



PRESIDENT'S COMMENT



Tēnā koutou

This is my last newsletter as President as I am standing down having completed my 2-year term.

We held our AGM and Election of Officers last month. Unfortunately, there weren't any nominations for President or Vice-President so these (or at least President) do need to be filled.

I am pleased to say the following positions have been filled:

Membership Officer – Maree Pritchard

Finance Officer – Janet Lowe

Administration Officer/Past President – Sally Lloyd

Meeting Co-ordinator – Shannon Miller

Newsletter Editor – Tina Sheehan

Social Media Officer – Pam Dolman

Website Editor – Tina Sheehan

Member – Nicki Williamson

Although we can manage at meetings without a President, with each member of the GMT taking it in turn to run the meeting, we do need someone to liaise with the national group and attend the monthly Zoom Group Presidents' meetings. Please consider the President's role. With the other positions filled you would be able to concentrate on the one role. You would also have Nicki and myself to support you!

Following on from the election of officers, we chatted about our experiences during the COVID-19 lockdown and shared anything we have learned during it.

Maree was unable to attend the meeting but sent through a video clip on Zoom breakout rooms. She said that she found this function very helpful.

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

I hope you will be able to join us for the next meeting on 12 August when we will have Nicky Vallender from Event-it as our guest speaker. Nicky will talk about tips, tricks and tools for event management.

Hei konā mai
Sally

AUGUST MEETING

Wednesday 12 August 2020

Guest Speaker: Nicky Vallender, Event-it

Come and hear Nicky talk about tips, tricks and tools for event management.

Shannon (our new Meeting Coordinator) is looking for volunteers to Meet and Greet, handle Registrations or thank our speaker. Please email her at Shannon.miller017@msd.govt.nz.

UPCOMING MEETINGS/SPEAKERS

9 September 2020:

Off site visit to Te Ao Nui (Emergency Management Office).

14 October 2020:

What is the Project Management Profession? – Michael Hawker

10 November 2020:

End of year Function – possibly a Movie and Dinner

RECIPES FROM LOCKDOWN

Easy White Bread

7 cups High Grade Flour

1 ½ tsp yeast

salt

4 cups warm water

- Mix all together, cover with very hot tea towel (recommend you put glad wrap or shower cap over bowl as well), let sit in warm spot (HWC?) for 3 hours.
- Punch mixture in bowl, then turn out and knead until stretchy and springs back ... then put into TWO lined loaf tins, cover and let rise again (about 30 mins).
- Bake in a 210 degree oven for 25-30 minutes – when you tap the top they should sound hollow.
- Let cool and enjoy nom nom.
- Freezes well – we sliced it before freezing.

Thanks to Catherine for this recipe – translated from a Swedish recipe book.

Beer Bread Recipe (Curry Loaf)

3 Cups plain flour

3 tsp baking powder

2 tsp sugar

1 tsp salt

1 tsp curry powder (or more if you want it more curry like)

1 or 2 handfuls of cheese

1 bottle beer (warm) and water to make up to 375mls

- Preheat oven to 180 degrees.
- Line a loaf tin with baking paper.
- In a large bowl add flour, baking powder, sugar, salt, a handful of cheese and curry powder – stir to combine.
- Pour in the beer/water and stir to combine into a sticky dough. Scrape into the prepared tin and smooth out.
- Sprinkle the extra cheese on top.
- Bake in oven for about 40 minutes.
- Serve hot/warm or cold – best with lashings of butter.

This is my curry loaf, but you can add whatever flavours you would like:

- Herb and cheese
- Bacon and cheese
- Plain
- Mix it up and make it your own.

Thank you Shannon.

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Library membership is required.

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

- **AAPNZ 47th Annual General Meeting**
15 August, 11.00 am, virtual using Zoom
You should have received an invitation by email last week.
- **Executive Secretary LIVE:**
InterContinental Hotel, Wellington, 28-29 August 2020,
<https://www.eventbrite.co.uk/e/executive-secretary-live-wellington-2020-tickets-65499076501>

FREE WORKSHOP

‘Future Skills’ and the Executive and Personal Assistant Role

What are the "future skills" that impact professionals in executive support roles?

Future skills are impacting career growth and employment success in a complex global job market. But as much as we have heard of the term 'future skills' and may have an understanding of what they encompass - how do these skills manifest themselves in executing the role of executive support? What are the implications of a lack of such skills for your career growth? How much can you leverage them to shape your success?

The [Global Assistant Online](#) is a newly created e-learning platform dedicated to providing valuable learning opportunities for today's Executive Support Professionals. Participate in this FREE Workshop to understand what future skills look like and how you can leverage them to future-proof your career. After this workshop, you'll have a solid understanding of the future skills you already possess and those that need attention.

You will also get:

- Insights into the future skills research available;
- A tour of the Global Assistant Online platform and its programs; and
- To interact with international peers through Q&A session.

Limited seats to maximise engagement. Reserve your spot in an upcoming session via the link: <https://www.60zone.com/tga-info-sessions>

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:	Are you interested? Talk to a member of the Management Team
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
Newsletter Editor:	Tina Sheehan (T.M.Sheehan@massey.ac.nz)
Website Administrator:	Tina Sheehan (T.M.Sheehan@massey.ac.nz)
Committee Members:	Janine Hawthorne (Janine.Hawthorn@mdc.govt.nz) Sally Lloyd (sally.lloyd@pncc.govt.nz)

AAPNZ Manawatu Principal Sponsor



PALMERSTON NORTH

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