



On-line

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

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tn.iasap@yahoo.com

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Managing Committee (2019-2020)

Chairperson

R B Sudha
Tel : 94441 71413

Vice Chairperson

Usha Reddy
Tel : 99406 17453

Honorary Secretary

Treasure Jacob
Tel: 98408 50348

Honorary Treasurer

Jayalakshmi Murali
Tel: 92810 57038

Imm. Past Chairperson

Priya Balaji
Tel: 98840 98157

Committee Members

Indra Prabha

Tel: 98844 76914

Lalitha Veeramani

Tel: 98410 11004

Words of Wisdom

Wisdom is the power
to put our time
and our knowledge
to the proper use.
Thomas J. Watson

Dear Members,

Hope all our members and their families are safe. Let's take our Government's efforts seriously. STAY HOME AND THEREBY STAY SAFE.

April is an important year for us Admin Professionals. It is, in this month we celebrate Administrative Professionals' Day which is observed on the Wednesday of the last week in April of every year. It is a day to recognize the work of secretaries, administrative assistants, receptionists and other administrative support professionals

Administrative Professionals have an incredible opportunity to help implement change and they are the New Age Influencers of the Company.

There are 5 main characteristics that help someone be truly influential in an organization:

1. Smart
2. Flexible
3. Creative
4. High Emotional Intelligence
5. Love for Learning

Sound familiar? Executive Assistants, Administrative Professionals, and Personal Assistants are the perfect people to influence a company and help inspire positive change. These traits and skillsets are the building blocks of every efficient administrative professional. In addition to the above traits, administrative professionals are in the unique, and powerful, position of having high levels of involvement in multiple aspects of a company. This means you can find solutions that will better the lives of a large number of people. So let's take pride in our work.

I take this opportunity to wish every one of you a Very Happy Women's Day Administrative Professional Day!



 Sudha RB

HAPPENINGS

When the surroundings are beautiful, you just feel calm and time slows down and you unwind yourself to a blissful and effortless break even if you are not doing any adventurous during the trip. And that is the mini holiday trip which everyone expects, and this came too to me as one such offer from my close circle. This trip to Sakleshpur was with my friends and a few strangers but not a strange feeling at all. Since I was from Bengaluru and had to travel only for 5 hours to reach, and others were from Chennai travelled to Bengaluru by train, and I missed the fun in the train which they all had. It was an offbeat hill station which beats down your stress. It is 220 km from Bengaluru and awesome people I met in this trip. I didn't do much, but I felt I did a lot during this trip.

The moment I heard that we are going to Sakleshpur I browsed through and saw beautiful pictures and totally bowled over the stunning green overload. I had been planning to visit this place from past few years, although from Bangalore could not make it. Thanks to my beloved friend Suchitra Ravi and the group of beautiful ladies from IASAP. Kudos to the team who had flawlessly organised the trip without any major hiccups. I must commend about the way the group leader Sudha had managed 30 ladies of various age group and put them in small groups and had organised various activities in the resort was sometime not to be missed talking about.

I did really enjoy the company of many personally. Not to forget it is an offbeat that it is not as crowded place like other coffee counties in Western Ghats like Coorg and Chikmanglore. Last but not the least the resort was placed in quiet a serene place amidst the green spread called Mookanana (means into the forest).

We had many activities planned for the day to enjoy out of which a small pack of surprise in the morning next day out of our 2 day trip which how can one forget to mention who loves water, I even thoroughly enjoyed the road trip on a open truck to the little stream of water fall. It was a mind refreshing experience. We played a lot in the water and some did take beautiful portrait of themselves and some were lost in the calm & serene flowing chill water like as if there is nothing in this world which is more blissful than this. I don't know now what to mention and what not to mention. Somehow you feel that you must not talk and keep silent – a rule that is broken by the winged beauties. It was an amazing trip and looking forward to be part of many such trip in future too.

"Thanks a Lot" 🙏

Madhumitha & Jayalakshmi T



Administrative Professionals Day

You Are

The smiling face that greets
Whoever comes to call
And your hands type the letters
That go to one and all.

You are:
The one who answers the calls
That come throughout the day
And no matter what the problem
You know just what to say.

You are:
The one who brews the coffee
That makes the day go well
And what your kindness means
Words alone can't tell.

You are:
The one who is always busy
Making things go right
Though it seems we do not notice
As often as we might.

