

12 April 2015

Dear PACE Member

Hard to believe we are in the second quarter of the year already – they do say time flies when you're having fun – which I'm sure we all are 😊 There's been a bit of a gap between newsletters, due to personal reasons I've been away from work unexpectedly so I've not been able to get to this until now. Your PACE management team have done an excellent job of keeping things running in my absence and I can't thank them enough for their dedication to some pretty big things happening for PACE. More details of what they've been up to are in this bumper issue!

It's National Administrator's Day on Wednesday 22 April – take some time to celebrate this day, the work you do adds so much value to your workplace so spread the word and enjoy the recognition.

### **2015 Professional Assistant's Forum – Wednesday 1 July – Register today!**

We completed a mail out to all members last week regarding the PACE 2015 Professional Assistants Forum being held on 1 July. You should have, or very soon will be receiving a letter from me outlining the programme and registration details. Attached is an information sheet to remind you. A lot of time and energy is going into the organising and logistics of this event by our Professional Development Committee - we look forward to a lot of support from the members for this event. Thank you to those who have already registered. If you need any more information please email [rsvp@pace.org.nz](mailto:rsvp@pace.org.nz), or talk to any of the management team.

### **Upcoming PACE Member Meetings**

***Tuesday 28 April, 5.30pm***

#### **Launch of the new PACE website!**

We are very excited to be able to launch this this month, and look forward to showing you around the new site. Come along for a chance to network with fellow members and see how the new website will work for you.

***Tuesday 26 May, 5.30pm***

#### **Dr Helen Poulsen, Institute of Environmental Science and Research Limited (ESR)**

Dr Helen Poulsen works in the Toxicology Section of ESR, based in Wellington. She has over 30 years of experience in analysis of drugs and their involvement in sudden death. The work of the Toxicology group is principally the analysis of drugs and poisons in biological specimens as related to coronial and criminal cases. Helen is involved in the interpretation and reporting of the outcomes of the analyses both verbally and in written format for court purposes. She has research experience in the areas of the potency of cannabis and cannabis product in New Zealand and in drug use by deceased and impaired drivers. She also acts as an advisor to Ministry of Transport and Police on matters relating to drugged driving. That's the formal stuff but what she really likes doing is growing poisonous plants. Come along to hear some fascinating facts from our very own "CSI".

## James Cook Hotel

The James Cook Hotel have been a very generous supporter of PACE over many years, and we are fortunate to have been able to hold our member meetings there at a very minimal cost. Unfortunately, but understandably, the James Cook have had to review all their arrangements and as a result we will now be charged for the room hire and catering for our meetings. We are however, receiving a significant discount from the James Cook for our meetings. They have also reviewed an offering to PACE members of a rebate off any conference booking your organisation may make. The rebate is as follows:

- For spend up to \$4,999 incl GST – 8% rebate will be applied
- For spend from \$5,000 incl GST – 5% rebate will be applied

T&C: rebate only applicable to venue hire & catering spend. Must quote PACE membership details at time of enquiry.

If you have any questions about functions at the James Cook, Dorothy Collis would be more than happy to talk through your requirements, [functions.manager@jamescookhotel.co.nz](mailto:functions.manager@jamescookhotel.co.nz) or phone 04 499 9502.

## Member Meetings

You'll all agree it takes time and effort to put on a meeting of any size, and our management team work very hard to put on interesting, informative and fun monthly meetings for you all. It has been highlighted to us, especially now in light of the changes to costs as mentioned above, that we do fall victim to no-shows at our meetings. Of course we more than understand that last minute things can crop up at any time, and it is inevitable that there are going to be times that you're just not going to be able to let us know.

Unfortunately though, no-shows will have a significant impact on our costs – which ultimately comes from the money that you pay for membership. Membership fees have not increased for many years and we want to continue to keep the fees as low as possible. I'm sure you'll agree that we do not want to see fees subsidising the cost of no-shows. If you do find you're unable to attend, can we ask that you do let us know as soon as you are able.

We are going to send out meeting invites for the remainder of the year so you can have the placeholder in your calendars, feel free to tentatively accept these and we'll keep the entry updated as meeting information comes to hand.

## Show your support!

Don't forget to show your support for those businesses that do support us – we've recently be fortunate to have a fantastic motivational speaker come along (in his own time) to inspire us, and a magnificent 5-star lunch for members to enjoy. Please consider these and other businesses when arranging events for your work and personally, and encourage other people in your organisation to do so as well – spread the word! And mention you are a PACE member – they'll appreciate knowing it was all worth it, and I'm sure most will make sure you have a great experience with them. Some of the more recent ones are below, or check out the sponsorship page of our website for more.

