

Greetings from Advisory Board and Management Council 2022/2023

YEAR OF THE RABBIT – LO HEI

27 Jan 2023, 7.30 pm at Yan Palace

Lo Hei at Yan Palace was possible with the earnest efforts of former Member, Ms Josephine Teo, President Josephine Kwan and Advisor Sim Siew Gek. We extend our appreciation for their dedication and successful arrangement.

As Members and Friends arrived Yan Palace, the evening started with President Josephine Kwan warmly welcoming everyone. All gathered joyfully for an evening of yummy eight course dinner, fun Lunar New Year themed games, karaoke and camaraderie. Lucky draw prizes were also won by members and friends.

This annual get together would not have been possible without the continuous support, earnest efforts, and general contributions in many ways from Members, Advisors and Friends.

We look forward to the next Lo Hei Dinner Get Together and “Huat Together”!

Grace Seow | Vice President 2022-2023





ADMINISTRATIVE PROFESSIONALS WEEK WORKSHOP (2023)

18 April 2023, 9 am – 5 pm at NUSS Guild House, Suntec City



“Impactful Skills and Mindfulness Approach to Success”

Ms Brenda Tan

**Wellbeing Coach & Trainer | Speaker | Author | Mindful Conversations
Facilitator | Adjunct Lecturer | ABNLP ACRED Hypnotherapist**

In celebration of the Administrative Professionals Week, SAAP Management Council organised a full day workshop on “Impactful Skills and Mindfulness Approach to Success”. Ruth Ooi introduced the speaker Brenda Tan who was a wellbeing Coach and Trainer.



Participants were taught how to feel empowered in mind, body, and soul by regaining their power to build resistance and better handle life's challenges. Participants were guided through the various stages of mind therapy. They were taught how to establish healthy boundaries, ask collaborative questions, how to be mindful leaders who can conduct mindful conversations.



One of Brenda's quotes was “Your environment is stronger than your will. Raise your vibration”. Participants could consider doing things or going towards environments that energize them to ally all the negativities around them. By doing so, their minds will have mental clarity to gain insights and better manage their emotions through tough times.

Participants also acquired additional tools and techniques to enhance their interpersonal communicative skills, improve confidence, self-leadership and personal effectiveness.



Every participant was given time to express her positive thoughts by writing them down on papers and depositing into a hat at the end of the session. It was empowering for themselves and others when their messages were read out by the coach.



The workshop was interactive and fun. Every participant was able to choose her favourite aroma scents, put into pouches to bring home as souvenirs. As Brenda was the author of the book “Regain Your Power” which was the best seller at Kinokuniya bookshop years back, she has given all participants an e-copy to read after the workshop.





*Your beliefs become your thoughts,
Your thoughts become your words,
Your words become your actions,
Your actions become your habits,
Your habits become your values,
Your values become your destiny.
-Anonymous-*

Ruth Ooi | Membership Chairman 2022-2023







ADMINISTRATIVE PROFESSIONALS DAY DINNER 2023



It was a working day for most dinner guests, but by 7.15 pm, most had arrived at the dinner venue, NUSS Guild House, and looking forward to the night's celebration agenda organized by the 2023 APW committee.

SAAP President Josephine Kwan gave her welcome address with reminders to everyone present the importance of mindfulness, love, and care for themselves, even when working as professionals or caring for their families.

We had the honour of having Associate Member Patsy Tan say the traditional toast. She reiterated how remarkable a capable and professional administrative person can be to the manager and the business office, the reasons for an APD, and for everyone to give themselves a pat on the back. Hip, hip, hurray!



"East meets West" themed bingo game was the starter table game to warm up the occasion. All bingo boards had random pictures depicting icons of East or West. The participating table, which had all icons completed first, was the winner.

After the game, NUSS Guild House served us a delectable and well-presented Western dinner set prepared and served by NUSS Guild House.

We had invited the business owners (C.W. & Mia) from Blissfulhots, one of SAAP's sponsors, for the night. Mia, a professional florist, gave a live demo of a stunning bouquet arrangement, transforming stalks of flowers and leaves into a beautiful piece of art very quickly. Excitement gathered as each table appointed a representative to the stage to showcase their bouquet arrangement prowess with given materials and flowers. C.W. was the judge to select the best-looking bouquet.





The night's highlight was the "Outstanding Member Award," presented to Jasmine Lee, who had been active, involved, and who supported the Management Council very well. Congratulations and a huge appreciation to Jasmine Lee.

There were also 20-year and 10-year awards given out during the night. One of the 10-year award recipients was Jennifer Chang, who wears more than one hat at SAAP!



We acknowledge with thanks the sponsors of the precious items to lucky draws. The sponsors included SAAP members who contributed valuable items and vouchers to members and lucky draws.

Coming together for an APD dinner is more than just an appreciation night. Every member has their own professional journey experience, and it is heart-warming to hear from each other and catch up on how each is doing. It is also an opportunity to renew friendships and occasionally meet new ones.

