



PRESIDENT'S COMMENT



Kia ora koutou

Welcome to October everyone! Are you like me and thinking, "well how did we get here so fast"! We only have two group meetings left this year.

Our October group meeting will be a session about project management and it will be a pleasure to have Michael Hawker who assists with Project Management Certification in the region through the Project Management Institute New Zealand. Michael has many years of experience in this area, so bring along your burning questions to do with project management and get the answers you're seeking! Most of us have been involved with projects in some form or another in our administration roles, so this is great opportunity to understand more.

Restrictions due to Covid-19 have disrupted many of our meetings this year, so it was fantastic to see so many members come for a tour of Te Ao Nui and to learn about emergency management and the handling of the pandemic in the region at our group meeting last month. Also, we must have had a record attendance for dinner afterwards at Yeda, and wasn't it great to see everyone and to catch up!

In November we have our end of year function and the plan is to go Tenpin Bowling and then go for dinner. We are going to add a festive twist (and some fun), so watch this space and we'll let you know more as soon as we can!

I do believe that the networking, professional development and peer support that AAPNZ offers is something unique and special for our profession in New Zealand, and this extends to our global connections through Executive Secretary Live and the World Administrators Summit for example.

The Group Management Team met recently and have been planning for 2021! There were lots of ideas flowing, so we are in the process of putting together a program which we'll announce before the end of the year.

See you at the Steeple at the Copthorne Hotel on Wednesday 14 November!

Nga mihi
Pam

OCTOBER MEETING

Wednesday 14 October 2020, 5.30 pm

Guest Speaker: Michael Hawker

What is the Project Management Profession?

Can you please make sure you are seated for a 5.45 pm start.

Michael will be giving a 40 minute presentation; a 20 minute exercise followed by his presentation and then a few minutes for questions. He needs to leave at 6.30 pm.

Shannon is looking for volunteers to thank our speaker and to man the registration desk.

*If you are attending the meeting, for Copthorne catering purposes – please RSVP to her by midday **Monday 12th October**. For a further networking and socialising opportunity after the meeting – dinner this month will be at Haru (if you are interested, please also RSVP). Shannon.Miller017@msd.govt.nz*

Please bring your gold coins for raffle tickets.

SEPTEMBER MEETING

It was great to see so many at the September visit to Te Ao Nui (and dinner 😊). If you are interested in the Civil Defence training that was discussed, here is the link:

<http://takatu.civildefence.govt.nz>

UPCOMING MEETINGS/SPEAKERS

10 November 2020:

End of year Function – Ten Pin Bowling followed by dinner. More details to come.

DOREEN SMART SCHOLARSHIP

This may be the best opportunity you will find to receive up to \$1,000 towards your professional development! It can be used for study or attendance at an event, for instance a qualification, a training programme or specific work experience in the office administration and/or business management areas or specialist technical areas in these disciplines. This would include Executive Secretary LIVE in Wellington from 21-22 May 2021.

Application forms are available by logging into the AAPNZ web site at <https://aapnz.org.nz/scholarships>

All full and affiliate members are eligible to apply for this scholarship. Applications close 20 November 2020.

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 National Conference (Virtual), 20 – 21 November 2020**

Planning is well underway to bring you a two day event that will not only inspire and motivate you, you'll also have the opportunity to network virtually with other business support professionals from New Zealand and the world. Registrations will open soon. <https://aapnz.org.nz/event-3872691>

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

AAPNZ Manawatu Principal Sponsor



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