

August 2017

46th ANNUAL GENERAL MEETING (AGM) – 26 August 2017

SAAP convened its 46th Annual General Meeting (AGM) on Saturday, 26 August 2017 at MDIS, Orchard campus.

Members networked during the buffet lunch, after which the meeting proper commenced promptly at 2 pm with a total of 26 members in attendance.

President Josephine Kwan thanked the Management Council 2016/2017 for their invaluable contributions during their term of service and all outgoing Management Council members and sub-committee members were then presented with a certificate of appreciation.

Members shared their constructive views during the AGM proceedings and the meeting ended at 5 pm with a vote of thanks to the Chairman and a warm welcome to the new Management Council 2017/2018.

Management Council 2017/2018

President – Josephine Kwan

Vice President – Cynthia Ho

Honorary Secretary – Jennifer Chang

Assistant Honorary Secretary – Helen Seah and Daisy Wee

Honorary Treasurer – Jasmine Lee

Assistant Honorary Treasurer – Cherine Cheong

Membership Chairman – Ruth Ooi

Internal Auditors 2017/2018

Patsy Tan and Sim Siew Gek

October 2017

LUNCH WITH PRESIDENT HALIMAH YACOB AT THE ISTANA -1 OCTOBER 2017



SCWO organised the lunch with President, Halimah Yacob at Istana. Both President, Josephine Kwan and Vice President Cynthia Ho attended together with other Exco Members of SCWO's organisations.

It was a fruitful gathering as we exchanged views with President and other SCWO's members.

EA AWARD PRESENTATION 2017 – 5 October 2017

Ms Ranjana Rajwani has done SAAP proud with her worthy achievement!



MANAGEMENT COUNCIL 2017/2018 INSTALLATION – 28 October 2017

It was a beautiful Saturday afternoon on 28 October 2018 at Bliss House, Clarke Quay Central. About 30 members/guests attended the Management Council 2017/2018 Installation Ceremony and witnessed the solemn moment when the new Management Council was installed.

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|----------------|-------------------------|
| Josephine Kwan | President |
| Cynthia Ho | Vice President |
| Jennifer Chang | Honorary Secretary |
| Daisy Wee | Assistant Hon Secretary |
| Helen Seah | Assistant Hon Secretary |
| Jasmine Lee | Honorary Treasurer |
| Ruth Ooi | Membership Chairman |



We started the event with a buffet lunch. President, Josephine Kwan gave the opening address and encouraged members to support the Association.

President's Message



Dear Members and Guests

Once again, thank you for taking time off to join us at today's Management Council 2017/2018 Installation Ceremony.

My gratitude to fellow Management Council and members who have confidence in me to remain as SAAP President for a second term.

The Management Council Installation Ceremony is a significant and meaningful occasion to mark council members' undertaking to serve SAAP with dedication and keep it growing.

Management Council 2017/2018 set up the Social Media committee to supplement the current standing committees and started the website revamp project. Members can look forward to a modern and professional website in late December.

Moving forward, we will aim to develop accredited programmes for administrative professionals as well as to increase SAAP'S membership base/ through membership drives.

I would like to thank both present and past Management Council members who have continuously work to enhance SAAP's profile and expand collaboration efforts in order to increase privileges for members, such as:

- *Renewal of the MOU with Management Development Institute of Singapore (MDIS) in February 2017 for 2 years as their Corporate Member and Institutional partner*
- *Signing the MOU with NTUC U Associate in February 2016 as one of their UA partners*
- *Support of Executive Assistant of the Year Award/ organised by Page Personnel for the 4th consecutive year*

In order to benefit from SAAP's affiliations, I encourage members to continue to upgrade your competencies through professional development programmes and other workshops offered by MDIS and NTUC U Associate at member's rate. Not forgetting our long-time affiliation with the Singapore Council of Women's Organisation, SCWO. In fact, SAAP will be featured in SCWO Member Spotlight in early November.

In this fast-changing business environment, I believe it is not easy to work as administrative professionals. However, if you "Love what you do", you will excel in your profession. I wish you good health and success in your career.

Thank you.

*Josephine Kwan
President 2017/2018*

NEWS@SAAP

The highlights included SAAP Loyalty Awards conferred on members and also featured the Inauguration of new members. Members were also treated to a talk “Flip that Flop” by Janet See, our member who is now a consultant and trainer in her field. Janet grouped us into pairs to discuss how we could take positive action to change a fixed mindset to a growth mindset. The session was powerful as we saw the potential and capabilities that were within us. It was an excellent learning experience.

