



20 March 2020

## **IMPORTANT NOTICE - JERSEY NZ OFFICE**

Effective immediately, the Jersey NZ team will all be working from home due to the Covid-19 pandemic until further notice. As we are situated within the LIC Campus, we must abide with their decision to restrict access to essential personnel only. This means that the way we work is going to change quite dramatically. The important message for members is that for the most part our activities will be business as usual, but we ask that you bear with us as we adapt to our new reality over the next few weeks.

Due to the urgent nature of this communication, this message is prepared for members of all three breeds managed by the Jersey NZ office - Jersey NZ, Ayrshire New Zealand and the NZ Milking Shorthorn Assn.

## **HOW TO CONTACT US**

Our preference is that wherever possible you contact us electronically. Contact by telephone should only be made if you cannot do so electronically, or if your call is urgent. The team will be available for calls from 9am - 4pm Monday - Friday, and will not answer calls outside those hours. Likewise, while you are asked to e-mail us at any time, e-mails will be responded to during advertised hours.

It is important that the team maintain a good work/life balance over the next few weeks, and working from home unexpectedly will take some adapting for us all. We ask that you respect our home life and privacy. Please do not text us. For the most part we will be using personal phones, and texts cannot be monitored and managed in the same way that e-mails can.

***If you received this notification by post - we don't have your e-mail address. PLEASE contact us if you have an e-mail address, or if you can monitor our websites. If we can contact you electronically you will receive information much faster, there will be less stress on the team managing mailouts and less cost to the Associations.***

## **WHO TO CONTACT**

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Pam Goodin - General Manager

pgoodin@jersey.org.nz | 027 619 7291

Management / Board / any queries that you are unsure where to direct

Robyn Gordon

rgordon@jersey.org.nz | 020 4061 4346

Registrations / TOP / Judging / Membership / Competition / JerseyGenome

Kandin Robinson

krobinson@jersey.org.nz | 021 203 3517

Publications / Website / Social Media / Merchandise

Michelle Calcott - *please note that Michelle works part time, her contact hours will be 9.30 am to 2.00 pm*

mcalcott@jersey.org.nz | 021 611 404

Accounts

Please also feel free to use the generic e-mail addresses:

Jersey NZ - info@jersey.org.nz

Ayrshire New Zealand - info@ayrshire.org.nz

NZ Milking Shorthorn Assn - info@nzmilkingshorthorn.nz

## **HOW ARE WE GOING TO WORK?**

We are all setting up to work from home, and taking whatever we need to be able to achieve this. Over the next couple of weeks we will be assessing the requirements of each team member and proving any additional items that they may require to operate successfully from home. We will try to get together a couple of times a week to maintain contact, and we will communicate electronically with each other on a day to day basis.

Initially, our ability to print & post will be limited. We may only be able to post a couple of times a week. This will be reviewed, but wherever possible we will be providing all information, registration certificates etc electronically.

## **JERSEY NZ MEMBERS**

This e-mail will be followed shortly by our regular newsletter, which was almost ready to be distributed when we received notification of the lockdown. Please read that newsletter in conjunction with this notice. Most Jersey NZ activities will be proceeding including the JerseyGenome selection process, the World Wide Sires Photo Competition and the Ian Harris Memorial Heifer Competition. We will advise of any other changes separately.

## **AYRSHIRE NEW ZEALAND MEMBERS**

Sadly, it is anticipated that the Autumn Bulletin will be late going to print. Of necessity, we have been tied up with response to Covid-19 for most of this week, and working from home will also slow preparation. Rest assured though it is still proceeding and will be provided to members as a priority. All

advertisements are almost complete, and we will ensure that these will be shared on to the website in the next week.

The Semayr catalogue will be available in late April, and all competitions will proceed unless otherwise advised separately.

### **NZ MILKING SHORTHORN MEMBERS**

With the unfortunate cancellation of next weeks Annual Conference, the Board will be holding a teleconference in the coming weeks to decide what arrangements will be made going forward. We will keep members updated.

### **GENERAL**

We have tried to prepare as much as possible today to ensure a smooth transition, but there will be things that we have forgotten or not yet considered. Please keep in touch with us electronically if you have any questions, but bear in mind that we may need to prioritise responses. We will continue to keep in contact with members via e-mail, website and Facebook.

Finally, we acknowledge that the world is entering uncharted territory. The health and wellbeing of our team and members is our first priority. Look after each other, practice kindness and patience. The Board of Jersey NZ have already expressed their support to us as a team in this transition, we will continue to work to provide services and support to all members within the constraints of our new reality.

Pam Goodin | General Manager

### **Jersey New Zealand**

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