



Management Council 2019/2020 Installation Ceremony, 2 Nov 2019

Newly installed Management Council!



From left to right:

Christina Chong	Programmes Chairman
Alice Guerzon	Asst Honorary Treasurer
Maria L Zulueta	Honorary Treasurer
Priscillia Soon	Vice President
Sim Siew Gek	President
Grace Seow	Honorary Secretary
Daisy Wee	Asst Honorary Secretary
Ruth Ooi	Membership Chairman

Management Council Installation Ceremony was attended by 36 supportive members coming together despite a scorching afternoon. This significant ceremony marked the new term 2019/2020 of 8 Council members headed by SAAP President, Sim Siew Gek.

A sumptuous western set lunch was served immediately thereafter. The second half of the afternoon witnessed the inauguration of 6 new members present. Thanks to Ruth Ooi, our Membership Chairman for her concerted efforts in injecting “younger blood” to the Association.

The event was wrapped up with Kahoot “Fastest Finger First” challenge game which brought excitement amongst the members trying to out beat one another! So much for the afternoon fun.... Till we meet again!





President's Message



I am proud to be in SAAP. I am honoured and humbled to be President 2019/2020, and with the help and support of my council members and you, fellow association members, I will do my best to meet the challenge.

Let me take this opportunity to congratulate Immediate Past President Josephine Kwan and her council for a very successful term. During her terms, IPP Jo did many things as a leader to keep SAAP active and current. She also shows her support for me as her successor and I thank her and caution her that I will be depending on her continued support throughout the year.

SAAP and earlier on, SAPES, is built through a strong community of administrative professionals. Many of you here today bear the testimony to this.

Despite the disruptions by advanced technologies and changes in the economic landscape, the leaders and members remain cohesive as one association to this day, and we are talking about a span of 48 years from then to now. May I have a show of hands of those who have been members for 10 years or more? A round of applause for SAAP.

So far anyone whom I converse with about SAAP that, we are an army of secretaries and administrative support people, we run an office like any other SME, we are not paid a second salary, we come together several times a year to meet our friends and network and learn, they become curious about us, our purpose, our resilience, the why, the what and the how we do this.

Maybe you too have asked this question sometimes. Let me summarize my answers as follows:

- We know the importance of connections – in business, work life and even in relationships
- We become smarter, because of what we do- because of the support role we do, we are exposed to multi-facet responsibilities and that helps us thrive in our profession
- Because advanced technology isolated us, we then need social skills. What better way than to come together with your SAAP friends to talk to them, shake their hands, hug and be hugged, rub shoulders and have a cup of tea.
- We need to challenge each other, to become a better version of ourselves – As peers, in challenging each other, we can become a better version of ourselves.
- Acknowledgement from our community – You are not alone. I am not alone. We belong to this community of like-minded admins. We provide a vital support role for each other. We are like birds of the same feather, so the saying goes: Birds of the same feather flock together.

What remains important in SAAP is education. So we will use SAAP platform to create new experiences and lifelong learning for our members. Do you know that on average the shelf life of a skill set is 5 years. What we learnt 5 years ago is likely outdated today. So we look into organizing new learnings. This year, we have in the pipeline collaborations with affiliates. There will be a mix and match to create new experiences. We are looking into:

- ❖ Money Act
- ❖ Be a Montessori Educator
- ❖ Korean - Day Make Up
- ❖ The Art of Decoupage
- ❖ Creative Writing
- ❖ Dining with style

Keep a look out for future bulletins for confirmations. If you have your ideas to contribute, do write to me or look for Christina, our Programme Chairman.

I am looking forward to kick-off this new term with your fervent support, active involvement to keep that sparkle in SAAP. In the meantime, stay lovely and healthy. Thank you very much.



Photos of Management Council 2019/2020 - Installation Ceremony



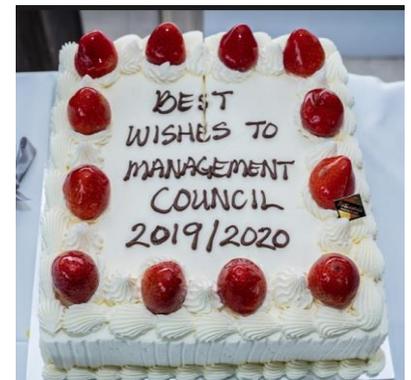
Photography by Nur Diyana Bte Taha (F1550)

Diyana who recently became a part time professional photographer for a local newspaper, volunteered to take charge of the photo-taking. Special thanks and appreciation to Diyana.

