

15 September 2015

Dear PACE Member

Spring is here!?! Well – it's trying hard to be here! Not long now until daylight savings starts and we'll be enjoying some lovely long sunshine days! There's a bit to update you all on – apologies that it's been a while between newsletters.

**PACE Annual General Meeting**  
**Tuesday 29 September, 5.30pm**  
**James Cook Hotel Grand Chancellor**

Further to my email, I'd like to touch on the upcoming Annual General Meeting. As you'll have noticed we have a number of vacancies on the Management Team. Rest assured this is not due to any misgivings within the team – it's pretty much a case of bad timing! If you are keen to be involved I can assure you that it is a rewarding team to be part of and is a great way to get to know your fellow PACE members. It does involve extra work of course – all committees do – but we work together and share the load as much as possible.

Please do consider it – we continue to work hard to 'live' our Vision – to Lead, to Advocate and to Support – and there's a lot of exciting opportunities ahead for PACE. We especially are keen to enlist people that are interested in the roles of Treasurer, Secretary and Events Co-ordinator. We had indicated previously that Antoinette Wilcox was going to re-stand in the position of Events Co-ordinator but she's put herself forward for the Membership Co-ordinator role.

Nominations close this Friday 18 September – nomination forms are included with this newsletter.

We hope to see you on the 29<sup>th</sup>, if you'd like to have a chat about the Management Team vacancies please contact me or any one of the team.

**Save the date – PACE Christmas Function**  
**Tuesday 1 December**  
**St Johns Bar & Restaurant**  
**Details to follow!**



### **August meeting – Coene's Provisions, Oriental Bay**

August's meeting was a gorgeous lunch hosted at Coene's Provisions on Oriental Bay – this is where Martin Bosley's restaurant used to be. We had a beautiful lunch, the weather didn't come to the party but I'm sure on a good Wellington day it would make the experience even better.

Attached to this newsletter is Coene's information pack. Stephanie Fowlie is the contact there – if you're interested in a site inspection and a little complimentary lunch Stephanie is more than happy to do that for PACE members. Contact her on 385 7124, 022 083 4411 or email [stephanie@coenes.co.nz](mailto:stephanie@coenes.co.nz)

### **Callaghan Innovation Administrators Day**

In August, PACE was contacted by Callaghan Innovation to gauge our interest in attending a session at their inaugural Administrators Day – what a great initiative by them in approaching us for this purpose.

PACE members Sarah Simpson and Charlie Dickson attended for the last session of the day for an informal discussion/Q&A session and were very impressed by the Callaghan Innovation group in terms of their open participation in the session and also feeling warmly welcomed – even being invited to a post-session drink where the Chief Executive made an appearance. Sarah and Charlie provided the group with a brief update on the work PACE is doing in terms of its recent newly aligned vision, (i.e. Lead, Advocate, Support), focusing particularly on the importance of continually advocating to have our profession taken more seriously. They also touched on market trends in the EA/PA space, along with some tips on what common traits they see in the great EAs we deal with in our roles. The group asked good, relevant questions and Sarah and Charlie reassured them that the issues the support staff were experiencing were those shared by most organisations.

Feedback from Callaghan Innovation has also been very positive. Clearly, attending these sorts of internal forums is an area which would be beneficial to develop in terms of getting the word out on the importance of our roles and getting our profession "singing from the same songsheet".

### **PA Power**

I came across this article through a Linked In page recently and found it resonated with what we're hearing and talking about, [click here to read](#). For those of you on LinkedIn I'd suggest investigating some PA/EA groups and joining them – like anything of this style you will receive more emails, something we all try to avoid – but as most aren't time critical you can file them in a "reading" file and make the time to read through later. They can sometimes provide the motivation, inspiration or reassurance you need to find some days.

### **Social Cooking Christmas Functions**

If you're looking for something differing for a Christmas function this year – check out Social Cooking – here's a link to their [Christmas page](#). *Special Offer* - anyone from PACE that books an event will get a night for two at Social Cooking worth \$200. Make sure you mention "PACE 2015" when you book.

## Other events - Tea & Toast – This Friday 18 September 2015



# tea & toast

## Design thinking: what is it and why is it important?

Come along and share our thinking and ideas about why design thinking is for everyone. Find out why it's a great balance between structure and chaos; intuition and logic. You'll go away with a process you can use straightaway. And that process will take on board why the human and gentler aspects of customers' experience is critical.

DATE	Friday 18th September	TIME	8.00am to 9.00am
SPEAKER	Hilary Bryan, Director, The Training Practice		
VENUE	Boardroom, Beyond Recruitment, Level 10, Fujitsu Building, 141 The Terrace, Wellington		
EMAIL	office@trainingpractice.co.nz to register		

Access to **Beyond Recruitment** via The Terrace or Cable Car lane, off Lambton Quay. If you enter via Cable Car Lane before 8am, go to Level 7 first.

**Beyond**  
Recruitment

All welcome and no charge

Look forward to catching up with you at the AGM!

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@xtra.co.nz">judi.whitcher@xtra.co.nz</a>
Treasurer	Tendai Nyamdela	<a href="mailto:tmnyams@yahoo.com">tmnyams@yahoo.com</a>
Membership Co-ordinator	Amber Wood	<a href="http://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>