Sim Siew Gek | Advisory Board



OUTSTANDING MEMBER 2022 - JASMINE LEE (F1532)

Every year on Administrative Professionals Day (APD) Dinner, SAAP presents an award to a member who has been very active in the Association in the preceding years by way of attendance at functions, assistance in its projects and generally by her commitment and sustained support of the Association and its activities.

This prestigious award was presented to JASMINE LEE at APD Dinner held on 26 April 2023. Here is an interview that I did with Jasmine after the award night.



Ruth: *Hi Jasmine, congratulations on winning the award this year! I have 3 questions for you. Since joining SAAP in 2006, you have been active in serving in various roles in the management council as Vice President, Honorary Treasurer, Acting Membership Chairman and ad hoc committees like APD and internal auditor. In general, what were your good times and challenging moments like?*

Jasmine: During those times serving in SAAP, despite the small Committee, we had a strong and supportive team. Our cohesiveness made the journey easier and more enjoyable. I thoroughly enjoyed our monthly meetings with the committee members, the makan sessions and after-meeting dinners. One of my most fulfilling moments was when I was tasked to lead and organize the APD dinner in 2018. It was a great success without any hiccups. Most importantly, knowing that members enjoyed the event makes me happy.

Some challenging moments in SAAP were getting in new members and getting new members to join the Committee. Another challenge was doing events on tight budgets and getting sponsorship. These challenges really put my resourcefulness and networking skills to the test, where I had to advocate for SAAP to others, to clinch sponsorship for our events.

Ruth: *How did you manage to balance work, family, and voluntary work at SAAP during all the years especially when there was "too little help but too much work"?*

Jasmine: It all boils down to managing my time well. I must say having an understanding employer who allow me flexibility is a big plus-point. I could squeeze in SAAP tasks whenever I could in the office. On the home front, a supportive and helpful spouse also helps greatly. My husband would manage our kids and house chores so I wouldn't have to worry. He would often chauffeur me around to run SAAP tasks and even supported me with some of the logistics of the events. One time, he even helped to decorate our event venue! With the support, I was able to put in full efforts to do my roles and responsibilities well.



OUTSTANDING MEMBER 2022 - JASMINE LEE (F1532)

Ruth: *Jasmine, what advice would you give to encourage members to come forward to serve?*

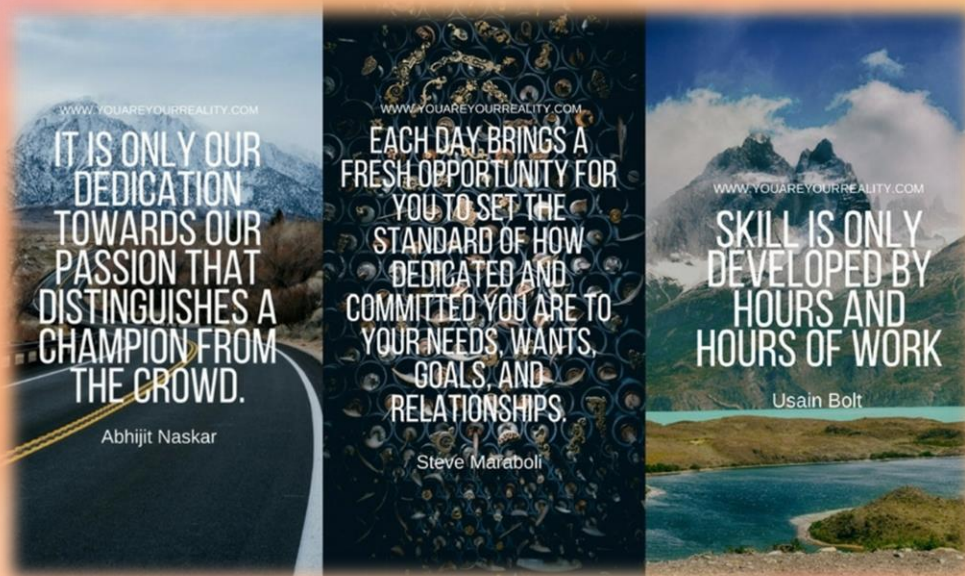
Jasmine: Don't be shy to reach out. Everybody here can contribute in their own ways. By sharing your knowledge and resources, you can also benefit and learn from fellow members. This was how I developed and grew through the various roles I served at SAAP. When you take up a role in SAAP, you put your knowledge and skills to good practice, and with good practice, you perfect the role!

Currently Jasmine is managing a full-time job as an Executive Assistant at Ernst & Young. We honour her for her Dedication, Passion, and her Unwavering service throughout her 15 years as a Fellow Member of SAAP.