Check out the photos at SAAP Facebook page. Scan the QR Code now to view more photos!



https://www.facebook.com/pg/Singapore-Association-of-Administrative-Professionals-110668345668160/photos/?tab=album&album_id=2488690411199263&ref=page_internal





Appointments 2019/2020

ADVISORY BOARD

- **Josephine Kwan**
- **Margaret Chan Wee**
- **Teo Ser Cher**

Greetings from Management Council 2019/2020



President – Sim Siew Gek

Time flies when there is so much happening around you. It is just nine years ago when I first took the helm for three consecutive terms, and suddenly I am back at it. And I am still learning through new experiences. What that is not new, is that we are still a cohesive group, the administrative professionals.

At SAAP, my new Council will create new experiences for you. For with new experiences, we will have opportunities to come together to network and to learn with and from each other, as learning is lifelong and unlimited. We will also have good opportunities to reinforce existing friendships and forge new ones.

Whether at work or home, we are bombarded by digitization. While we should embrace digitization, let us remember to balance life with humanization.

We can do so by getting back to the basics. The basics like making a telephone call and have a live conversation, meeting and chatting with friends over the enjoyment of a cuppa. These basics are never out of date, and I shall be waiting for that phone call from you.



Vice President – Priscillia Soon

Having been a member since 1987 and served in various roles in Council since then, returning as a Vice President for the term 2019/20 is indeed a challenging journey for me to embark on especially with my extremely busy schedules at work. Nevertheless, my passion for SAAP overpowered the “no-time” excuse that one tends to give.

With Time Management, I hope to give my best shot with the guidance from the Advisors and the support of the new Council Team members.

SAAP look forward to the continued support from members either in events attendance or coming forward to serve in committees. Together, we shall bring in another new chapter for SAAP!



Honorary Secretary – Grace Seow

It has been a fulfilling term year to serve SAAP with the support of the Management Council and Members. I was inspired by the great efforts of all the past Management Council Members and Past Presidents; hence I had made a personal commitment to serve for a second term. My appreciation and great thanks to all SAAP members and I hope to serve well across the organisation, upholding SAAP and Administrative Professionals relevant in this current business environment.



Assistant Honorary Secretary – Daisy Wee

It's my pleasure to continue to serve the council for this third term 2019/2020 and a challenge for me again as I took up the role as Assistant Honorary Secretary. I encourage you as a member to come forward and join SAAP activities so we are able to connect with each other or to join any role in Council you would like to take and make SAAP more happenings.



Honorary Treasurer – Maria Lorena Zulueta

When I joined SAAP in the year 2012, I didn't imagine myself immediately joining the Council as Assistant Honorary Secretary under the Presidency of Sim Siew Gek (SSG). Since then, my journey with the Association gave me fulfilment to volunteer whether as part of the Management Council or Committee Member on various SAAP events. I took a break from the Council two years ago due to my job transition. But the learnings from SAAP helped me a lot in facing these challenges. Now I am back serving as Honorary Treasurer and surprisingly, it is again under the leadership of President Sim Siew Gek. I look forward working with the MC Team with the support of our Advisors as we take in our roles and responsibilities respectively and looking forward for SAAP's 50th Milestone in Year 2021.



Assistant Honorary Treasurer – Alice Guerzon

I arrived in Singapore in 2014 and came across the SAAP. I joined the organization and a few months after, I became part of the Council as Assistant Honorary Treasurer. As a member of SAAP, it boosted my confidence to go back to work after long period of break. The friendship that blossomed and those mentors met along the way in the association made my career in administration easier. God has a perfect timing as I am now back at work with Beacon Consulting after months of searching. Besides work, I am back into the Council as an Assistant Honorary Treasurer again. This term would be a busy and exciting year for me juggling my activities with the two toddlers, career, volunteerism work for the Breast Cancer Foundation and with the association.

I am looking forward to all the events that are planned for the year 2019-20. It will be very exciting and rewarding for sure. This term would be a busy and exciting year for me juggling my activities with the two toddlers, career, volunteerism work for the Breast Cancer Foundation and with the association. I am looking forward to all the events that are planned for the year 2019-20. It will be very exciting and rewarding for sure.



