like to do in your spare time?

I play golf. It is my number 1 passion. I play every Saturday, summer and winter (unless the course is closed), and play in lots of competitions. I am a member of Avondale Golf club and I absolutely love every thing about it... the course, the brand new shiny clubhouse, the raffles, the prizes and of course the people - everyone is so friendly.

What is the most memorable piece of advice anyone has shared with you?

It relates to golf... My Dad told me very early on a tip about putting, he said "if the ball doesn't go past the hole, it won't ever go in"... Makes sense and can be used in other situations in life.

What is something not many people know about you?

Since moving to Queenstown when I was 20, I have been primarily known as Kasey, but it is not my legal name. It was my initials as a kid (KC) and when I started working in an office that had 3 other ladies with the same first name, and I was on reception, I decided to use Kasey. Since then it has stuck. I'll let you try and guess what my real name is...



## Proposed Calendar of Events 2021

**July 17**  
AGM - Virtual

**July 30 / 31**  
AdmiNZ Conference  
Tauranga

**August 16**  
Update on Conference, New  
Member Evening Network-  
ing Evening

**September 18**  
Southern Regional Gathering  
- Celebrating 30 years of the  
Nelson Group - Nelson

**October 15**  
Let't get Cooking

**December 10**  
Tour of Te Pae  
Christmas Celebration

## NEW MEMBERS

**A huge welcome to our new members:**

Stacey Day - Boffa Miskell  
Michele Marshall - Crombie Lockwood  
Angela Pye - Harcourts

## ANNIVERSARIES

**Congratulations to our members who celebrate Anniversaries in March / April / May:**

Elizabeth Signal - 28 years  
Debbie Walker - 18 years  
Joanne Gallop - 17 years  
Annie McEwin - 9 years  
Julie Jones - 8 years  
Kasey Ainsworth - 2 years  
Catherine Hay - 1 year

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## RECENT GROUP MEETINGS - ADMINISTRATIVE PROFESSIONALS DAY BREAKFAST

Our June meeting was attended by 12 members and was a wonderful, inspiring and motivational evening. Our guest speaker Johnny Squire was a power of energy and gave us some great tips and advice on things we can do to help with our mental wellbeing.

A huge thanks to Novotel Christchurch Cathedral Square for hosting our meeting, they have some great meeting spaces available and their refurbished rooms are very nice. We are happy to have them as one of our local supporters so please get in contact with the events team there for your next conference or function.



## ADMINZ CONFERENCE 2021 - Preparing for an extraordinary life

Amazing things happen when Administrative Professionals come together! Two days of workshops, phenomenal speakers and training targeted specifically for our profession.

The AdminZ National Conference is the only event in the country designed by administrative professionals for administrative professionals. We know that it takes hard work and continuous learning to excel in our roles and that's why our conference is **THE** event for everyone in our profession.

Programme includes:

- Defining your purpose
- Setting boundaries
- Healthy workplace relationships
- Sustainable workplaces
- Building your networks
- Leading an extraordinary life
- As well as presentations by the Administrative Professional Award finalists, Gala dinner and Awards presentation.

Date            Friday 30 July - Saturday 31 July  
Time            9am Friday - 4pm Saturday (followed by Gala dinner at 6pm)  
Location       Trinity Wharf, 51 Dive Crescent, Tauranga

More information is available on our website [HERE](#)

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## Tip of the Month - Staying Healthy and Well in Winter

### 1. Turn to the Light

Vitamin D is sometimes called the "sunshine vitamin" because it's produced in your skin in response to sunlight. Vitamin D has several important functions including facilitation of our immune system functioning, regulating mood, and warding off depression. Vitamin D is best sourced from the sun, so head outside for a while in the middle of the day for your dose of sunshine vitamins.

### 2. Wash Your Hands

One positive of the COVID-19 pandemic is the huge uptake in hand hygiene behaviours. Hand hygiene is the best prevention mechanism against the flu, as influenza viruses are spread by touching respiratory droplets on an object or person and then touching your mouth or nose. Keep up the hand washing habits we've learned through COVID-19 and remember to lather up for at least 20 seconds.

#### 20 second song choruses to sing while washing your hands

##### Africa - Toto

"It's gonna take a lot to drag me away from you / There's nothing that a hundred men or more could ever do / I bless the rains down in Africa / Gonna take some time to do the things we never had"

##### You Give Love A Bad Name – Bon Jovi

"Shot through the heart and you're to blame / You give love a bad name (Bad name) / I play my part and you play your game / You give love a bad name (Bad name) / You give love a...(bad name)"

##### Heaven on Earth - Belinda Carlisle

"Ooh, baby, do you know what that's worth? / Ooh, heaven is a place on Earth / They say in heaven love comes first / We'll make heaven a place on Earth / Ooh, heaven is a place on Earth"

### 3. Keep Moving

Regular exercise is one of the pillars of healthy living. It improves cardiovascular health, lowers blood pressure, helps control body weight, and protects against a variety of diseases. Just like a healthy diet, exercise can contribute to general good health and therefore to a healthy immune system.

### 4. Improve Your Sleep Hygiene

Sleep hygiene is the combination of different practices and habits that are necessary to have good sleep quality. A robust sleep hygiene routine is essential for all people but is most important for our shift employees who are at a higher risk of sleep deprivation.

Getting sufficient hours of high-quality sleep is vital for fighting off infections, and development of our immune memory. Immune memory is the interaction of immune system components during sleep, that reinforces the immune system's ability to remember how to recognise and react to dangerous antigens. One of these immune systems components is our inflammatory response. This kicks in during our sleep to repair injuries and fight off infections.

### 5. Protect Yourself from Negative Stress

Chronic stress, such as that caused by relationships with family, friends, and co-workers, or sustained challenges to perform well at one's work, can suppress our immune response making us vulnerable to illness and injury. Stress management can start with simply looking at our Circle of Concern (things we care about but can't control) and our Circle of Influence (things we care about and can impact).

Good stress management supports the development of Eustress (positive stress) rather than distress (negative stress). Eustress is developed when we sufficiently challenge ourselves without expending all of our resources. Eustress produces feelings of excitement, fulfilment, meaning, satisfaction, and motivation to continue to challenge ourselves.

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## Keeping It Local

Remember to check out the Tirama Mai lighting installations in Christchurch central and New Brighton before it ends on Saturday 10 July. Lights are showing between 6pm and 11pm every night.

Check out the Council website below to find more information and a map of the lights

<https://ccc.govt.nz/news-and-events/whats-on/event/tirama-mai>