



# On-line

The monthly Newsletter of the Indian Association of Secretaries and Administrative Professionals, Tamil Nadu Chapter

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November & December 2014

## Managing Committee (2014-2015)

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### Vice Chairperson

Mary Margaret  
Tel: 98401 11714

### Honorary Secretary

Usha Reddy  
Tel: 6677 2640

### Honorary Treasurer

M. Priya Balaji  
Tel: 6101 0768

### Imm. Past Chairperson

Anne Parameswaran  
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### Committee Members

Bhama Suresh  
Tel: 98414 23201

Rajeswari Natarajan  
Tel: 4900 5555

R B Sudha  
Tel: 80125 07003



Dear Members,

October 16, Boss's Day was an occasion to celebrate our association with our Bosses and communicate to them our appreciation for being considerate, generous and fair to us. In honour of our bosses, we hosted a luncheon meeting for them at the plush Taj Club house. The celebrations began with the committee personally receiving the bosses who came elegantly attired accompanied by their Secretaries. The decor of the venue was fitting to the occasion and the bosses made themselves at home going around and meeting their counterparts. The Committee made sure everyone was introduced to each other.

After a befitting welcome and thanking them for putting up with us, we took the opportunity to introduce IASAP at length for the benefit of those who are not aware of our objectives. We also briefed them on what is in the pipeline for the coming year and encouraged them to enroll more of their Admin professional into the Association. The lucky few walked away with great gift hampers and meal vouchers.

The bosses seemed to be having a great time interacting with everyone present, over a sumptuous lunch which also had a live counter. They were heard saying only at platforms like this, they get to meet each other informally.

The Secretaries too received a hamper filled with goodies courtesy, Taj Club House.

Going by the feedback and thank you notes received from most bosses, it appears to be a well organised event, thanks to the committee's efforts.

**Surekha Johnson**



FEELING  
**GRATITUDE**  
AND NOT  
EXPRESSING IT  
IS LIKE  
**WRAPPING A  
PRESENT**  
AND NOT  
GIVING IT.

~WILLIAM ARTHUR WARD~

*Angela Lee*

## Laughter is the best medicine – 15 Fascinating facts about smiling

Everyone loves the quote “laughter is the best medicine” – In fact, smiling can boost your mood and even your immune system. Keep reading for more fascinating facts about our smiles.

### 1. Forcing yourself to smile can boost your mood:

Psychologists have found that even if you're in bad mood, you can instantly lift your spirits by forcing yourself to smile.

### 2. It boosts your immune system:

Smiling really can improve your physical health, too. Your body is more relaxed when you smile, which contributes to good health and a stronger immune system.

### 3. Smiles are Contagious:

It's not just a saying: smiling really is contagious, scientists say.

In a study conducted in Sweden, people had difficulty frowning when they looked at other subjects who were smiling, and their muscles twitched into smiles all on their own.

### 4. Smiles Relieve Stress:

Your body immediately releases endorphins when you smile, even when you force it. This sudden change in mood will help you feel better and release stress.

### 5. It's easier to smile than to frown:

Scientists have discovered that your body has to work harder and use more muscles to frown than it does to smile.

### 6. It's a Universal Sign of Happiness:

While handshakes, hugs, and bows all have varying meanings across cultures, smiling is known around the world and in all cultures as a sign of happiness and acceptance.

### 7. We still smile at work:

While we smile less at work than we do at home, 30% of subjects in a research study smiled five to 20 times a day, and 28% smiled over 20 times per day at the office.

### 8. Smiles use from 5 to 53 facial muscles:

Just smiling can require your body to use up to 53 muscles, but some smiles only use 5 muscle movements.

### 9. Babies are born with the ability to smile:

Babies learn a lot of behaviours and sounds from watching the people around them, but scientists believe that all babies are born with the ability, since even blind babies smile.

### 10. Smiling helps you get promoted:

Smiles make a person seem more attractive, sociable and confident, and people who smile more are more likely to get a promotion.

### 11. Smiles are the most easily recognizable facial expression:

People can recognize smiles from up to 300 feet away, making it the most easily recognizable facial expression.

### 12. Women smile More than Men:

Generally, women smile more than men, but when they participate in similar work or social roles, they smile the same amount. This finding leads scientists to believe that gender roles are quite flexible. Boy babies, though, do smile less than girl babies, who also make more eye contact.

