

Honorary Secretary report for Council, November 2021.

Following the last Council meeting, the usual aspects of my role continued – in particular providing weekly support for Nikky.

I had some contact with Keith Woodlock from Crombie Lockwood regarding the increase in insurance costs, and communicated some of this with membership. This may become an issue in the future should increases continue.

I approached retired members for their willingness to write a piece for the newsletter, Bill Grant was pleased to respond, and his contribution will be in the next edition.

More recently, we have of course had Nikky's resignation. This has been followed by a period of busyness with advertising, shortlisting and interviewing applicants.

We had over 300 expressions of interest, and around 100 requests for the job description. I was responsible for sifting through the applications and the panel considered a list of 18 possible candidates, and shortlisted to 5. Gabriela held initial informal meetings via zoom with our interviewees, and then panel interviews were held on the 12th of November. We were fortunate to have applications from people who not only had extensive administration experience but also had worked with membership organisations as well. Thanks to Verity, Lynne and Gabriela who worked on this process of selection as well as covering their other commitments for NZAP and Waka Oranga.

There have been a few aspects to attend to, such as document destruction, storage of the filing cabinet and other handover items, it is helpful that Nikky has been able to provide us an hour a day continued work, especially to cover the registration process for the 'Ka mua, ka muri' gathering.

In the meantime, Nikky and I between us are ensuring administrative tasks are attended to, and we are hopeful she will be able to do some handover to the new Administrator.

Catriona Cairns
Honorary Secretary