



19th Annual Report

2010-2011

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PACE Mission Statement

To positively influence the development and advancement of Professional Assistants to Chief Executives as a profession, by:

- ❖ **Networking -**
Exchange of day-to-day information specific to the role
- ❖ **Education -**
Up-to-date, highly technical, 'no frills' workshops and speakers, programmes, lectures
- ❖ **Research -**
Creating and advising guidelines and standards
- ❖ **Resource -**
Becoming a clearing house for current and up-to-date data pertinent to the profession

PACE Vision

**“To be a source of inspiration to our members
which enables them to reach their full potential”**

PACE OFFICERS 2010-2011

Chairperson

Paula McLaughlin

Treasurer

Robyn Ramsay

Membership Coordinator

Rebecca Dobbs

Secretary

Judi Witcher

Events Coordinator

Sue Reeves

General Member / Meeting Coordinator

Tracey Gabbitas

Website Coordinator

(temporary stand in) Paula McLaughlin

General Members

Leeza MacMillan

Kate Williams

Dawn Clarke

PACE – CHAIRPERSON'S REPORT - 2010-2011

A YEAR IN REVIEW

As I reflect on the past year I also would like the opportunity to look to the future. The network is strong and continues to grow. There is a positive vibe within the membership and we should not forget the opportunities and camaraderie we receive from the friends of PACE and our membership.

The management team's main objectives this year were to streamline our communication processes, drive the membership forward, enhance the website and provide new initiatives and opportunities for members. The management team have worked together behind the scenes to achieve these targets. This will set a good precedent for the next management team and for the year ahead.

Events and Membership

Sue Reeves and Rebecca Dobbs have done a remarkable job this year in their respective roles. I would like to point out that the membership and event reports highlight the fact that we are continuing on the upward trajectory and this is encouraging to see. There has been a healthy flow of communication, the events have been well represented and the membership has flourished. It should be noted that although the membership is slightly up from last year the figures do not reflect the growth we have seen within the network. On the surface it would appear that there has not been a lot of gain but behind the scenes, a lot of work has been done.

We farewelled seven members at the end of last year but on the other hand we welcomed 10 new members to the network. Some of our members moved into other roles and have rejoined as Associate members. Members see PACE as being an important network to belong to and this sends a positive signal to the management team to continue to drive the membership forward. Non-renewals are always a concern but with any member-driven organisation, this is normal: a couple of our members have retired, there were a few PA positions disestablished and one of our members had a change of career. The future of the network is looking good. The PACE profile and brand in the market place is consolidating and we are fast establishing ourselves as a leading networking group in Wellington.

As part of our mandate PACE is 100% committed to providing professional development for members and sees it as a major focus for the network. We introduced a new initiative this year when we launched the Professional Development Library. We provided two significant opportunities for members (the mini-workshop in October 2010 and the full-day workshop in May 2011) but numbers at these sessions have been low: only 15 members attended the full day workshop held at The Wellesley Club earlier this year. PACE invests a substantial amount of the budget to biennial workshops. If these events are not supported by the members we have to seriously rethink where we go from here and look at other ways of investing in professional development.

Attendance

There have been some successes along the way. Meeting attendances have increased and the lunch meetings have become a staple in our yearly calendar. I would like to thank the ladies that hosted the sessions this year – Jo Pleydell and Antoinette Wilcox from Te Papa, Fa'a Parsons from New Zealand Fire Service and Asia:NZ. As I mentioned in my report last year, leveraging off these events can be beneficial so if you are interested in hosting a lunch please contact one of the management team. As we plan these meetings, we are very conscious that the time frame over the lunch period is limited, but with a little lateral thinking (booking shuttles to ferry members to and from venues) we can make the most of the time we have. The management team are also aware that some of our members find it difficult travelling to the

lunch meetings and as a result we will be looking at arranging one-off events in the evening during the winter period.

It has been a challenging year for everyone. The downturn in the economy and impact of the world recession has affected many organisations. It goes without saying that with every upheaval there comes instability and change. Budgets have been tightened and we have seen many companies restructured. PA/EA positions have been discontinued, organisations have merged and roles have been disestablished. Change, however you define it, can be brutal and has a flow-on affect on many people. PACE has not been spared. Trying to keep track of the PA movements over the last year has been monumental but Rebecca Dobbs has kept on top of it and done a sterling job. For our members who have been affected, it is reassuring to know that there is always someone to talk to within the network and wherever possible we have tried to support our members and will continue to do so through these trying times.