## RECIPE CORNER

### Vegetable Au Gratin



Oven Temp 160 C- 325 F

#### Ingredients

65 gm French Beans-chopped and blanched  
125 gm cauliflower-diced  
50 gm mushrooms-sliced thin  
2 tsp oil  
1 tsp cumin seeds  
1/4cup onions-chopped fine  
1 tsp salt or to taste  
1/4 tsp *pissi kali mirch*  
3 tbsp *maida*-roasted a little  
2 cups milk  
1 cup grated cheese

#### Method

Mix the milk into the flour gradually (to avoid lumps), bring to a boil and simmer for a minute.

Heat the oil, add the *zeera*. When it splutters, add the onions and stir-fry over high heat, till well covered with oil.

Add vegetables and mushrooms and continue to stir-fry over high heat, till the vegetables are half cooked.

Add the milk mixture, salt, *kali mirch* and mix well.

Transfer on to an oven-proof serving dish.

Sprinkle the cheese and bake in a pre-heated oven for half an hour and serve hot.

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Contd.....

### 13. Smiles are more attractive than makeup:

A research study conducted by Orbit Complete discovered that 69% of people find women more attractive when they smile than when they are wearing makeup.

### 14. There are 19 different types of smiles:

UC-San Francisco researcher identified 19 types of smiles and put them into two categories: polite “social” smiles which engage fewer muscles, and sincere “felt” smiles that use more muscles on both sides of the face.

### 15. Babies start smiling as newborns:

Most doctors believe that real smiles occur when babies are awake at the age of four-to-six weeks, but babies start smiling in their sleep as soon as they're born.

# Happy Birthday Dear Members



## NOVEMBER

- 1<sup>st</sup> Nicola Jayakumar
- 2<sup>nd</sup> Treasure Jacob
- 7<sup>th</sup> Audrey Krishnan
- 7<sup>th</sup> Anantha Lakshmi
- 13<sup>th</sup> Karen Peterson
- 13<sup>th</sup> Deepa Selvan
- 14<sup>th</sup> Shoba Ryan
- 18<sup>th</sup> Anester Antony
- 20<sup>th</sup> Charmaine Lane
- 21<sup>st</sup> Nirmala Bhaskar
- 25<sup>th</sup> Freeda McLeod
- 27<sup>th</sup> Rita Vincent
- 27<sup>th</sup> Belinda Fernandez
- 27<sup>th</sup> Geraldine Rajan
- 28<sup>th</sup> Tessie Morris
- 29<sup>th</sup> Anita Martin

## DECEMBER

- 4<sup>th</sup> Roselyn Joseph
- 9<sup>th</sup> Audrey Greenwood
- 9<sup>th</sup> Gita Rajamani
- 15<sup>th</sup> Padma Priya Venkatakrishnan
- 26<sup>th</sup> Lorraine D'Cruz
- 29<sup>th</sup> Beena Anand G
- 30<sup>th</sup> Erin Mckillop
- 30<sup>th</sup> Dianna Brisson
- 31<sup>st</sup> Jeanette Suresh



*A very happy anniversary to all members celebrating their Wedding Anniversary in November / December 2014*



## Christmas Party:



We propose to have the Christmas Party on 20<sup>th</sup> Dec.2014. Members are requested to give in the names, gender and age of their spouse / guests, children and grandchildren by 12<sup>th</sup> Dec.

RSVPs given after that date will not be accepted.

**Charges:** Rs. 300/- for each member and Rs.300/- for children upto 15 yrs.

Rs.350/- each for all others who will be treated as adults.

**Venue:** will be intimated later.

**BOSS' DAY LUNCH AT TAJ PALACE on 16 Oct 2014**





**DATE** : Saturday, 22 November 2014

**VENUE** : **Westin Chennai**  
154, Velachery Main Road  
Chennai 600042  
Ph: 22553366

**TIME** : 2 PM

**CHARGES** : Rs.125/-, **GUEST CHARGES:** Rs.150/-

**RSVP** : Before 17 November 2014

**HIGHLIGHT** : See next column



1.



2. Terracotta jewelry making Demo



3. Nail artistry & Mehndi Demo



4. Followed by HI-TEA



**There will also be sale counters for:**



**Traditional nutrients. Modern science.**



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