

Dates To Diarise

GROUP MEETING

Tuesday, 21 July, Card Making

Wednesday, 19 August

TBA

MANAGEMENT TEAM MEETING

Tuesday, 9 June 5.30pm by Zoom

National AGM

Saturday, 15 August, 10am-1pm

Via Zoom (TBC)

OTHER EVENTS

Southern Regional Gathering

TBA

AAPNZ National Conference

Friday, 20 November (afternoon)

Saturday, 21 November

NEWSLETTER

Deadline for articles to be included in the
July newsletter is Friday, 12 June 2020.

Please e-mail Margaret Bartlett at

bushrunner@xtra.co.nz

WEDNESDAY, 17 JUNE MEETING

Steve Smith - All About Zoom

One of our favourite speakers, Steve Smith, is going to enlighten us about using Zoom technology, including how to log into a meeting, mute/unmute voice control, set virtual backgrounds, and use many of the features Zoom has to offer.



If you have any questions about Zoom, please let Margaret Bartlett know so she can pass them on to Steve. Steve is using Zoom Pro and will help us become proficient Zoom users.

Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. **Zoom** offers quality video, audio, and a wireless screen-sharing performance across Windows, Mac, Linux, iOS, Android, Blackberry, **Zoom** Rooms, and H.

Although we have some members of the Management Team returning, we are seeking a few members to give us new ideas. Management Team meetings are held once a month and generally last one hour, and are currently held by Zoom. Members do not have to hold a specific role; members can choose to be a member without portfolio. If you are a long-time member or a new member, we invite you to join our Management Team. We have productive, enjoyable meetings and would like at least two new members for the coming year.

If you wish to talk to a Management Team member about joining the team, contact details are on the last page of each newsletter.

When: Wednesday, 17 June 2020

Where: by Zoom

Time: 6.00pm - 7.00pm Presentation

Cost Free

RSVP: Susan Sparrow robinwhalleyoffice@gmail.com by Friday,
12 June

President's Report

Greetings Fellow Members

It was good to see so many of you Zooming in to our Annual General Meeting of the Group and to hearing our patron Cathy Knight telling us about her career and the foundation of the Nelson Group of AAPNZ.

As part of the AGM, the new Management Team was elected. The Team comprises:

President – Kathy Webb
Administration Officer and Historian – Margaret Black
Finance Officer – Katrina Aldridge
Newsletter Editor – Margaret Bartlett
Membership Officer and Education Officer – Patti Rizer
Events Co-Ordinator – Susan Sparrow
Social Media Officer – Rosanna Rogers
Photographer – Irene Buchan

Thank you all for taking on these positions. We bade farewell to Alma and wish her a happy retirement from the MT. Margaret Black and Katrina have agreed to continue but would like to step down due to other commitments. If anyone is interested in taking on either of these positions and learning some new skills, please contact me or any one of the MT members.

We are certainly living in unusual times! Six months' ago, who would have thought that the world could be shut down and travel plans scuppered? Patti's loss of her six-month trip is our gain – thanks, Patti.

This year will certainly be different as we learn new technology skills in our efforts to continue social distancing and re-arrange events that were cancelled or postponed for the remainder of the year due to Covid-19. Steve Smith's presentation on Wednesday, 19 June will assist with learning new technologies, and we look forward to 'seeing' you there.

Have a good month!

Kathy Webb
President
AAPNZ Nelson Group

May Newsletter Contributors

Thank you to this month's contributors

Margaret Bartlett Patti Rizer
Kathy Webb Rosanna Rogers
Susan Sparrow

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Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure.

Nelson Mandela

MAY GROUP MEETING REPORT by Susan Sparrow

Fourteen members attended our May meeting via Zoom.

The first part of the meeting was the annual Election of Officers meeting. The minutes of the last AGM were read and accepted. President and Treasurer reports were read and accepted. Officers for the coming year were nominated and accepted.

The following members were virtually presented with membership bars:

Terri Johnson 5-year bar

Irene Buchan 15-year bar

Wendy Knight 20-year bar

When level 2 is over, the bars will be presented in person along with the PD certificates.

This part of the meeting closed at 6:30pm, and we were joined by our guest speaker and patron, Cathy Knight.

Patti introduced Cathy listing her many achievements. The list was long and awe inspiring. Nelson Group is very fortunate to have such a wonderful woman as our patron although Cathy still thinks she is far too young to be patron of anything.