The Management Team

Within the management team, as it stands, I can advise that Robyn Ramsay (Treasurer), Judi Whitcher (Secretary), Rebecca Dobbs (Membership Coordinator) and Leeza MacMillan (General Member) have made themselves available for re-election in their current roles. Sue Reeves will step down as Events Coordinator and Kate Williams will also step down as a General Member. Tracey Gabbitas and Dawn Clark came onboard after the AGM last year. Tracey took on the role of Meeting Coordinator and Dawn volunteered to help out as a General Member. They will both be putting their names forward for re-election in their respective roles.

It has been a privilege and pleasure to work with such a dynamic team of professionals. I want to acknowledge everyone on the management team for their drive and determination and thank them for their support. They give freely of their time and bring 110% to the table. We have gelled as a team and everyone works exceptionally hard. They have been my "lifesavers". Judi keeps us all in line and her organisational skills are exemplary. Robyn beavers away on the accounts and keeps us on track. Membership can be a moving feast at the best of times, but Rebecca has kept on top of everything and always has a smile on her face. Leeza and Kate have proven their worth and delivered on all the projects they have been assigned. Their contribution to the management team has been invaluable; it will be a shame to see Kate go. A shining star this year has been Tracey Gabbitas. She put her hand up to help out with the events. She took on the role of Meeting Coordinator and added a new dimension to the role. She has literally hit the ground running and as a result has streamlined many of the processes – well done. Another leading star is Sue Reeves; she has been a tower of strength and done an amazing job with the events this year. One of the other members that came on board after the AGM was Dawn. Although sometimes being isolated working up in Silverstream, she has been very supportive and will be a great help this year.

Looking Ahead

As you are aware it is my intention to step down as Chairperson at this AGM. I have thoroughly enjoyed the journey during my term as Chairperson and feel it is time to let someone else take the lead. Two years is about the right time frame to set your goals and work towards them. I have seen the membership grow and introduced some new initiatives. I am confident that I have achieved what I set out to do. When I took on the role of Chairperson I was overwhelmed with the responsibility but it has provided me with an interesting challenge. It has empowered me and offered me some wonderful opportunities to network with some amazing people. I wish to sincerely thank everyone for the support and encouragement they have given me over the last two years.

Like anything there have been some amazing highs and a few lows. Every turn brings a new thrill and challenge. It has been an exhilarating journey, not too dissimilar to a rollercoaster... you start off on a gentle roll then whoosh Sometimes you just want to get off but you have to go with the flow. When you finally come to a rest, the adrenaline is still pumping and you almost feel like you want to take off again. I do feel energised and know that I have a lot more to contribute to PACE. It is my intention to stay active in the network. I am keen to remain on the

management team and have made myself available for the Website Administrator role. So, as the roller coaster starts off again, I am looking forward to a new challenge and hope you will support me in this endeavour.

Conclusion

I would like to draw to your attention a very significant milestone next year. PACE was formed in 1991 and in 2011-2012 we will be celebrating our 20 year anniversary. We will mark the occasion with a special celebration in the first quarter. I hope everyone will support this event and get behind the management team.

I want to stress that although we may not realise it networking is an integral part of our jobs and I personally feel it has been invaluable to me in my career. I know we have set the bar high but I encourage PACE members to keep the enthusiasm going and continue to build the network. Challenge yourself, strive to be the best, be a good role model and mentor the newer members coming through.

**“To be a source of inspiration to our members
which enables them to reach their full potential”**

Paula McLaughlin
Executive Assistant, Asia New Zealand Foundation (Asia:NZ)
Chairperson, PACE

Special acknowledgement - 2011

2011 will be remembered for the events and the people we have met. The year was also tinged with sadness. Earlier in the year we lost one of our longstanding members, Anne Ainsworth, to cancer. Anne was a remarkable lady and stayed strong and positive till the end. She will be sorely missed and our thoughts and prayers go out to her family.

PACE Events Report for 2010

The following is a summary of activities and events held throughout the year.

I would like to acknowledge and thank **Dorothy Collis from the James Cook Grand Chancellor Hotel** for their ongoing support and hospitality at our monthly meetings.