You are:
The spirit of the office
And well the load you carry
You are that extra special person
That we call Secretary!

Have a very happy
Administrative Professionals
Day, everyone!



Wishing all the Members celebrating their Wedding Anniversary in April & May 2020

&

Here's wishing all the Members celebrating their Birthdays in April & May 2020

APRIL

3rd Rebecca Kuruvilla
5th Mary Margaret
11th Melanie Henderson
11th Uma Viswanathan
15th Bhama Suresh
15th S Meenakashi
16th Seethalakshmi BK
17th Kamakshi Krishnan
21st Seetha Kaarthik
22nd Geetha Venugopal R
27th Yoland Lobow
29th Eanswede Netto
30th Malini Satish

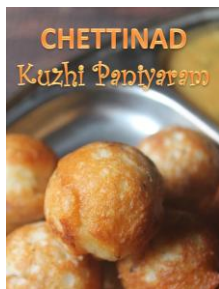
MAY

1st Geraldine Fernandez
4th Sheila Christina Vyas
5th Cheryl Janakaraj
5th Gayathri Venkatakrishnan
5th Lakshmi Madhavan
5th Maggie Naidu
7th Geralyn Concesso
8th Sunita Muralikrishna
11th Molly D'Cruz
11th Ambika Madhuri
14th Vidya Prasad
14th Samantha Lane
16th Girija Gopal
16th Sudha R B
17th Catherine Yourey
17th Jayalakshmi Murali
24th Indraprabha S
26th Deborah Thomson
27th Radha Kasturi Rangan K
30th Mary Helen
31st Joan D'Cruz



MEETING

'Please see the
Notice Board'



Chettinad Kuzhi Paniyaram

Raw Rice / Pacharisi - 1 cup
Urad dal / Ulundu Paruppu - ¼ cup
Fenugreek Seeds / Methi / Vendayam - ¼ tsp
Oil - 2 tblsp + for making paniyaram
Mustard Seeds / Kaduku - 1 tsp
Urad dal / Ulundu Paruppu - 1 tsp
Asafoetida / Hing / Kaya Podi - 1 pinch
Curry leaves a handful
Onion - 1 large chopped finely
Ginger - 1 tblsp chopped finely
Green Chillies - 2 chopped finely

Take rice and dal in a bowl and wash them well, add fenugreek seeds and soak them for 4 hours. Now drain and add it to a grinder or blender and puree till smooth. Take it in a large container, add salt and mix well. Leave to ferment for atleast 8 hours or overnight.

Now heat oil in a pan, add mustard and urad dal and let them sizzle.

Add asafoetida and curry leaves and let them sizzle.

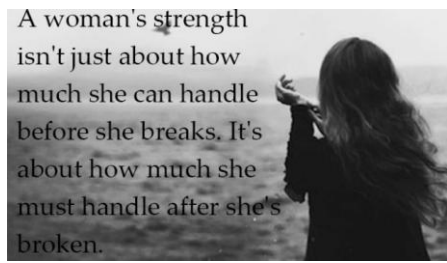
Add in green chillies, ginger and onions and saute for few mins. Add salt and mix well.

Add this into the batter and mix well.

Heat a paniyaram pan with some oil, pour ladleful of batter in each hole and cover and cook for 2 to 3 mins.

Flip over and cook.

Serve with chutney or sambar.



Do not live someone else's life and someone else's idea of what womanhood is. Womanhood is you. - Viola Davis



- 1. The Admin Professionals day was planned during last week of April, as announced in Feb 2020 Outing. However, owing to the current Covid 19 situation and Government directions, the Committee has decided to defer it for now. We may consider to have it in June, should the situation improvise.**
- 2. The AGM of our IASAP TN Chapter will usually be held in May. Given to the current circumstances, we will have challenges in our Auditors scrutinizing / finalising the accounts, and sending the communication as per the required timeline. The Committee will assess the situation during first week of May and revert with further information on the AGM details.**
- 3. Convention 2021 - members are invited to come up with ideas on the upcoming Convention Theme. The Committee would be happy to give a prize to the selected theme.**

**ADMINISTRATIVE PROFESSIONALS DAY
2020 THEME
The New Age Influencers**

Editor's Address
TREASURE JACOB
Global Adjustments
N o.5, 3rd Main Raod
R A Puram
Chennai 600028
Mobile :9840850348
Email : treasurefc@gmail.com