Cathy told us about her working life from her humble beginnings as an office junior at Houston Motors to her role as a Commander in the New Zealand Navy, branch manager for the New Zealand Law Society and Patron of the Nelson AAPNZ group.

Cathy has lived in Nelson since her college days. She left Houston Motors after a year and moved to ER Neale & Sons, whose business services included the Chamber of Commerce, the regional telex bureau, building society and insurance services.

In 1973, she joined the WRNZNS (Women's Royal New Zealand Naval Services), a brave move in those days when 'nice' girls didn't join the Navy. Cathy was a shorthand typist who took dictation, typed reports and correspondence. During courts martial and formal proceedings she recorded evidence and produced verbatim reports on a manual typewriter with 6 carbon copies. She attained the rank of petty officer, but even at age 20, she couldn't leave the hostel to go flatting without her father's permission. Permission was not granted.



After five enjoyable years in the WRNZNS, Cathy left the service which, by this time, had been incorporated into the Royal New Zealand Navy, now known simply as The New Zealand Defence Force, which includes army and air force personnel.

Cathy returned to Nelson in 1979 thinking her life in the Navy was over, but in 1992 she was asked to take over from the retiring Naval Relations Officer. This position is the primary point of contact between the Royal New Zealand Navy and this region. She represents the Chief of Navy and the Defence Force at functions and events, like ANZAC Day. Cathy provides support for visiting ships, arranging berths, fuelling, water, rubbish removal, transport etc. Cathy's current contract expires in 2023, and she feels that will be a good time to let someone else take the 'helm'.

Cathy's other significant community role is as a Justice of the Peace. She was appointed as a Justice in 2003. Justices of the Peace have been around since 1361 in England and 1814 in New Zealand. Roles of Justices have changed over the centuries, and today they mainly witness signatures, take statutory declarations and affidavits and certify photocopied documents. However, the position carries the important responsibility of assisting the preservation of the law in this country and they must be fair when dealing with all people. Justices must serve with dignity and decorum and uphold high standards.

Cathy is a Judicial Justice of the Peace and currently the Court Panel Manager at the Nelson District Court. The panel deals with all infringements and non-imprisonable offences; i.e., they can issue fines only. They also sit in remand courts,

MAY GROUP MEETING REPORT Cont'd

usually on a Saturday morning, to deal with defendants who have been arrested on Friday generally for breaching bail conditions or for not turning up to court when they should have. The panel can decide whether to re-bail them or remand them into custody (prison) until their court date.

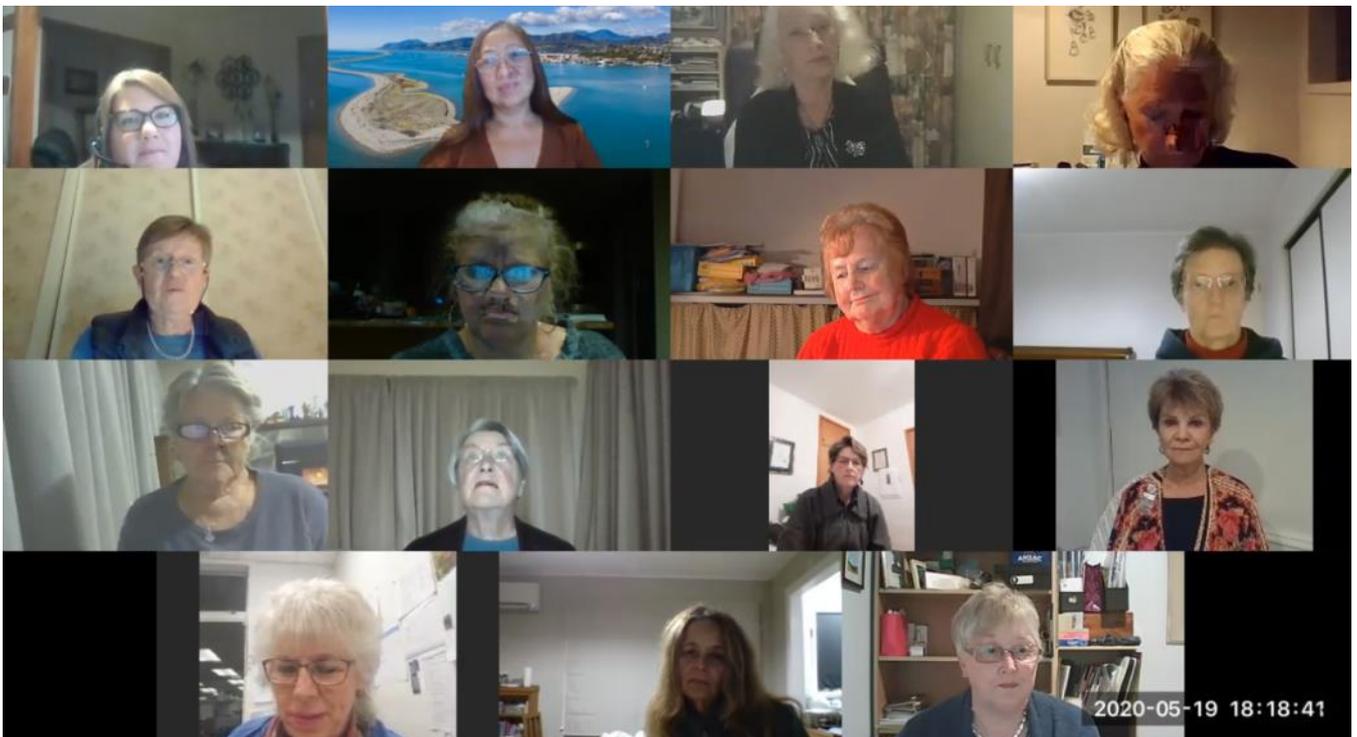
Cathy took us back to October 1990 when members of AAPNZ Christchurch came to Nelson to meet with the six members based here. At that time, Nelson was part of the Christchurch Group. The meeting was well advertised, and about thirty people attended with the view to making Nelson a separate branch. In August 1991, this goal was achieved, and Cathy was Nelson Group's first president. Cathy is very proud of our group and delighted there are still some inaugural members in the group today. As Cathy says, most organisations simply could not function without an administrative professional pulling it all together.