We would like to thank our invited guests, **Janine Gould** (*Communicate Consultants*) **Ana Maria Moore** (*Bodyhaven*), **Celia Wade-Brown** (*Wellington Major*), **Dr Louise Hockley** (*Back to Living Chiropractic*), **Vanisa Dhiru** (*President of the YWCA*), and **Michael Houlihan** (*CEO at Te Papa*) and **Kristeen Johnston** (*Dress for Success*) for giving their time to our members.

Thanks also go to those that have hosted a PACE meeting: **The White House** for a fabulous Christmas function, **The Intercontinental and Air-NZ, Te Papa**, as well as the caterers at **Te Papa, Smith The Grocer** and **Nosh** which was sponsored by **Ranstad**. We had an "extra" in August where the **Caci Clinic** hosted about 13 of the PACE members to see the different procedures they do there. We continued having 3 meetings at lunchtime hosted again by PACE members this year and have had great attendance Thank you to **Te Papa, Asia NZ and the NZ Fire Service** who hosted these. Thanks also to Paula for organising the trip to the Wairarapa where we were hosted so well by the **Tranzit and Red Pebble, Copthorne Hotel & Resort Solway Park**, the **Loopline Boutique Winery and the Red Barn**. We had a fabulous meal at the hotel cooked by **Paul Condron** which included local produce and was accompanied by wines from the **Gladstone vineyard**.

We have tried to make the meetings interesting and varied and have looked carefully at the results of the survey done last year. The numbers for the meetings have been consistently higher this year so we must be doing something right! We were disappointed with the numbers on the personal development day run by **Denise Gluyas** - those that were there certainly did "get their Mojo back!" We will need to re-think what we do for the members if these aren't supported. Some other initiatives we have done this year is to start a professional development library with both books and DVD's and also have the Friends of PACE where there are some great deals/offers for the members as well as ideas- look on the web site!

I have really enjoyed my time as Events Coordinator. It is not without its challenges, especially when you have a full time job but the committee all help out when we are busy and we work very much as a well oiled Team! Tracey Gabbitas stepped in to do the role of Meeting Coordinator to work with me -contacting the venue and caterers with numbers, handling all the RSVP's from the members and also printing off the name badges- a big thanks to her amazing ability to allow these meetings to run so smoothly. This enabled me to concentrate more on arranging speakers for our meetings. I feel that it is now time for me to step down from this role and get someone else to give their ideas for speakers. We have most events planned for next year and have others in the pipeline, so the person who takes over from me will have an easy time settling in! I will of course be there to help.

The rest of the year still has some exciting things for you as members. Remember to let us know if you have someone special who you think will go down well with the PACE group- thank you to those of you who have already done that. Thank you all for all your fabulous support.

Sue Reeves
PA, Shirlaws New Zealand Ltd
PACE, Events Co-ordinator

PACE – SUMMARY OF EVENTS CALENDAR – 2010-2011

October 2010

James Cook Hotel

PROFESSIONAL DEVELOPMENT - mini workshop – Breaking down the Barriers
Ana Maria Moore (Body Haven) and Janine Gould (Communicate Consultants)

November 2010

The White House

NETWORKING - PACE Christmas Dinner

December 2010 (extra)

CQ-Comfort & Quality Hotel

NETWORKING - PACE Xmas Night Market

February 2011(extra)

The Intercontinental Hotel

NETWORKING - Hosted by Air New Zealand and The InterContinental Hotel

February 2011

Te Papa

NETWORKING - Exhibition - European Masters

March 2011

James Cook Hotel

SPEAKER – Her Worship Celia Wade-Brown, Major of Wellington

March 2011 (Extra)

Wairarapa “famil”

FAMIL - Copthorne Hotel Solway Park, Tranzit, Red Pebble, The Loopline Boutique Winery, Gladstone Vineyard and the Red Barn

April 2011

James Cook Hotel

SPEAKER- Dr Louise Hockley, Back to Living Chiropractic

May 2011

James Cook Hotel

SPEAKER - Vanisa Dhiru, YMCA

May 2011

Wellesley Boutique Hotel

PROFESSIONAL DEVELOPMENT – full day workshop - ”get their Mojo back!”
FACILITATOR – Denis Gluyas

June 2011

Boardroom Session - Asia:NZ

LAUNCH/NEW INITIATIVES – Friends of PACE and Professional Development Library

July 2011

Boardroom Session - Te Papa

SPEAKER - Mike Houlihan, CEO, Te Papa

August 2011 (extra)

