



## Indian Association of Secretaries and Administrative Professionals

### REPORT OF ACTIVITIES FOR THE PERIOD OCTOBER 2013 TO SEPTEMBER 2014

#### 1. Memberships

The total number of Members (All India) during the year under review are as follows:

Location	Total
Mumbai (Headquarters)	544
Tamil Nadu	170
West Bengal	118
Delhi	161
Pune	229
Bangalore	231
Hyderabad	96
<b>TOTAL</b>	<b>1549</b>

#### 2. Activities of IASAP Headquarters from October 2013 to September 2014.

##### OCTOBER 2013

The 42<sup>ND</sup> **ANNUAL GENERAL MEETING** was held on 18<sup>th</sup> October, 2013 at 6.15 pm. at the Seminar Room, Bombay YMCA, Central Branch, Colaba, Mumbai 400 001. The proceedings commenced with President Wilma, welcoming all the members followed by Yvonne, Hon. Secretary reading out the Minutes of the 41<sup>st</sup> AGM, which were approved and passed.

The Statement of Profit & Loss and Annual Accounts for the Financial Year ended 31st March, 2013 were taken up for discussion and approved. M/s. Ganesh & Rajendra Associates, Chartered Accountants, appointed as Auditors for 2013-2014 at a remuneration of Rs.35,000/- per annum for Auditing & finalizing the accounts of IASAP for Mumbai HQ and All-India, as also for submission of accounts to the Income Tax Dept., follow up on Income Tax Refunds and accounts related matters.

The outgoing All India President Wilma D'Costa would take on the role of Immediate Past President. President Emeritus Mrs. Homai Mehta administered the Oath of Office to all the newly appointed Governing Council Members. The new Governing Council members elected were Ms. Yvonne Alphonso - President, Ms. Sharon Pires - Hon. Secretary, Ms. Ashish Kerawalla - Hon. Treasurer and Governing Council Members - Ms. Vimala D'Souza, Ms. Sunita James and Ms. Priya Sudhir.

Members who were associated with IASAP for 15, 25 and 40 years were felicitated.

100 members attended this AGM.

##### NOVEMBER 2013

The YWCA hall on 22<sup>nd</sup> November was filled with many excited IASAP members and we had many special guests doctors and actors alike. The meeting with President Yvonne welcoming Mr. Milind Soman. **Pinkathon** is a marathon race organized by the eminent Bollywood Star and sportsman, Mr. Milind Soman to be held on 15<sup>th</sup> December 2013, to spread the message about awareness on Breast Cancer. This marathon includes running span of 10 km, 5km and 3 km walk. It is conducted in four cities i.e. Bangalore, Delhi, Pune and Mumbai. Mr. Milind spoke in depth about how important it is for a women to have awareness about their self care, fitness, regular exercises and proper diet to balance our stressful life.

That was not all, where Mr. Miland Soman left off, Franco-Indian Pharmaceuticals, took over with the **Diabetes and Anaemia Awareness Camp..**

Dr. Ashok Moses, Medical Advisor at Franco-Indian Pharmaceuticals passed out from JSS Medical College, Mysore in 1992, after which he practiced at Bombay Hospital for four years. He then went to

the UK for two years, where he pursued the Senior Resident in Cardiology under Dr. Eric Borges and was in charge of the ICCU where he assisted Dr. Borges in various cardiac procedures.

Dr. Moses explained Diabetes as a deficiency of a particular hormone. The two types of Diabetes - Type-I – patient need to take Insulin to keep it under control, and Type-II which starts off at very young age, in obese.

He elaborated the symptoms of Diabetes and shared some valuable tips. Diabetes affects the kidney in the long run; patient may have to be put on dialysis. Diabetes can lead to heart ailments and could be fatal. Hence should be monitored regularly. Some drugs may cause diabetes, which when stopped can only reduce the level of diabetes or be controlled. Once a Diabetic always a Diabetic but can be controlled by losing weight

Dr. Moses concluded that Insulin is not addictive, its only a Supplementary.

