



President's Message



As another year draws to a close, most of you will be in the midst of preparations for this festive season.

This is a very special time of the year as it gives us a break from our everyday working schedules. It provides many of us with some time to enjoy the company of family and friends that is all too often missing for the rest of the year. I urge every one of you to reflect on these special moments and relish the relationships that we have tried so hard to cultivate over the years.

I would like to take this opportunity to thank the Management Council for the volunteer time they put in to make sure our members are provided with opportunities to continue learning, to network and socialize with each other and with other professionals. To the Advisors and many senior members, I thank them for their dedication to the success of SAAP and for their remarkable input to the proper governance of our association, and to you the members, my sincere appreciation for your support of the Council and the pride you demonstrate at being members of an exclusive association. You are the source of the strength of SAAP.

On behalf of Management Council and myself, we hope this holiday season is an exceptionally good and safe one and that the New Year brings you much health, happiness and prosperity.

Sim Siew Gek
President 2020/2021





Management Council 2020/2021 Installation Ceremony



Our first ever Management Council Installation 2020/2021 was held both physically and virtually on 31 October 2020 at Huone, @Forest Room.

Thanks to the support of our members and friends who were able to join us to witness this significant event.



In compliance with the safe-distancing measures, our Immediate Past President had to present the Badge, Collar and Gavel on silver tray to our President, Sim Siew Gek. The Management Council installation 2020/2021 Ceremony was done differently with the President and her Council members pinning their own badges and President cutting the cake with the backup “action” support from her Council members.



Our members’ loyalty is not forgotten and out of eight SAAP Loyalty Award recipients, two members from 30-year, one from 20-year and one from 10-year were present, to receive their awards. One member from our 30-year award joined in via Zoom and that did not deter us from presenting to her the deserving award!

A warm welcome to SAAP to five new members, out of whom, two of them were present for their inauguration.

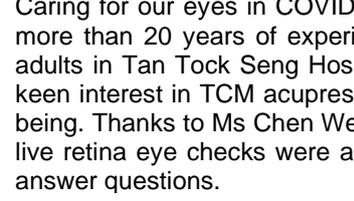


The secret highlight of the afternoon was the surprise performance by the Management Council members who sang “Colours of the Wind” with no choreography but special skill edition by our member, Lum Xin Mun, who did all the “patching” work till 3am!

Thanks to the generous support from and collaboration with HealthWorks, the afternoon was boosted with exciting contents of knowledge sharing.



Our first speaker, Ms Ada Lee, is the founder and Managing Director of HealthWorks, and a veteran with 17 years of experience in laboratory and health screening services. Ada has also conducted more than 500 hours of health talk sessions for both the public and private sectors. In this pandemic time, the topics on chronic diseases and immunity system were curated to create better awareness of the common chronic conditions in Singapore, Type 1 & 2 Diabetes and Fatty Liver.



Caring for our eyes in COVID-19 situation was the second topic by speaker Ms Cleo Liu who has more than 20 years of experience as an optometrist serving kids, elderly with eye diseases and adults in Tan Tock Seng Hospital, Changi Hospital and Atlas Eye. Also, a Yoga instructor with a keen interest in TCM acupressure, she adopts a holistic approach towards health and general well-being. Thanks to Ms Chen Weiwen for connecting us and collaborating with SAAP. Complimentary live retina eye checks were also made available to our members with their optometrist present to answer questions.

The take-away from both speakers indeed highlighted the importance of our health from our inner body which should not be taken for granted and of our outer body...our vision which one cannot afford to lose!

Our special thanks to the sponsorship of the swiss roll cakes by our Advisor, Teo Ser Cher whose daughter, Alicia Puah runs an online “Teacups & Peonies” baking passion. Special thanks to both our Council members, Diyana for the photography and Maria Zulueta (assisted by our new member, Ednalyn Jacobe) who helped manage and oversee the smooth transition of the video/audio presentation and the Zoom session.

The success of the afternoon’s event will not be possible without the participation and support from our members and friends. Thanks a million!

“Promoting professionalism among secretaries & administrative professionals”



Management Council 2020/2021 in Action



All smiles for you from the 2020-2021 Management Council as they had their first meeting held last 18 September 2020.

From left to right, top to bottom:

- Honorary Secretary: Alice Guerzon
- Honorary Treasurer: Maria Lorena Zulueta
- Asst Hon Secretary: Minerva Ugot
- Asst Hon Secretary: Daisy Wee
- Membership Chairman: Ruth Ooi
- Vice President: Priscillia Soon
- Asst Hon Treasurer: Nur Diyana Taha
- President: Sim Sew Gek

“It’s our pleasure to serve you.”

Management Council 2020-2021

Know YOUR COUNCIL

It is my honor and pleasure to helm SAAP again. I am counting on you to continue to be well connected with SAAP on a regular basis and be an active member, whilst we in the Council will be doing our best to ensure that everything runs professionally. With your participation and support, let’s look forward to another successful term 2020/2021.