NETWORKING - Caci Clinic

August 2011

Boardroom Session - New Zealand Fire Service

**SPEAKER - Kristeen Johnston, Dress for Success + food from Nosh sponsored
Lunch sponsored by Ranstad and catered by NOSH**

September 2011

James Cook Hotel

AGM + light supper

PACE - FORWARD CALENDAR 2011/2012

October 2011

NETWORKING EVENING - James Cook Hotel – Friends of PACE Networking Evening

November 2011

NETWORKING EVENING - Pencarrow Lodge - PACE Christmas Dinner

December 2011

N/A No meetings planned

January 2012 (extra)

TBC - NETWORKING EVENING – Amora Hotel

February 2012

TBC - NETWORKING EVENING – Te Papa

March 2012

TBC - NETWORKING EVENING –James Cook Hotel - 20th Anniversary Celebration

April 2012

TBC – SPEAKER – Kerry Prendergast

May 2012

TBC – NETWORKING EVENING – Zealandia

June 2012

TBC – BOARDROOM LUNCH (at Asia:NZ)

July 2012

TBC – BOARDROOM LUNCH (venue TBC)

July 2012 (extra)

TBC – Famil - Eastern Suburbs – (Saturday)

August 2012

TBC – BOARDROOM LUNCH (venue TBC)

PACE – MEETING ATTENDANCE REPORT 2010-2011

2010/2011 Month	Current Year's Attendance			2009/2010 Month	Previous Year's Attendance	
	Present	Guests	Apologies		Present	Apologies
September	27		19	September	21	26
October	19		17	October	31	10
November	42		13	November	35	10
February	38	2	6	February	39	16
February *	21	1	36	March	37	16
March	33	3	10	April	24	17
April	28	1	16	May	23	23
May	24		11	June	24	32
June	29	1	13	July	33	15
July	31	5	15	August	41	13
August	22	2	18			

* two meetings held in February 2011

PACE - Professional Development Opportunities

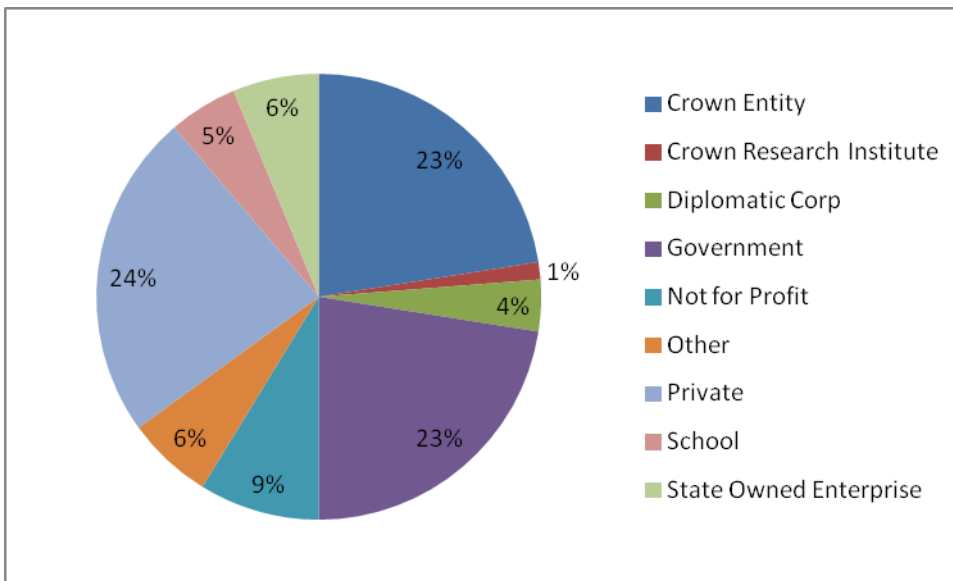
October 2010 – Mini-Workshop - 19 members present
 April 2011 – Full Day Workshop – 15 members present

Tracey Gabbitas
 PA, The Hugo Group
 PACE, Meeting Coordinator

PACE Membership Report 2010/2011

Another membership milestone - membership has increased by two on last year and now sits at 80 total members, 64 full (80%), 10 Associate (12.5%) and the 6 founding members. This split is similar to last year with a slight increase in Associate memberships. There have been many changes throughout Government departments which have seen some existing members move to different, yet still eligible roles, or move to roles where they are now considering Associate membership. I would expect that over the next year our Associate memberships will increase as a result of this.