Since returning to Nelson in 1979, Cathy has held several administrative positions including secretary to Mayor Peter Malone and working for the Newmans Group and at Skeggs Seafoods. Cathy was made redundant from all these jobs due to companies being swallowed up and the mayor not retaining his seat. Therefore, she decided to work for herself, and that is what she has done for the last 28 years. Cathy's office is in Bridge Street, and since lockdown she has decided to work from home more often.

At the end of Cathy's speech, Margaret Bartlett thanked Cathy and gave her a gift voucher from Mitre 10.



As the meeting closed, I think we were all grateful to have someone as hard working and interesting as Cathy as Patron for the Nelson Group of AAPNZ.



LEIGH WHITE HAS MOVED TO WELLINGTON

NMIT Business Administration Programme Disestablished

Leigh White, Tutor, Has Moved to Wellington

The NMIT Business Administration Programme has been disestablished due to budget issues. With the program disestablished, Tutor Leigh White's job was made "surplus to requirements" on 19 December 2019.

Leigh White has been a Nelson Group supporter, seminar presenter, and friend for many years. Several Nelson Group members know Leigh, so I am passing on Leigh's message.



I am now working for Weltec and Whitireia Polytechs – mostly at the Petone campus for the moment. This has been good timing for me as my mum is 90 years old later in the year and I have been feeling I should be closer to her now. In addition, my two sons live in Wellington and that is an added attraction, of course!

At present, the work is only for a fixed term of one year but this may change. If people would like to contact me, I am keen to hear from them at leigh.white@weltec.ac.nz – if you are in Wellington, please let me know. My phone number is 027 444 2077.

Everything is very busy at the moment, learning new ways and meeting my new colleagues – all are making me very welcome!

As you can believe, it has been a very busy time packing up the house, getting it rented, shifting all my gear into a storage unit and saying goodbye within 3 weeks!

JUNE BIRTHDAYS

Warm birthday wishes to the following birthday girls:



Margaret Bartlett	3 June
Wendy Knight	10 June
Shelley Hawke	22 June

BRAIN TEASER:

Aiden and Sofia were debating a major purchase of candy. They calculated that they could get three bags of jelly beans and two bags of chocolate for 24 cents, which was just under their limit of 25 cents. They found they could also get four bags of chocolate and two bags of jelly beans for the same 24 cents. How much did each bag of candy cost?