Sim Sew Gek, President



How times flies, one term 2019/20 had just slipped by and I have decided to stay on for another term as Vice President, despite the busy work schedules at work, to assist SAAP to embark on a new wave of challenging tasks in 2020/2021.

SAAP indeed look forward to the continued support from members either in our forthcoming virtual events that we have lined up or coming forward to serve in committees.

Together with the new Council team members, and the guidance of our advisors, we will embrace the unprecedented COVID situation and emerge stronger to serve SAAP.

Priscillia Soon, Vice President

It has been 6 years since I become a member of the Association and an Assistant Honorary Treasurer twice. This term, I am glad to be at service as Honorary Secretary. Being in the council boosted my confidence and self-esteem. The friendship in the council that blossomed, and those mentors met along the way in the association made my career in administration easier.

Alice Guerzon, Honorary Secretary



“Promoting professionalism among secretaries & administrative professionals”



TEAM
WORK makes
the DREAM
WORK



This is only my second year since joining SAAP and never would I expect being part of the council at this early stage. I was thinking what could I contribute being a council member? It would have been easier to decline, but I thought this would be a great learning experience and it would broaden my horizon. I always believe that every accomplishment starts with the decision to TRY!

Minerva Ugot, Assistant Honorary Secretary

I joined SAAP in the year 2012 and was elected as Assistant Honorary Secretary. Have been an active member ever since and my involvement in various events and activities allowed me to grow more despite my working busy schedules. This will be my 2nd term as Honorary Treasurer.

Maria Lorena Zulueta, Honorary Treasurer



It has been a fulfilling 10 years to be a part of the prestigious SAAP, learning so much from all the seniors.

In these 10 years, I have changed from a young girl to a mother of three little girls.

Now in shipping industry, I also do freelance photography.

I feel honored to serve the council again and hope to give my best to assist wherever and whenever I can.

Hope that 2021 will be kind to us all.

Nur Diyana Taha, Assistant Honorary Treasurer

Since taking on the role of membership chairman 3 years back, I am grateful to members who have warmly responded to my messages which I sent personally to them. I have great learning experience from others who have taught me patience and perseverance in gaining their cooperation to get subscription fees updated. Along the way, I learnt to understand their struggles in jobs and family commitments. My greatest joy is when a new member has successfully signed up and I am able to add one more member to the membership register.

The other day, I glanced at my 10th year and 20th year awards on display at my shelf. I had a big smile on my face. This year I have received my 30th year award. It has been a milestone for me. Proud that I remain loyal to SAAP for the past 30 years and still "kicking strong". Along the way, I met many members who have become friends. I want to say THANK YOU, SAAP for being the networking channel. I look forward to many more good years with SAAP.

Ruth Ooi, Membership Chairman



"The strength of the team is each individual member. The strength of each member is the team."
Phil Jackson

"Promoting professionalism among secretaries & administrative professionals"



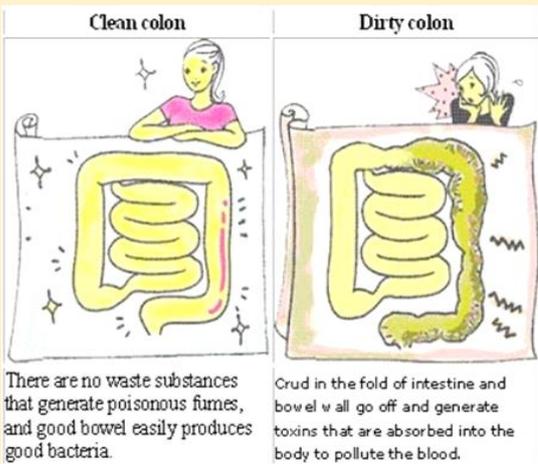
Webinars Highlights – November and December

A step-by-step fun live demo baking session was held last 7 November 2020 by Lucy Tan of Miracles Bakes in support of HealthWorks.

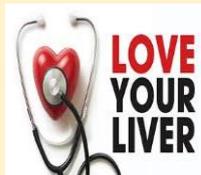
Lucy shared how to bake tasty Christmas goodies: Berry sensation cookies and nutty coffee chocolate chips cookies, Christmas packaging and where to get them and she demonstrated how to decorate the cookies.

How fun it was that participants shared their baked goodies after the session.

Baking is Fun!



Founder,
Herbalist Asia



A healthy interactive webinar held last 5 December 2020 about “Liver Health and How it affects you” by the Founder of Herbalist Asia Mr. PT Tan, an advocate on natural healing.

Our liver is one of the most vital organs in our body, essential for converting excess carbohydrates and protein into forms that are stored for later use while synthesizing other fats like cholesterol. The liver produces bile to help break down and absorb fats. Waste products and toxins are removed through bile.