We have been proactive in promoting the PACE network and that is reflected by there being 10 “brand new” members this year, unfortunately offset by seven members not renewing. The breakdown of members by organisation type sees 70% of members coming from Crown Entity, Government and the Private sector. See graph below for a full breakdown.



This is my first year as membership officer so it has been one mainly spent learning the role. I am keen to, along with the incoming management team, to engage in some proactive recruitment drives to increase and broaden our membership base.

I would like to make particular note of a few members that are no longer with PACE. Firstly **Rhondda Harris**, Tourism Industry Association, who retired in June. Rhondda joined PACE in 2001 and has been a fantastic member who I'm sure we'll all miss and members will join me in wishing her all the best.

Sadly **Anne Ainsworth**, from Titan Group, passed away in July this year. Anne had been a member with PACE since 2006, and our condolences go to Anne's family.

Don't forget to keep us informed of any changes in your employment circumstances, even though you may move to a role that does not fit the criteria of PACE. As a current member you may be eligible to join as an Associate. Also remember you can update your own details on the website.

Rebecca Dobbs
Office Manager, PA to CEO, HANZ
PACE, Membership Coordinator

PACE – Treasurers Report / Annual Accounts 2010-2011

The Treasurer's Report and other papers will be tabled at the meeting.

- Treasurers Report – 2010-2011
- Annual Accounts – 2010-2011
- Proposed Budget – 2010-2011

Robyn Ramsay
Company Manager, Design Network Architecture Ltd
PACE, Treasurer

HISTORICAL OVERVIEW – 1992-2011

PACE MANAGEMENT TEAMS

- 2010/2011 Paula McLaughlin (Chairperson), Rebecca Dobbs, Robyn Ramsay, Tracey Gabbitas, Leeza MacMillan, Sue Reeves, Kate Williams, Judi Whitcher, Dawn Clarke
- 2009/2010 Paula McLaughlin (Chairperson), Rebecca Dobbs, Robyn Ramsay, Margaret Ninness, Leeza MacMillan, Sue Reeves, Kate Williams
- 2008/2009 Kim Payton (Chairperson), Heather Oldershaw, Margaret Ninness, Paula McLaughlin, Hikitia Sharland, Lynn Marden
- 2007/2008 Kim Payton (Chairperson), Marie Bradshaw, Margaret Ninness, Paula McLaughlin, Hikitia Sharland, Lynn Marden, Michelle Tingey
- 2006/2007 Amelia George (Chairperson), Heather Oldershaw, Lynn Marden, Margaret Ninness, Shona Macintyre, Barbara Eagle, Jane Keef, Jill Hinds
- 2005/2006 Jane Keef (Chairperson), Kath Evans, Heather Oldershaw, Margaret Ninness, Barbara Eagle, Amelia George, Rhoda Seton
- 2004/2005 Jane Keef (Chairperson), Kath Evans, Heather Oldershaw, Margaret Ninness, Beverly O'Hagan, Barbara Eagle, Rhoda Seton
- 2003/2004 Jane Keef (Chairperson), Lisa Minchington, Jenny Standish, Beverly O'Hagan, Rhondda Harris, Margaret Ninness, Linda Vague, (Donna Ross, Chair; Chris Nansett three months, Jo Pleydell one month)
- 2002/2003 Carol Serra (Chairperson), Linda Vague, Christine Nansett, Aloma Minnoch, Lisa Minchington, Jan Esquilant, Pat Tristram, Lesleigh Olsen
- 2001/2002 Ingrid Kleyne (Chairperson till 10/01), Carol Serra (Chairman from 10/01), Linda Vague, Christine Nansett, Aloma Minnoch, Lesleigh Olsen, Pat Tristram, Annette Craig
- 2000/2001 Ingrid Kleyne (Chairperson), Carol Serra, Annette Craig, Cherie Burnard, Sandy Dobson
- 1999/00 Sheryl Davidson (Chairperson till 6/00), Ingrid Kleyne (Acting Chairperson from 6/00), Cherie Burnard, Sarah Williams (resigned 3/00), Annette Craig, Dawn Johnson, Sonya Mills (resigned 5/00), Shari Wheeler (resigned 12/99), Sandy Dobson (from 5/00)
- 1998/99 Sheryl Davidson (Chairperson), Trish Ashcroft (till April 1999), Lynden Backhouse, Jeanette Glenny, Karen Laws, Christine Lee, Annette McLaughlin, Carol Serra
- 1997/98 Sally Barker (Chairperson), Lynden Backhouse, Colleen Bolitho, Sandra Fowler (Tether) (left), Robyn Kenna (left), Marinna Millanta-Lowry (left), Trish Molloy, Margaret Morrison, Carol Serra
- 1996/97 Sally Barker (Chairperson), Annette Brook, Lee Berkett, Colleen Bolitho, Robyn Wilson (Kenna), Margaret Morrison, Anita Roberts, Sandra Tether
- 1995/96 Karen Laws (Chairperson), Sally Barker, Lee Berkett, Selena Bernath, Dale Densem, Margaret Gabbitas, Margaret Morrison, Robyn Wilson (Kenna)