See answer elsewhere

GRAMMAR TIP - Using Pronouns with Prepositions

Prepositions are very common words in our language. They are usually short - from two to six or seven letters. The following are prepositions:

between	but	by	except
for	from	in	like
of	to	at	on

Prepositions can never stand alone. They must come with an object, which always comes after the preposition. The object of the preposition is always a noun or pronoun. When the object of the preposition is a pronoun, the pronoun must be the objective case, not the nominative case. When the pronoun is the subject of the sentence, it is always the nominative case.

Objective case pronouns include *me, him, her, us, them*

Nominative case pronouns include *I, he, she, we, them*

Between is a preposition; therefore, you must say 'between you and me' **NOT** 'between you and I'. Me is the objective case and I is the nominative case. A pronoun following a preposition must be in the objective case (me, **NOT** I).

Don't be fooled by extra words added to a prepositional phrase. For example, in the sentence, 'The dilemma for us non-grammarians is that we need to know the difference between the objective and nominative case', the word for is a preposition and must be followed by an objective case pronoun—us, **NOT** we. Mentally eliminate 'non-grammarians' when deciding whether to use us or we—the dilemma for us is that we need to know

Note: If you were to rewrite this sentence to, 'We grammarians must understand the difference between the objective and nominative case', you have changed the subject of the sentence to 'We grammarians' (from 'The dilemma') and you must use the nominative case we, not the objective case, us.

Try these:

1. (We, us) administrators are the backbone of business.
2. The dilemma for (we, us) administrators is to keep our office going cheerfully without showing our stress.
3. Please give the documents to Rossana and (I, me).
4. Did you receive the cheques from Alma and (I, me)?
5. Susan made a copy of the letter for Katrina and (I, me).
6. All members of the Management Team will attend the Southern Gathering except Margaret and (me, I).

Answers:

1. We—nominative case 'we' because 'we' is the subject of the sentence.
2. Us—objective case 'us' because 'us' is the object of the preposition 'for'.
3. Me—objective case 'me' because 'me' is the object of the preposition 'to'.
4. Me—objective case because 'me' is the object of the preposition 'from'.
5. Me—objective case because 'me' is the object of the preposition 'for'.
6. Me—objective case because 'me' is the object of the preposition 'except'.

The health of nations is more important than the wealth of nations. *Will Durant*

In my mind, I'm always the best. If I walk out on the court and think the next person is better, I've already lost. *Venus Williams*

Trivia:

1. Fusilli, orzo and tagliatelle are all types of what?
2. The tongue of a giraffe is 45-50cm long—T/F?
3. A swashbuckler is a sword, a sash, or an adventurer?
4. The Roman numeral for the number 500 is C, D, or L?
5. The tympani belongs to which group of musical instruments?

See answers elsewhere

ALTERNATIVE WORD MEANINGS

I HAVE PICKED UP AND SAVED SOME ITEMS TO SHARE WITH YOU.

Alternatives for Over Used Words In Writing

1. **Interesting** - noteworthy, thought-provoking, fascinating, attracting, captivating, gripping, invigorating, engrossing, engaging, electrifying.
2. **Beautiful** - striking, stunning, magnificent, lovely, charming, gorgeous, radiant, dazzling.
3. **Good** - acceptable, wonderful, exceptional, positive, brilliant, first-rate, notable, stellar, favourable, superb, marvellous, prime.
4. **Look** - glance, fixate, observe, star, gaze, peer, scan, watch, study, browse, eye, glimpse, reviewer, inspect.
5. **Bad** - awful, lousy, poor, unacceptable, crummy, dreadful, rough, inferior, substandard, atrocious, appalling, dreadful, defective.
6. **Nice** - lovely, superior, pleasant, satisfying, delightful, likable, agreeable, correct, adequate, swell, fair, okay, approved.
7. **Very** - extremely, exceedingly, exceptionally, immensely, tremendously, abundantly, particularly, remarkably.
8. **Fine** - satisfactory, worthy, respectable, exquisite, suitable, well, imposing, decent, admirable, praise-worthy, decent.
9. **Happy** - cheerful, delighted, pleased, content, amused, thrilled, elate, ecstatic, on cloud 9.