Membership Chairman – Ruth Ooi

Time flies. This is my third term serving as Membership Chairman. I have seen new members join the association but sadly at the same time, some older members leaving due to retirement from work and mid-career professionals placing other priorities in their lives. However, I would like to encourage existing members to step forward to volunteer or at least engage with each other through SAAP functions. It is here that we build our friendship and hone our skills with other like-minded administrative professionals. Besides spending some of my time contributing and engaging in SAAP activities, I also like to go for long walks around the island and do K-pop on a regular basis to keep fit. To keep abreast of life in the digital world, I like to continue upgrading my knowledge and skills to stay relevant.

We do meet life's challenges but remember that "Life isn't about waiting for the storm to pass... It's about learning to dance in the rain" quoted by Vivian Greene.



Programmes Chairman – Christina Chong

I am honoured that the senior members of SAAP has given me the encouragement and opportunity to serve the Management Council as the Programme Chairman. I have served as a PA to the Chairman and Managing Director in the Food & Beverage industry for almost 9 years. I look forward to expanding my professional growth, exchange experiences, career advice and skills-building. I hope to input my knowledge and skills whenever I could to assist the team.

Membership Chairman's Message

During our recent MCI event, we were delighted to inaugurate 9 new members who joined us this year. 6 of them were personally present to say their pledge and received badges from the President. They were

- Christina Chong who is now Programme Chairman for this new term
- Minerva Ugot and Ednalyn Jacobe from UPS SCS Spore Pte Ltd
- Anna Llaguno from Chan Lam Construction Pte Ltd
- Evelyn Lim from Mdm Ling Bakery
- Michelle Tan from Barry Callebaut Asia Pacific
- Jazz Siau and Kelly Teo were not able to be at the inauguration, but they have attended SAAP organized events prior to MCI.

I would like to encourage existing members to step forward to volunteer or at least engage with each other through SAAP functions. It is here that we build our friendship and hone our skills with other like- minded administrative professionals.

Ruth Ooi
Membership Chairman

Welcome On-Board



Jazz Siau

I have been working as an Executive Assistant for more than 20 years with recent new role doubling up as an Office Manager. I have a team of 2 other admin staff reporting to me. My motto has always been walk the talk and gain respect. I am married for 21yrs with 2 lovely teenage girls. Every Friday is 'me day' and I do hang out with colleagues or friends for dinner and drinks. Otherwise, will be an evening that I pamper myself with pedicure, hair therapy or facial.



Minerva Ugot

My friends call me Ivey as it's easier to pronounce and remember, as they say. I am a purpose-driven person. I believe that everything we do in life has a purpose in this world. Somebody wrote, start where you are, use what you have and do what you can.



Evelyn Lim

I'm Evelyn from Mdm Ling Bakery. My company specializes in curating and bringing good food to Singapore from the Asia Region. Our main business is in corporate gift during festive season like Chinese New Year and Mid-Autumn Festival. I'm happily married to my husband who is the owner of Mdm Ling Bakery. We have 2 young children and are building this company as our third child. I like to read and watch a movie during my free time.

Upcoming Events for the Year 2020

FEBRUARY

- Lo Hei Dinner

APRIL

- ADMINISTRATIVE PROFESSIONALS' WEEK
 - Workshop
 - Dinner

AUGUST

- 49th ANNUAL GENERAL MEETING (AGM)
 - Saturday, 29 August 2020
 - 1pm to 5pm
 - Singapore Council of Women's Organisations (Training Room)
 - 96 Waterloo Street, SCWO Centre Singapore 187967

SEPTEMBER

25th ASA CONGRESS
24 to 28 September 2020
SRI LANKA (Venue at Shangri-La Colombo)
Hosted by Sri Lanka Association of Administrative and Professional Secretaries

SAVE THE DATE

25th ASA CONGRESS 2020

VENUE: SHANGRI-LA COLOMBO SRI LANKA

THEME: EMBRACE THE VIBRANCY OF CHANGE

SEND IN YOUR CONFIRMATIONS TO: slaaps.srilanka@yahoo.com

Await more details !!

official registrations open soon...

ASA PRESIDENT - RUVEENA CADER | ASA CHAIRPERSON - AZRA REYALDEEN



- Look out for the events' registration details in your email
- Visit SAAP Facebook Page
- Visit SAAP webpage www.saap.org.sg



admin@saap.org.sg or
hon.secretary@saap.org.sg



6323 7523 (Admin)



SEASON'S GREETINGS

**Sending you our heart felt Thanks
and wishing that may this Holiday Season
fill your heart and home with
Happiness and Joy forever.**

Best Wishes

Management Council 2019/2020

Editors:

President Sim Siew Gek, IPP Josephine Kwan, Honorary Treasurer Maria L Zulueta & Honorary Secretary Grace Seow

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