63 members and 1 guest were present

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### **DECEMBER 2013**

December 22, 2013 was special. Members wrapped up the year with an unforgettable Christmas Party at the Taj Lands End in Bandra - an evening of fun and frolic over Hi-tea courtesy Taj Lands End , Bandra (W). The theme for the evening was “The Mad Hatters Tea Party’ and we had a beautiful parade of beautifully decorated and colourful hats adding their own charm to the festive décor. Selma D’Silva was our compere for the evening.

Lots of spot prizes, great music and a game of housie, in addition to a quiz and dancing added to the festivities. The sumptuous spread of snacks and desserts was irresistible. The December issue of our newsletter “The Professional Secretary” was distributed to all present. Santa Mama was our very own Past President Shera Langrana. Members were filled with Christmas cheer and spirit waiting to spread the goodness and love that this season brings with it. The spirit of Christmas is like magic, the feeling of peace, love and goodwill descends on earth making everyone happier and in the mood to share and care. The Donation Box was passed around; the collection, to which IASAP every year generously adds its own contribution, was given to KRIPA Foundation, an NGO looking after street children. The amount **donated to KRIPA was Rs. 21,000/-** A second collection box went around the amount was donated to the Lifeline Express, the NGO founded by our Past President Zelma Lazarus.

78 Members and 15 guests were present.

### **JANUARY 2014**

Character, Morals, Ethics and Values, the session by Fr. Nigel Barrett on 24<sup>th</sup> Jan 2014 at 6 pm at YWCA Conference Hall Colaba was just the right way to start the New Year on a high note. He touched on some important points :

- Corruption is rampant in our world today- we are either victims or perpetrators of it.
- Our value system is based not only on our spirituality. All religions propogate love.
- Express yourself at home. Make time for the family.
- Social media is a good tool to market humanness.
- Re-invent yourself. Learn something new.
- Take risks, small ones at first
- Have more than one interest in life.
- Not everything will work out the way you want it to. Keep trying.

A dyslexic himself he did his CS, HR and Masters in Communication and today counsels youth and is the Assistant Editor of the Examiner, a Communications Expert, and well versed with the latest Technology and Internet savvy too. A victim of polio he underwent 23 surgeries both major and minor before he could walk on his own normally. He took up sports and played on the world stage, despite all odds. Isn't that enough motivation for us all.

61 Members and 1 guest were present.

## **FEBRUARY 2014**

On Sunday, 23<sup>rd</sup> February, 2014, an excited group of over 75 IASAP ladies commenced their journey from Mumbai in 2 buses, and another 31 enthusiastic IASAP members from Pune joined in the Educational Tour to L&T's Leadership Development Academy (LDA), Lonavala.

Ms. Rajashree, Program Manager, LDA took us through a virtual walk-through of the LDA Campus, Programs and Infrastructure Facilities, by means of a presentation. 'Seeing is Believing' We split into 3 groups each led by Rajashree, Natasha and Marshall for a full tour of the campus. We witnessed the facility as presented to us in the slides. LDA has a grace and charm that speaks of thoughtful and tasteful design. It has the air of a retreat home that welcomes everyone into its fold. The atmosphere is serene and surrounded by lush green plants. The buildings at the LDA are certified 'Green Buildings' to conserve energy using solar lighting and heating systems. The imposing gateway projects L&T's world-class engineering and construction image. An elliptical archway, extending into the limits of space and merging with vertical and horizontal planes, projects the multidimensional facets of L&T.

After a long walk, buggy rides and innumerable photo sessions, the group came back to the Dining Hall for a splendid buffet lunch spread. After a group photo session (the skilled photographer managed to include all 106 beautiful ladies in one frame), we dispersed to board our buses home. There was perfect blending with the Mumbai and Pune members. As we exchanged our goodbyes, we offered our sincere thanks to Grace Tressler and the entire L&T team of Marshall, Natasha and Rajayshree and also Mr. Neville Lobo who made this visit truly memorable. Learning is a race without a finish line.

For more information how Corporates can avail of LDA's facilities, visit e-brochure at <http://Int-mdc.com>, or write to: [Rajashree.Chakraborty@larsentoubro.com](mailto:Rajashree.Chakraborty@larsentoubro.com), or call Tel: 02114 302211.