More Descriptive Words

1. **Amazing** - astonishing, astounding, awesome, fabulous, fantastic, incredible, stupendous, wonderful.
2. **Nice** - enjoyable, pleasurable, courteous, lovely, likable, pleasing, gracious, admirable.
3. **Good** - excellent, amazing, wonderful, pleasant, marvellous, exceptional, super, outstanding.
4. **Happy** - amused, blissful, bright, charmed, cheerful, contented, delightful, ecstatic.
5. **Kind** - generous, amiable, considerate, gentle, gracious, benevolent, kind-hearted, congenial.
6. **Ask** - beseech, implore, inquire, petition, query, question, solicit, urge.
7. **Rich** - wealthy, prosperous, affluent, well-heeled, fat cat, loaded, well-to-do, in the money.
8. **Choose** - adopt, appoint, cast, elect, extract, name, pick, select.
9. **Find** - ascertain, acquire, detect, discover, encounter, locate, obtain, pinpoint.
10. **Funny** - amusing, comical, entertaining, farcical, gleeful, good-humoured, hilarious, humorous.
11. **Important** - chief, critical, crucial, essential, fundamental, primary, significant, vital.
12. **Really** - absolutely, actually, certainly, extremely, genuinely, honestly, surely, truly.
13. **Make** - assemble, build, construct, create, devise, forge, invent, prepare.
14. **Big** - towering, huge, large, great, gigantic, immense, colossal, giant.
15. **Very** - absolutely, extremely, exceedingly, genuinely, particularly, tremendously, uncommonly, veritably.
16. **Fast** - accelerated, active, agile, brisk, nimble, quick, speedy, swift.

Weird Ways To Destroy Stress At Work

Stress can bring you down whenever it arises and for many it strikes most viciously while at work. Self-help manuals, guru-driven philosophies and medical minds have all addressed the issue of dealing with anxiety. Here are some of the more unique suggestions that people have come up with:



Cry

A good cry can be rejuvenating. We're told, or led to believe, that tears are a sign of weakness and instability, but in fact a good cry can be refreshing, if not all that separates you from a total emotional meltdown. Stress and grief-produced tears remove toxins, reduce anxiety and even [kill bacteria](#). The next time you're staring down a truckload of oncoming emotional turmoil in the workplace, retreat to the lavatory and have a good cry. Better yet, invite co-workers to join you. Crying can elevate the level of intimacy and community among people. Make your tears work for you.

Scream

Screaming can help blow off steam. It's more than likely you came into this world screaming, so why should it be odd to do it on the roof of your office building during lunch break? Often, when deeply affected by anxiety or fear, our first inclination is to make some kind of noise. Why fight it? You may feel a lot better after you've shouted out what's bothering you. A quick online search of the relaxing effects of screaming yielded a product that allows you to bellow as loud as you wish without bothering those around you. It's appropriately called the [Anti-Stress Screaming Kettle](#).

Be Friendly To Your Boss

Being on good terms with your boss can alleviate a lot of anxiety. You don't have to be fishing pals but a strong relationship with your boss or supervisors can alleviate a lot of tension in your daily work routine. Those above you should not make you feel fear or uncertainty and open, honest dialogue about expectations, goals and strategy is the first step on the path to mutual trust. When it comes to frustrations and anger, it does no good to [blow up at your boss](#) or drop an upper-decker in the executive washroom. Rather, seek constructive and even-keeled ways to express your concerns. You'll breathe easier in the long run.

Keep your workspace clean and organized.

Get an organization system in place for your office. A complete filing system and storage space can help you to organize your office in such a way where everything is in place and in reach for work.

Learn to handle or ignore interruptions.

Maybe you have a colleague who constantly stops by your desk to chat. Or you sit near the noisy elevator. Or your office has large windows. If you make an effort to learn how to properly handle these interruptions or ignore distractions in the workplace, you could significantly decrease your level of stress.



Adapt to Changes

Does change make you anxious? If your workplace sees a lot of turnover, physical changes (office layout), or new software or technology (printers, computers, etc.), you'll have to learn to adapt quickly.

Add plants to your desk, office or cubicle.

Integrating plants in the work environment not only beautifies the environment but has been proven to reduce absenteeism, reduce stress, lower blood pressure, increase positive feelings, lower noise levels, decrease room temperature and lower humidity.

Be a good communicator.

Poor communication often causes confusion (and therefore, stress) in the office. If those around you aren't communicating well, ask questions, make suggestions and do whatever else you can to improve the situation.

Incorporate relaxation exercises into your work day.

If you're allowed and it doesn't distract anyone around you, play soft music, stretch occasionally or go for a walk. You won't be able to get rid of everything that contributes to your stress in the workplace - but you can implement relaxation exercises when you're feeling tense.

Word Doc Margins

Do you fiddle with your margins? Resetting each new Word Document because you don't like the default margin? Or you have several document styles that require different margins?

