

ADMINISTRATION DIVISION

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(Weteriana House, 50 Langdons Road, Papanui, Christchurch 8053)
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 [E]: info@methodist.org.nz

| | | | |
|---------------------------|--------------------------|-----|--|
| General Secretary: | Tara Tautari | 824 | tarat@methodist.org.nz |
| Executive Assistant: | Lucille Havenga | 827 | lucilleh@methodist.org.nz |
| Personal Assistant: | Caitlin Griffiths | 831 | caitling@methodist.org.nz |

Administration Department:
 Receptionist/Administrator: **Licinda Wait** 819 reception@methodist.org.nz

Accounts Department:

| | | | |
|-----------------------------|-------------------------|-----|--|
| Financial Services Manager: | Peter van Hout | 817 | peterv@methodist.org.nz |
| Accountant: | Jane Pinney | 826 | janep@methodist.org.nz |
| Accountant: | Elaine Knegt | 837 | elainek@methodist.org.nz |
| Accountant: | Sarah Andrews | 828 | saraha@methodist.org.nz |
| Accountant: | Bruce Johnston | 830 | brucej@methodist.org.nz |
| Accountant: | Catherine Petaia | 825 | catherinep@methodist.org.nz |
| Fund Administrator: | Lynn Waring | 832 | lynnw@methodist.org.nz |
| Fund Administrator: | Debbie Sykes | 843 | debbies@methodist.org.nz |
| Fund Administrator: | Rae Maxted | 839 | raem@methodist.org.nz |
| Fund Administrator: | Stacey Milne | 833 | staceym@methodist.org.nz |

Property/Insurance:

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|-------------------------------|-----------------------|-----|--|
| Property/Insurance Manager: | Wendy Anderson | 811 | wendya@methodist.org.nz |
| Admin & Insurance Assistant: | Melissa Norris | 829 | melissan@methodist.org.nz |
| Health & Safety Co-ordinator: | Trudy Downes | 823 | trudyd@methodist.org.nz |

Methodist Trust Association:

| | | | |
|---------------------|-----------------------|-----|--|
| Executive Officer: | Stephen Walker | N/A | stephenw@methodist.org.nz |
| Investment Analyst: | Hugo McLennan | N/A | hugom@methodist.org.nz |

Archives: (Volunteers: Tuesdays only)

| | | | |
|-----------------|----------------------------|-----|--|
| Archivist: | Jennie Hood | 845 | archives@methodist.org.nz |
| | Katherine Doig | 845 | |
| Kei Muri Māpara | (Archives Building) | 845 | 54 Langdons Road, Papanui, Christchurch |

Touchstone:
 Touchstone Editor: **Ady Shannon** 814 adys@methodist.org.nz

Auckland Office: Private Bag 11903, Ellerslie, Auckland 1542
 (Te Hāpai Ō Ki Muri) *(409 Great South Road, Penrose, Auckland 1051)*
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Mobile Numbers:

| | |
|---|-----------------------|
| General Secretary - Tara Tautari | (021) 062 0466 |
| Former GS - David Bush | (021) 392 500 |
| Stephen Walker | (027) 470 6803 |
| Peter van Hout | (021) 977 230 |
| Wendy Anderson | (021) 075 0807 |
| Sarah Andrews | (021) 182 3425 |
| Trudy Downes | (027) 457 4196 |
| Ady Shannon | (021) 209 9702 |
| President – Te Aroha Rountree | (021) 794 524 |
| Vice Pres. – Peter Norman | |

| Meeting rooms | |
|----------------------|-----|
| Morley | 840 |
| Te Rato | 820 |
| Guthardt | 835 |
| Burton | 841 |