68 Members and 6 guests attended

## **MARCH 2014**

March being International Womens month we decided to have a meeting on the topic "**Sexual Harassment of Women at the Workplace**" This was conducted by Ms. Nohid Nooryezdan, Senior Partner at AZB on 27<sup>th</sup> March at YWCA, Colaba. It is important for all of us to know our rights as women and exercise them judiciously. Ms. Nohid enlightened us on the new legislation on Prevention, Prohibition and Redressal of Sexual harassment. The new act came into effect on 9<sup>th</sup> December 2013.

Sexual Harassment includes; any sexually coloured remarks, physical contact, showing pornography and any demands for sexual favours. It can be physical (touching, inappropriately brushing against a person, verbal/ written remarks about a person's clothing, body, sexual jokes, emails, sms etc. or visual showing porn. It is the perception that matters, whether or not the harassment occurred must be taken from the victim's perspective.

There are two committees operating 1) Internal Complaints Committee (ICC) which every employer needs to set up and 2) The Local Complaints Committee (LCC) at the District Level. She explained in detail how complaints are handled by both Committees and the various intricacies involved.

60 members and 1 guest attended

## **APRIL 2013**

**ADMINISTRATIVE PROFESSIONALS WEEK 21<sup>ST</sup> TO 26<sup>TH</sup> April 2014.** The theme for the Week - Making the **Leap\*** to Remarkable and leaving behind a "**Legacy of Excellence, Achievement and Passion**" The secretary is the **silent yet shining star, the backbone of every office and asset** to every boss and the workplace. Yes, she is the indispensable Secretary and Administrative Professional and it is that time of the year again, when it is celebrations time for them in India and the world over.....

The Secretary's week from 21<sup>st</sup> to 26<sup>th</sup> April had three wonderful programmes interspersed through the week. The first was a session on the **Power of Personal Appearance and Image Building** which was ably presented by its charming facilitator, Ms Farida Dahee, who is the Lead Consultant at Images2Last.com. IMAGE is actually your appearance; Image is YOU in the eyes of the other person. Your IMAGE is your VISUAL Resume.

Farida began her talk by saying "The most valuable asset one could possess is 'YOURSELF' and that the First Impression was the best Impression. The first thing you sell is YOU, your thoughts, your ideas and your services." She further stated that when you meet a person for the first time, VISUAL communication is almost 80% and it is so, because human memory is largely PHOTOGRAPHIC. We tend to remember the person's expression on the face more than what they actually said and also the sound and pitch of voice, was of importance. She concluded by saying " Image Consulting enables you to maintain your image everyday for the rest of your life and helps you look LIKE, WHO you say you are!"

89 members and 1 guest attended

**23<sup>rd</sup> April 2014 - Administrative Professionals' Day - The traditional Boss-Secretary Lunch** for members and their Bosses was yet again co-sponsored by VIVANTA BY TAJ PRESIDENT & BLUE DART EXPRESS LTD.

The able and ever effervescing Past all-India President, Zarine Commissariat, was our Anchor for the event. She warmly welcomed all present - the corporate bosses and their charming Secretaries..... truly a winsome twosome!

All India President, Yvonne Alphonso, in her presidential address spoke on the need to leapfrog and go global by making a '**Remarkable Leap**'. A onetime stellar athlete who specialised in hurdles and the high jump said that she made her first remarkable leap in 1970 in a high jump for girls Under 19 when she was only 13 years old and since then, there has been no going back. She says this is possible if you carry with you the CAN DO attitude always. She thanked the President Emeritus, Mrs Homai Mehta for her continuous support and for still being a Guiding Star, the contribution of all the Past Presidents and lastly the entire governing council for their help and support at all times. Her parting thought, "God chooses WHAT we go through but we choose HOW we go through it!"

The Governing Council members looked remarkable in their uniform saris sponsored by BPCL - BHARAT PETROLEUM CORPN. LTD and every Admin Professional and her Boss was also presented a gift sponsored by CENTRAL BANK OF INDIA.

Mr Subroto Roy of Blue Dart began his address expressing his joy to be with us and would KISS (KEEP IT SHORT & SIMPLE) as he was not the one for long speeches. His pointers for Success –

- Quit doing Average things
- Prioritise your choices
- Play Safe & thus
- BE Remarkable !