You can change the margin setting for a document in the **Layout Ribbon > Margins** in the Page Set Up Menu. When you make the change, save it – give it a name. You can even set it as your new default.

However, if you use different margin settings, **Right click Margins**. One of the options is **Add To Quick Access Toolbar**. Select it, and a new icon appears in the Toolbar. Next time you want to set the margins, all you have to do is click the icon and select it.

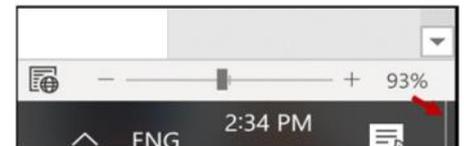
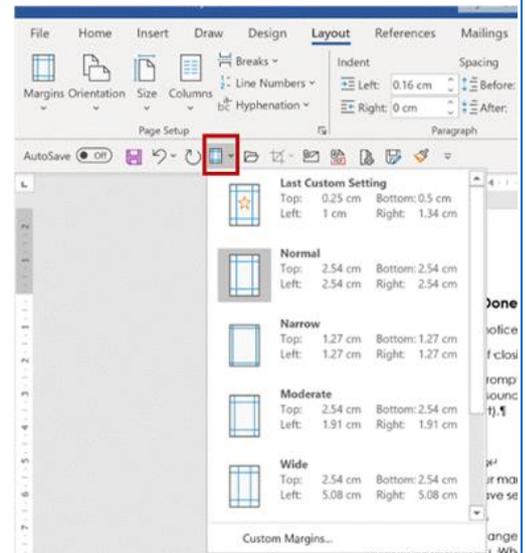
If you accumulate a lot of open documents and programs on your screen, you can minimise all except the one you are working on.

Click & Shake

Click the title bar of the window you want to remain open to select it. Holding your mouse down, move the window back and forth quickly -- shaking it. After a few quick shakes, you're left with one.

Or

If you want everything to minimise in Windows, you can hit the small vertical bar on the bottom right-hand side of the screen.



YouTube Video Watching Trick

When watching YouTube videos on your phone in full screen mode; double tap the left to rewind 10 seconds. Double tap the right to fast forward 10 seconds. Tap multiple times for longer periods.

Great Google Searching Tip

Reading something online? Want more information? When in Chrome, highlight any text and right click it.

Alt + Tab / Command + Tab

If you have heaps of documents and programs open at once and moving from one to another. A swift way is to hold down the **ALT key (PC) / COMMAND key (MAC)** and click on the **Tab key** to show and move through what is open. e.g. if you have 10 documents open you'd click the **TAB/COMMAND key** 10 times to do a complete cycle through them. Letting go of the **ALT key** will open the document you're on.

Creating Great Headlines

If you want to get the emails, articles and documents you write read, you need a great headline. Debbie always runs hers through a website headline checker and then tweaks, tweaks, tweaks to get the best score (thus best result) possible. Have a look to see if you could use it. <https://coschedule.com/headline-analyzer>

Social Media Videoing Tip

When you're shooting in selfie mode – you know you need to look at the camera itself for the best results. Remember, don't slip into speaking directly into your phone screen. With your finger, find and cover the selfie camera. When you see your 'skin'; put a little piece of coloured tape next to the camera hole. Then look directly at it when videoing.

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

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NELSON GROUP MANAGEMENT TEAM 2020/2021

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Brain Teaser Answer: Jelly beans are 6 cents and chocolate is 3 cents.

Answers: 1. Pasta, 2. True, 3. Adventure, 4. D, 5. Percussion

Quiet Talk: Braille is a pattern of raised dots that allows blind people to read. It was created by Louis Braille when he was 15 years old, and is based on a method of silent communication used by the French military.

Expensive Munching: Watching a movie and eating popcorn seem to go together, but it's an expensive treat. Studies show that popcorn at the theatre often costs more per gram than the finest steak.

Star Background: Actress Salma Hayek, known for her roles in such movies as Frida and The Hitman's Bodyguard, was born in the town of Coatzacoalcos in Mexico in 1966. Her mother is Diana Jiménez Medina, an opera singer.

Unique Flag: The Dominican Republic is the only country in the world to have the Bible on its national flag. The Bible is at the centre of its coat of arms, which also forms the centre of the flag.

Long Border: The border between Canada and the United States is 8,891km, including 2,475km between Canada and Alaska, making it the world's longest border between two nations.