Participants get to know the TCM perspective on how to improve liver health and the knowledge to care for and strengthen our liver.

Webinar Etiquette Tips for Attendees

1. Show up on time.
2. Turn off your webcam during the presentation.
3. Wait your turn.
4. Ask questions concisely.
5. Don't use the chat room as your personal water cooler.
6. Turn off your camera during breaks.

Article by: [business.com/Karina Fabian](https://www.business.com/karina-fabian)





WELCOME NEW MEMBERS



Joelyn Ong is an Office Manager in an MNC, with over 12 years' experience in administration.

In my leisure time, I enjoy reading, creative writing, movies, music, art and vermicomposting.

I love to learn new things, that is why I also like Albert Einstein's quote, "I have no special talents. I am only passionately curious."

My favorite thing to do on a Saturday is to have a nice brunch with my husband at a café.

Greetings from **Jenny Tong!**

2 years after retiring from a sales management job, I decided to put my brain back to work again, with "no stress". Hence, I embarked on an administrative and customer service role with a tuition centre. I'm now 2 years into my current endeavour and I find it very interesting.

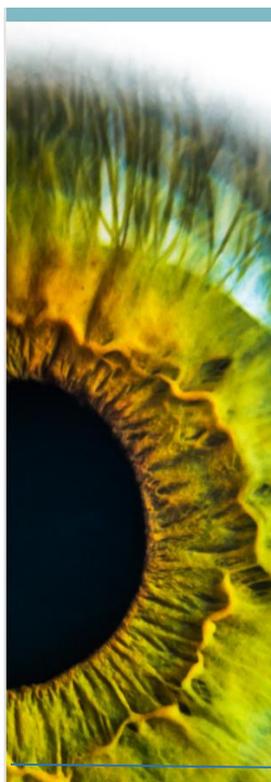


I'm making new friends and learning new things. Travelling and watching drama series are my hobbies.

I eat to live rather than live to eat. Looking forward to meeting you at SAAP!

we're
glad you're
here 

MEMBERSHIP PRIVILEGES



HOW WELL DO YOU SEE?

Are your eyes under strain from multiple visual demands? Healthy eyes can greatly improve the quality of your life. Read on for more eyecare tips and exclusive promotions on eye exams and eyewear.

Enjoy!

EYE CARE TIPS

And many more

Are you at risk for any eye diseases?

When should you change your glasses?

Learn eye care tips and enjoy Exclusive promotions for SAAP members & immediate families

<https://myeyematters.com/>

Brought to you by





9 January 2021



Webinar via Zoom
Saturday, 9 January 2021
2.30pm – 4.00pm



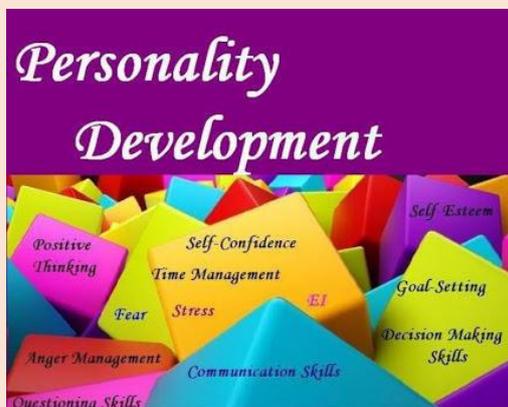
Lo Hei Dinner

20 February 2021



24 April 2021 – Administrative Professionals Day Lunch / SAAP 50th Anniversary

March/April 2021





In Memory

In Loving Memory



Daisy Wee Siew Khim

It was with deep sadness to learn the passing of our dear Assistant Honorary Secretary Daisy Wee. She was called home to be with the Lord on 18 December 2020.

Daisy has been continually active in the organization and in the council monthly meetings. Daisy will be dearly missed by the council members and by all who knew her. We ask prayers for the happy repose of her soul. May she rest in peace.



*Loving memories
and special moments
Forever in our hearts*



It is that time of the year to renew your annual membership subscription for 2021.

You may renew online via Membership Renewal Form on our website saap.org.sg. Renewal payment can be made via internet banking, ATM or PAYNOW (under UEN).

We have a number of upcoming events for the new calendar year and we really look forward to having our members enjoy all the special member rates and privileges. You may submit your updated particulars in the online form, along with your payment, before 15 January 2021.



How to stay safe over the holidays.

Article by: Gov.sg

1. Use SafeEntry and TraceTogether when you're out and about.
2. Dine out, space out.
3. Beat the crowds by doing Christmas shopping online.
4. Keep gathering small and cosy.

Continue to stay socially responsible during this holiday season – remember that the health of all depends on each one of us.

<https://www.gov.sg/article/how-to-stay-safe-over-the-holidays>