We will continue to organize more inspirational and educational sessions in the coming days for members and friends.



Announcement

Advisory Board 2017/2018

Teo Ser Cher
Sim Siew Gek
Regina Tan

A brief self-introduction by the respective members of the new Management Council:

President – Josephine Kwan



Year 2017 was a fruitful cum hectic year for me as I took up the President's position as well as a course in “Professional Diploma in Leadership and People Management”. To embark on a learning journey at my age requires determination as I need to balance my work, family and SAAP's duties. I felt proud of myself as I can apply what I had learnt to enhance my competency in working with our team and external parties.

I am also delighted to receive my 10th year SAAP Loyalty Award (SLA) at the Management Council 2017/2018 Installation Ceremony on 28 October 2017. It was a memorable occasion indeed.

To unwind myself and keep a balanced and healthy lifestyle, I read Chinese adventurous books, inspirational articles and watch Korean dramas.

Vice President – Cynthia Ho



It gives me great pleasure to be able to accord my time to serve the Council for a second term, 2017/2018. I am thrilled to meet the younger members as well as work with the experienced ones. I am encouraged to see our members united as one, showcasing the esprit de corp spirit and working harmoniously with one another.

I have benefitted greatly at SAAP through learning from my fellow team members in the 2016/2017 as well as the current team. SAAP is a great place to be in, as the association challenges us to think out of the box while dealing with limited resources. At the same time, we learn from each other's experiences and build good friendship.

As much as I have enjoyed giving out of my time to serve, I very much would like you to volunteer your services to work with the Council. I am sure you too will enjoy!

Honorary Secretary – Jennifer Chang



Little did I know, after accepting the initial invitation to serve in the Management Council in 2014 as Honorary Treasurer, that I would be on board for 4 years in a row...right up to now! My first 2 terms saw me in the role of Honorary Treasurer, followed by 1 term as Assistant Treasurer, and now I am wearing the hat of Honorary Secretary for this new term.

I have meanwhile also taken up the part-time Administrative Assistant position with SAAP since November 2016 and you might have seen the familiar email sign-off in every bulletin you have received since then.

SAAP has certainly kept me busy that it has felt like a full-time commitment, especially during membership renewal season and whenever an SAAP event comes around. But in the process I've gotten to know quite a few members, particularly those who have also served together on the Management Council. Hope to see more volunteers come aboard to contribute your talent and expertise in serving the Association alongside us and make new friends!

Assistant Honorary Secretary – Daisy Wee



The term 2017/2018 has been a challenge for me again as I took up the role as Assistant Honorary Secretary after a lapse of a few years of my busy schedule. I AM BACK!

I encourage you as a member to come forward and join SAAP activities so we are able to get to know each other better or to join any role you would like to take and make SAAP more happenings.

Assistant Honorary Secretary – Helen Seah



I am the Executive Assistant to the Managing Director of State Street Global Advisors Singapore Limited (SSGA) since 2000. My role includes Office Management as well as in areas of Finance, Compliance and Human Resources. I also serve as committee member in both “Community Support Program Committee” and “Working Parent Network Committee”.

Prior to joining SSGA, I worked at Commerzbank as Executive Assistant to the Assistant General Manager. I have over 20 years working experience in the financial industry and hold a Diploma in Business and Human Resource Management.

This is my first term as Council Member of SSAP's Management Council and I felt great to represent SAAP in various events.

Treasurer – Jasmine Lee



I am Jasmine Lee. I joined SAAP in October 2006. I believe that joining a professional association would help to expand my social and professional network. I also want to learn from like-minded professionals, and to continually increase my knowledge through activities organised by SAAP, like talks & seminars, and workshops.

For the last 10 years with SAAP, I have involved myself in the Membership committee; had assumed the role of 1st Vice President, Assistant Hon. Secretary, Assistant Hon. Treasurer, and presently holding the position of Honorary Treasurer 2017/2018.

I am a mother of 4 young adults, and I am working as an Executive Assistant in a Marketing Technology company with offices in Australia, Singapore and South Africa. We offer innovative CRM solutions & loyalty integration platforms that provides a gateway to digital lifestyle rewards program.