- 1994/95 Karen Laws (Chairperson), Sally Barker, Margaret Gabbitas, Hazel Harris, Jennifer Knox-Peden, Christine Leach, Pam Tracey, Robyn Wilson (Kenna)
- 1993/94 Annette Brook (Chairperson), Jilann Byrnes, Hazel Harris, Jennifer Knox-Peden, Karen Laws, Christine Leach, Pam Tracey, Eve Woods
- 1992/93 Annette Brook (Chairperson), Jilann Byrnes, Karen Laws, Jessamine Naysmith (Corpe), Chris Nuku, Lynne Turner.

PACE MANAGEMENT TEAM SERVICE

Margaret Ninness.....	7 years	Kate Williams.....	2 years
Karen Laws*.....	5 years	Ingrid Kleyne.....	19 months
Carol Serra.....	5 years	Beverly O'Hagan.....	18 months
Sally Barker.....	4 years	Hikitea Sharland.....	17 months
Heather Oldershaw.....	4 years	Sandy Dobson.....	14 months
Robyn Wilson (Kenna).....	4 years	Trish Ashcroft.....	1 year
Paula McLaughlin.....	4 years	Selena Bernath.....	1 year
Jane Keef.....	3.5 years	Dawn Clarke.....	1 year
Linda Vague.....	3.5 years	Dale Densem.....	1 year
Lynn Marden.....	3.5 years	Jan Esquilant.....	1 year
Annette Brook*.....	3 years	Tracey Gabbitas.....	1 year
Margaret Boon (Morrison).....	3 years	Jeanette Glenny.....	1 year
Annette Craig.....	3 years	Rhondda Harris.....	1 year
Barbara Eagle.....	3 years	Dawn Johnson.....	1 year
Christine Nansett.....	2.5 years	Christine Lee.....	1 year
Lynden Backhouse.....	2 years	Annette McLaughlin.....	1 year
Lee Berkett.....	2 years	Marinna Millanta-Lowry.....	1 year
Colleen Bolitho.....	2 years	Sonya Mills.....	1 year
Marie Bradshaw.....	2 years	Trish Molloy.....	1 year
Cherie Burnard.....	2 years	Jessamine Naysmith (Corpe)*.....	1 year
Jilann Byrnes*.....	2 years	Chris Rowney (nee Nuku)*.....	1 year
Sheryl Davidson.....	2 years	Anita Roberts.....	1 year
Rebecca Dobbs.....	2 years	Jenny Standish.....	1 year
Kath Evans.....	2 years	Lynne Turner*.....	1 year
Margaret Gabbitas.....	2 years	Eve Woods.....	1 year
Amelia George.....	2 years	Judi Witcher.....	1 year
Hazel Harris.....	2 years	Sarah Williams.....	6 months
Jill Hinds.....	2 years	Michelle Tingey.....	6 months
Jennifer Knox-Peden.....	2 years	Donna Ross.....	4 months
Christine Leach.....	2 years	Shari Wheeler.....	3 months
Shona Macintyre.....	2 years		
Leeza MacMillan.....	2 years		
Lisa Minchington.....	2 years		
Aloma Minnoch.....	2 years		
Lesleigh Olsen.....	2 years		
Kim Payton.....	2 years		
Robyn Ramsay.....	2 years		
Sue Reeves.....	2 years		
Rhoda Seton.....	2 years		
Sandra Tether (Fowler).....	2 years		
Pam Tracey.....	2 years		
Pat Tristram.....	2 years		

* Doesn't count the first year of establishment