Ruth Ooi | Membership Chairman 2022-2023



Congratulations





NEW MEMBER INAUGURATION CEREMONY

26 August 2023 at NTUC Clubhouse @ Singpost Centre

We were delighted to inaugurate four (4) new Fellow Members at 1 pm before the commencement of 52nd Annual General Meeting on 26 August 2023. They were as follows:

- Allimalar Prabakaran (F1622) / Accountant - SP Markets Pte Ltd
- Angie Chay (F1623) / Executive Assistant - Integrum Pte Ltd
- Anny Tan (F1624) / Executive Secretary - Guocoland Management Pte Ltd
- Mariia Egorova (F1625) / Executive Assistant – Acronis



From left to right – Mariia Egorova, Allimalar Prabakaran, Angie Chay, Anny Tan & Membership Chairman, Ruth Ooi



President, Josephine Kwan pinning the member badge on Anny Tan

After our President, Josephine Kwan has pinned the member's badge on each member, a pledge was recited by all members as led by Membership Chairman, Ruth Ooi. Our council members attended the inauguration, mingled with the new members, and encouraged them to participate in future activities. All new members were presented with SAAP welcome gifts consisting of a T-shirt, a clover pin and a Constitution booklet to familiarize themselves with the Association.



Ruth Ooi | Membership Chairman 2022-2023



WELCOME - NEW MEMBERS



Mariia Egorova (F1625)

My name is Mariia Egorova. I came to Singapore in 2016 to enrol in a language school to level up my English and decided to stay, when I was offered a job at the National University of Singapore as an Administrative Assistant.

I left NUS in 2019 and joined Acronis, a global leader in cyber protection, and became an Executive Assistant, supporting two C-Level executives and a Senior VP of Product Management.

During these years, I have built a strong skillset that I would like to share with other Administrative Professionals, become a part of the community of like-minded people, co-operate and learn from them."



Angie Chay (F1623)

My name is Angie Chay, Singapore Citizen. For the past 23 years as Legal Secretary have made myself, transition to an Executive Assistant in a AI technology company.

During the pandemic years and cybercrimes increasing, raised my interest to take up cybersecurity course. A great change in career switch, enjoying my current challenging roles. Apart from working, my hobbies are reading, traveling, and working out at the gym.

Finally, my principle "Positive thinking helps to frame mindset and change life - don't quit, carry on". No commitment involves just a small role in church services.



Anny Tan (F1624)

Hello Fellow Administrative Professionals, greetings and thank you for this opportunity to share a little of myself.

**cont. next page*



By Anny Tan (F1624)

In sunny Singapore's land I dwell,
Anny's the name, a typical Singaporean, I tell.
Rockin' admin work for three decades or more,
With passion and dedication, I continue to soar.

As an Executive Secretary, I proudly stand,
Serving the CEO in a property development brand.
A thrilling role that keeps me on my toes,
In this dynamic industry, my expertise grows.

But it's not just about the office and the grind,
Networking and collaboration are on my mind.
Expanding horizons, forging connections anew,
Let's link up on LinkedIn, that's what I propose to you.

And when the SAAP event comes along,
Let's chat and mingle, where opportunities throng.
Exciting prospects await, that much I foresee,
In this ever-changing world, together we'll see.

So join me on this journey, let's make it grand,
Exploring new ventures, hand in hand.
I'm Anny, the administrative maven you'll meet,
Let's connect, let's collaborate, let's make our network complete!



ANNY Tan · 2nd

Dynamic C-Suite Personal Assistant | Focused on Efficiency | Dedicated to Your Success





52ND ANNUAL GENERAL MEETING

26 August 2023 at NTUC Clubhouse @ Singpost Centre

The 52nd Annual General Meeting (AGM) was convened on Saturday, 26 August 2023, 2 pm at L3 Event Box, NTUC Club House, SingPost Centre.

We had a ceremony to inaugurate new members prior to AGM. Some new members stayed on and participated in their first SAAP AGM.

The AGM commenced at 2:30 pm as there was insufficient quorum by 2 pm. The Chairman and Council promptly conducted agenda matters.



The members who were present at the 52nd AGM approved the followings:

1. A waiver of the office maintenance fee of \$35 to Fellow Members and Associate Members with 40 years of membership in SAAP from 2024 onwards.
2. Set up an Ad Hoc Committee for Office Purchase Feasibility Study

The new Office Bearers lined up during the AGM were:

- | | |
|--------------------------------|------------------------|
| ▪ President | Josephine Kwan (F1510) |
| ▪ Honorary Secretary | Anny Tan (F1624) |
| ▪ Assistant Honorary Secretary | Helen Seah (F1409) |

We would co-opt members as there were vacancies for Office Bearers 2023/2024 and send out invitation to members to assist in Office Purchase Feasibility Study Ad Hoc Committee.

We have also elected Fellow Member Ellis Yeo (F1119) and Cynthia Ho (F0859) as Internal Auditors 2023/2024.

Kudos to Vice President, Grace Seow who solely managed the AGM presentation slides and the entire digital setup for the AGM. My sincere gratitude to the outgoing council members, member volunteers, and to the many of you who attended the AGM and made it a superb day!

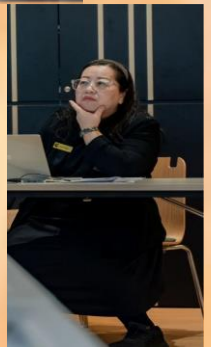
Josephine Kwan | President 2022-2023





52ND ANNUAL GENERAL MEETING

26 August 2023 at NTUC Clubhouse @ Singpost Centre





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