Mr Pankaj Sampat, General Manager, Vivanta by Taj President was very appreciative of the role played by us and said "Secretaries played a remarkable role in the shadow of their bosses". Go for the KILL (KEEP IT LONG & LASTING) was his parting shot to us!

Our Chief Guest, Mr Veer Vijay Singh, Chief Operating Officer, Vivanta by Taj, in his Keynote address said that he was truly impressed with the good turnout of the Corporate Bosses of multinationals and public limited companies with their Administrative Professionals. The attributes / qualities he would look for in his Secretary or Assistant were Trust, Confidentiality, Loyalty, Reliable, Tech savy, Organised, Time Management, Understanding, Efficient and Well groomed at all times. A perfect 10 indeed!

The IASAP Newsletter was then released by Mr. M.M. Somaya, Executive Director, Aviation, BPCL and ex-hockey player at the Olympics (boss of Sharon Pires) with the help of Moti Vazifdar, the Editor & Past All-India President alongwith Yvonne Alphonso.

The afternoon concluded with a sumptuous Buffet lunch which was thrown open to the guests, in true Vivanta hospitality; a feast for the tummy and the eyes !

69 members along with their Bosses and some special invitees attended.

**25<sup>th</sup> April 2014 - Secretaries Evening Out**, the concluding celebration for the week was an evening of fun, food, frolic and letting one's hair down, replete with entertainment, over mocktails and dinner at Kohinoor Continental Hotel, Andheri (E). The mood was set by Sunita James with the help of the GC members, to some truly enjoyable party games and music. The members unwound and had a BLAST! Our thanks to Mr. Mukund Kamat and Mr Sagar Deshpande for the wonderful evening,.

61 members and 8 guests enjoyed the evening

## MAY 2013

One month in the year when we do not organize a monthly meeting but take our summer break. This year, a pleasant surprise, when President, Yvonne announced the **FREE** screening of a comedy movie **BLENDED at Metro Adlabs** on 27<sup>th</sup> May 2014 courtesy Warner Bros. Well Blended indeed – members and their excitement.!

78 members and their guests

## JUNE 2014

Dr. C. P. Girishankar conducted a very insightful session on Relationship Management, “**How to be successful everytime everywhere, on 21<sup>st</sup> June 2014 at ITC Grand Central Parel.** Most people’s actions are a result of either a threat or insult. However, we must strive to be self-responsible and mean what we say, Since birth, we are conditioned to believe that external factors are responsible for decisions. Repeated conscious effort to live with dignity will help us achieve self-responsible behavior and even master it. **Self-Responsible living is ‘living without apology.’**”

Dr. Giri also pointed out that **Questions** come from an open mind, whereas **Statements** come from closed minds. Hence the most important question that we need to ask ourselves is **‘How can I transform?’**

In a very simple way, Dr. Giri pointed out to us how easy it is to be trapped in a cycle of unhappiness. We are conditioned to follow the pattern of having „**Expectations**’, which may at times lead to **‘Un-fulfillment’**, and that in turn to a state of **‘Upset’**. We can break this cycle of upset by creating **Possibilities’**..... Infinite Possibilities. Negative vibes are contagious and the first signs of negativity are sentences that begin with **‘If Only’**.....

The accomplishment of the workshop / training programme would not have been possible without the support from our generous hosts, the ITC Grand Central, Parel and our dynamic President Emeritus – Homai Mehta, who was instrumental in getting the sponsorship, as also our dear member Helen Peter for her efforts in coordinating the event, not forgetting our GC member, Vimala D’Souza, who arranged for our training facilitator.

68 Members and 8 Guests attended this meeting.

## JULY 2014

On 30<sup>th</sup> July 2014 we had an enlightened programme by Prof Dr. Firdos T. Shroff on Achieving Professional Excellence – APEX. He explained his findings and research on the topic in simple words interspersed with humour. The evening of learning was full of fun, jokes and laughter. The important points were beautifully highlighted with the help of a slide presentation.