I am also currently training to be a volunteer trainer with Caregivers Alliance Ltd. CAL is the sole professional non-profit organisation in Singapore dedicated to meeting the needs of caregivers of person with mental health issues.

In my free time, I love shopping and enjoy traveling. I am also an animal lover, especially dogs. :)

Membership Chairman – Ruth Ooi



This is my second term at the Membership department. I was able to welcome some new members during my term from 2016-2017 and witnessed some new members helping the association in every which way they could. It was very encouraging.

Volunteering can be fulfilling besides holding a full time job. I get to treasure my time more as I prioritize my full time job, family, social, church life and SAAP activities to get the best of each day. At SAAP, we exchange ideas, debate and laugh and have fun time of interaction whenever we meet.

It had been an interesting journey. I am extending my commitment for a 2nd term. I encourage you as our member to step forward to help as surely there will be a role that you can play and enjoy the journey with us.

December 2017

BITE-SIZE TALK – 5 December 2017

**Make every impression count
Every Time**

5 December 2017, 7:30 pm to 9:30 pm

Union Square, NTUC Club House,
Level 2, Havelock II, 2 Havelock Road

Organised by:  Singapore Association of Administrative Professionals

Powered by:  associate
an NTUC initiative

In collaboration with NTUC U Associate, the Singapore Association of Administrative Professionals (SAAP) organized its first bite-size talk on “Projecting a Professional Image - Make Every Impression Count, Every Time” on 5 December 2017 at the NTUC Club House, Union Square @ Havelock II.



We were pleased to have Ms Janet See, Past Council Member of SAAP who is an accomplished HR leader, life and career coach, trainer and facilitator to conduct the 2-hour workshop. The workshop was well attended by 21 participants, both SAAP members and non-members. It was a very engaging and interactive workshop filled with tips, demonstrations and practical sessions where everyone had great fun and enjoyed themselves. Participants learnt about the essentials of professional dressing, walking confidently, proper handshakes, speaking up and the importance of smiling as the smile on our face begins with a smile from our heart.

We hope to bring to you more bite-size Talks in the near future. Stay tuned!

February 2018

SCWO PRESIDENTS' FORUM CUM ANNUAL LO HEI LUNCH – 24 February 2018

Vice President, Cynthia Ho and Assistant Honorary Secretary, Helen Seah attended the above event.

LO HEI DINNER 2018 – 28 February 2018



Lo Hei is a traditional celebration for the Lunar New Year and we believe it will bring happiness and prosperity, (HUAT AH!).

Our members turned up happily with Lunar New Year dresses for the annual Lo Hei dinner. All of us received a pair of mandarin oranges and greeted each other "Gong Xi Fa Cai". Vice President, Cynthia Ho did the opening address and followed by President, Josephine Kwan's greetings.



We started the event with an instant draw and two lucky members were blissful to receive an instant win prize which they found a "Dog" symbol in the Lunar New Year greetings in their "Ang Pow".

The dinner started with "Lo Hei – Yusheng" and every guest tossed the ingredients and wished everyone for a GREAT start of the Year.



Everyone enjoyed the delicious 8-course dinner and fun games.

I thanked all the council members who assisted in organising the games, sponsoring the lucky draw and game prizes, and not forgetting those who have helped administratively to make this event a successful and enjoyable one.

March 2018

NTUC-U Associates - EXCHANGE: SURVIVE & THRIVE – 26 March 2018

SAAP was invited to attend this discussion organized by U-Associate Exchange on financial sustainability of professional associations. Vice President, Cynthia Ho and Honorary Secretary, Jennifer Chang represented SAAP. The topic elicited a lively exchange of ideas and feedback with regard to the respective associations' experience on how they tackle this common issue across the board, centred on 3 key questions:

1. What are some challenges your organization faced regarding financial sustainability?
2. What are some possible solution to address the feedback?
3. What topics would you like to be addressed in future sessions?



SAAP AS SUPPORTING ORGANIZATION

SAAP is proud to be the supporting organization for the following events in July 2018:



Upcoming Events

- *Administrative Professionals Day Dinner – 25 April 2018*
- *24th ASA Congress – 24 to 28 September 2018*
- *47th Annual General Meeting – 25 August 2018*

More details will be announced soon.

~ Inspirational Quotes ~



Jennifer Chang
Honorary Secretary 2017/2018