**Logan Brown** – contact Steve Brown, [steve@loganbrown.co.nz](mailto:steve@loganbrown.co.nz), [www.loganbrown.co.nz](http://www.loganbrown.co.nz)

**Dr David Keane** - [www.artofdeliberatesuccess.com](http://www.artofdeliberatesuccess.com)

**Trinity Group** – includes St Johns Heineken Bar, Trinity Hotel, The Old Bailey and more. Contact Candace Smith - [candace@trinitygroup.co.nz](mailto:candace@trinitygroup.co.nz), 04 499 7702, [www.trinitygroup.co.nz](http://www.trinitygroup.co.nz)

## Positions/Temp available

Board Secretary/Finance EA Vacancy – Cigna: information was recently sent out about this role, if you missed it please let me know and I'll send it on.

Also, ex PACE member Mary Ryan has recently left her position as EA to the CEO of the Electricity Authority and is considering her next steps, if you are looking for someone for any temporary roles please contact her, [mary\\_ryan@hotmail.com](mailto:mary_ryan@hotmail.com), phone 473 3255 or 0274 942 446.

## Other events

### Tea and Toast

## Venue change for our next Tea & Toast session

**22 May 2015 Tea & Toast session is now at:**

**Level 4, Citylink House, 53 Boulcott Street, Wellington**

If you haven't been along to Tea and Toast yet, feel free to drop in on your way to work.



# TEA & TOAST

## INTRODUCING INNOVATION

What environments encourage innovation?

Why is failure an essential element?

What are innovations? How do you introduce innovations?

We talk a lot about innovation, so let's pull it apart and put it back together again.

Join us for an hour of energetic learning and take away ideas you can use straight away.

**Date:** Friday 22nd May 2015

**Time:** 8.00am – 9.00am

**Venue:** Level 4, Citylink House, 53 Boulcott Street, Wellington

**NOTE: NEW VENUE FOR THIS TEA & TOAST**

Email [alison@trainingpractice.co.nz](mailto:alison@trainingpractice.co.nz) to **register**

*ALL WELCOME AND NO CHARGE*

## **The EA/PA Masterclass - Business strategy, communication, leadership and management skills**

**Tuesday 4 August, 9am - 4.30pm**

This one-day master class is built around the competencies, behaviours and skills that you need to develop to make an increasingly valuable contribution to your organisation or business.

The class is being facilitated by international expert Lucy Brazier, founder of leading global publications for administrative professionals; motivational speaker and facilitator of administrative professional events. The pdf flyer with more information is attached to this email.

## **Reconnecting Work | Self ... unlocking your professional success**

**One Day Symposium – TAKE A DAY FOR YOU... 29 April 2015** –If you're feeling unmotivated, overwhelmed, disillusioned, yet you know there must be more to work. That there must be a better way. But don't know exactly what or how?

If you're looking for inspiration, focus and comradeship.

If you want to find perspective, to add some useful tools and to define what Success looks like to and for you...then this is a timely and valuable opportunity to Refresh, Refocus, Re-energise.

A one day symposium with like-minded women and inspiring speakers, filled with inspirations and insights and useful take-aways to put all you've gained on the day to work for you. More information on this event can be [found on their website](#).

## **Last words...**

Congratulations to PACE management team member Jolene Phillips who recently got married, I think you'll all agree Jolene looked amazing and both so very happy! We all wish you all the best for many happy days ahead.



Look forward to catching up with you at our next meeting.

Rebecca Dobbs  
Chair

## **2014/15 PACE Management Team**

Chair	Rebecca Dobbs	<a href="mailto:Rebecca.dobbs@hospitalitynz.org.nz">Rebecca.dobbs@hospitalitynz.org.nz</a>
Secretary	Judi Whitcher	<a href="mailto:judi.whitcher@mito.org.nz">judi.whitcher@mito.org.nz</a>
Treasurer	Tendai Nyamdela	<a href="mailto:tmnyams@yahoo.com">tmnyams@yahoo.com</a>
Membership Co-ordinator	Amber Wood	<a href="mailto:Amber@antipodesnature.com">Amber@antipodesnature.com</a>
Events Co-ordinator	Antoinette Wilcox	<a href="mailto:Antoinette@nzfilm.co.nz">Antoinette@nzfilm.co.nz</a>
Meeting Co-ordinator	Jolene Phillips	<a href="mailto:Jolene.Phillips@esr.cri.nz">Jolene.Phillips@esr.cri.nz</a>
General Members	Charlie Dickson	<a href="mailto:charlie.dickson@nzcel.co.nz">charlie.dickson@nzcel.co.nz</a>
	Eleni Kosmadakis	<a href="mailto:eleni.kosmadakis@scnz.org.nz">eleni.kosmadakis@scnz.org.nz</a>
	Philippa Shierlaw	<a href="mailto:philippa.shierlaw@mch.govt.nz">philippa.shierlaw@mch.govt.nz</a>
	Sue Reeves	<a href="mailto:sue.reeves@altusq.co.nz">sue.reeves@altusq.co.nz</a>