The Golden Rules to achieve excellence are :

1. Do not commit an error.
2. Dare to venture out. Winners don’t do different things. They do things differently.
3. Think positively and be the change.
4. Remove the ‘I’ from your ego.
5. Remove your desires and you will get peace.
6. Believe in yourself – Feel it, Dream it and Achieve it.
7. Face what you must Face. Then you become larger than your problems and you learn to control them.
8. Do not react to a situation. Accept the unexpected.
9. Team Work – **T**ogether **E**veryone **A**chieves **M**ore.
10. Keep your mind calm. Just as your body should have food, your intellect should remain alert.

We were all inspired and enriched by the program and the words of Alvin Toffler which will remain with us for a long time. “The illiterate of the 21<sup>st</sup> century are not those who do not know how to read and write, but those who do not learn, unlearn and re-learn.”

69 members and 2 guests attended

## AUGUST 2014

On 22<sup>nd</sup> August 2014, a very interesting CSR programme CORPORATE SOCIAL RESPONSIBILITY was conducted by Ms. Sejal K of RUR – R U Reducing, Reusing and Recycling. She made us realized the urgent need for prompt action to save planet earth from destruction by taking small and simple steps but constant ones like the use of cloth bags as opposed to paper and plastic ones, saving water, segregating garbage into wet and dry waste, cutting down on electricity consumption and reducing the use of things that we do not require.

Tetrapak cartoons are 100% recyclable. A beautiful slide presentation showing how used empty Tetra Packs can be recycled and converted to sturdy tables, chairs and benches. RUR works in collaboration with Sahakari Bhandar, where responsible citizens can deposit the used Tetrapaks at their collection centres.

The most interesting part of the evening was the a live demonstration in the art of paper making; a first hand experience with the help of the home MIXER-GRINDER.

It was a very informative and enlightening session. However, we have to follow through with these ideas and inputs and be consistent,. To sustain the interest, we should operate in groups to achieve the desired end.

51 members and 1 guest were present

## SEPTEMBER 2014

On 30<sup>th</sup> September 2014 we had the opportunity to attend a very insightful session BY Social Activist, Mr. Dolphy D'Souza and team on **Good Policing for a Safer Mumbai and what to expect from the Police Force**. Mr. Dolphy is the Convenor for Police Reforms Watch (PWR) which is a Citizens Initiative to get the best out of our Police force.

Some of the points that were highlighted were that our state has a shortfall of police in relation to the citizens ie. 165 police for one lakh citizens. Women workers, Senior citizens and children are never safe and constantly travelling in fear. The Supreme Court has given 6 specific directions for better policing, Maharashtra has defaulted on them all. The coming elections is a good opportunity for us to voice our opinion on this matter. Women and children can dial 103 for instant help and everyone should be aware of the procedure of lodging an FIR. We have to be "firm, polite and Persistent with the Police in matters that concern us.

A complimentary handbook **101 things you wanted to know about the Police but were afraid to Ask**" was distributed to each of the participants who attended this session.

45 members attended the meeting

## Acknowledgements

Firstly I would begin by thanking God for guiding our thoughts, actions and decisions during this year. I would like to place on record my grateful thanks to President Emeritus Homai Mehta, *the backbone of the Association*, who has always been, and continues to be a great source of support and inspiration despite her frail health condition; Imm. Past President – Wilma D'costa for her guidance.

Our All-India Past Presidents - Jeroo Irani who spearheads the work with the Charity Commissioner's Office and continues to carry on this daunting task besides helping us figure out our accounts when needed. Pansy Reilly for her help with sponsorships and Shera Langrana for helping us get gifts. Moti Vazifdar, Editor of our Quarterly Newsletters, and Zarine Commissariat for anchoring our major events. Not forgetting Veera Mundroina who very graciously agrees to carry her personal Lap-top to the YMCA for our monthly meetings. All-India President – Ms. Yvonne Alphonso, who has started many new initiatives to help build the IASAP corpus as well as increase our membership base in addition to organizing many creative programmes each month.

Thanks also go out to all our Past Presidents for their active assistance whenever called upon, Chapter Chairpersons for promptly responding to our queries, Governing Council members who have put in a lot of dedicated work to make every event a success, the members, who have helped IASAP during the year in one way or another and you dear members for your active participation and involvement in its activities. Thank you and God bless you all.



**SHARON PIRES**  
Hon. Secretary, IASAP, Mumbai, India.

Date : 13<sup>th</sup> October, 2014.