









Secretary's Digest

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EDITOR'S NOTE

Dear Members,

Another year gone by!

During this year the Execucom has successfully organised a fun evening for Valentine's Day, Secretaries' Day and Leisure Day, a Car Rally for the first time and our annual Gala with a Halloween theme. We also tried venues not usually frequented. Many of you expressed your delight and enjoyment which is appreciation in itself for us on the Committee.



We look forward to 2016 being as fruitful with plans for sessions / workshops that will enhance your professionalism. We invite our members, especially those who have joined within the last year or two, to step forward with their thoughts and ideas reflecting the needs of the day.

PAS will be hosting the 23rd ASA Congress in Manila, Philippines and has announced the Congress dates which are from 25 – 29 Sep. 2016.

UPCOMING EVENTS

 **Festive Season lunch** **24 Jan.**

The article on "Every day should be Secretaries' Day" is something I'm sure everyone will agree on. IASAP's Hyderabad Chapter held a very informative Convention in Sep. The history of the ASA countries' logos has been one of the most interesting articles I've researched and compiled. Trust you will enjoy learning about each one.

Wishing each of you the very best in 2016!

Goretti Ali

DSSP NEWS

DSSP's 44th Anniversary – A Ghoulish Gala

"Something's brewing and it's ghoulishly fun..."

The wordings on the invitation were the first hint of what was in store for us at the much awaited DSSP's Annual Gala on Sun. 8 Nov. 2015.

Approaching Avari's 'Creepy Castle', the guests were enchanted with spooky jack o' lanterns, eerie bats and scary cats. Orange and black balloons completed the 'spooktacular' décor. The door gifts, brimming with goodies, were presented beautifully in Halloween themed bags.



The Halloween Bags



Count Dracula and Barbara Bhoot



Spiders to leave the floor



Enjoying the evening

The gala began with the ever-jovial MOK and President Natasha Mavalvala emceeing the event. Being the 44th 'Groceries' Gala, the first prize of the evening was awarded to the fourth lady and fourth gent to enter the hall; the lucky ones were Carmen Severes and William Severes. The lively music by DJ Alfred Farrell was great as always, and it took only a few seconds for couples to hit the floor.

Next on the agenda was the fun-filled Halloween parade, entitled "Which Is Witch?" All those attired in creative costumes, menacing masks and hair-raising hairdos 'prowled' the dance floor to the apt song, 'Thriller', much to the amusement of everyone. The first prize was bagged by Zarir Doctor, looking devilishly handsome as Count Dracula; first runner up went to Meher Doctor, her cobwebby hooded cloak transforming her into a bewitching Barbara Bhoot; second runner up went to Marieanna Croning, who sported a flaming red horned wig, her deathly pale make-up complementing her get-up perfectly.

No event is complete without appreciating the efforts of its team members. Just one glance around the hall and one could tell the remarkable work put in by the team, and the thought that went into every detail. The Executive Committee was called upon the stage and lauded for a job well done.

The guests were kept entertained throughout with many games, such as the Balloon Dance, Elimination Game and Lucky Chair, and before long it was time for dinner. The theme-related sumptuous spread left all spellbound! Undoubtedly, the buffet table was a treat to the eye as well as the palate, with delectable dishes such as witches' brew, mummy rolls, monster mash, bloody delights, jello monsters, creepy fingers and eyeballs, to name a few.

Lucky draws on the invitation cards were held. There were loads of attractive prizes, the bumper prize being a Cathay Pacific airline ticket, sector Dubai - Hong Kong - Dubai, which was won by Catherine (Kitty) Rodrigues.

Then it was time for a fun table game called "The Witching Hour." Halloween masks had to be created within a given time frame, using all of the items in the kit that was provided, i.e. black and orange craft paper, matching ribbons and rubber bands. This game clearly brought out the artistic streak in everyone, as each table tried to outdo the other in



The Executive Committee

producing the most impressive mask, which then had to be 'modelled'. The masks were judged based on creativity and innovation, and the one selected was a superbly crafted Bat Mask modelled in a hilarious manner by Noel Rodrigues.

The dancing continued for all those who wanted to dance the night away.

All in all, it was an excellent evening. Three cheers to the Executive Committee for putting up yet another marvellous event.

By Francesca Fernandez, PPL

AGM at Movenpick – 13 Dec.2015



AGM in progress

Sumbul Room, Hotel Movenpick was the venue for DSSP's Annual General Meeting on Sun. 13 Dec. Around 80 members attended. On arrival each secretary received a gift bag filled with goodies through a lucky number. President Natasha Mavalvala chaired the AGM proceedings along with IPPXO MOK, Secretary Liana Lobo and Treasurer Mahnaz Irani. The Minutes of the last meeting held on 8 Nov. 2014 were taken as read and confirmed.

The audited accounts for July 2014 – June 2015 were discussed and queries answered satisfactorily. The retiring auditors M/s. Kreston, Hyder Bhimji & Co. who offered themselves for re-appointment were appointed for the next fiscal year at an appropriate increased remuneration.

Other matters discussed were the Associate Membership clause for new members, revival of the monthly tea meeting, penalty for absent members who have given in their acceptances / cut-off date for regrets etc. They were resolved to the satisfaction of the General Body.

The DSSP welcomed nine new members from PARCO (Pak-Arab Refinery Ltd.) who came up and introduced themselves.

Natasha informed all of the upcoming 23rd ASA Congress in Manila, Philippines scheduled for the 25-29 Sep. 2016. Members interested in attending are to give in their names to Zainab Hakimuddin, Joint Secretary.

She also informed members about the recent illness of Asma Butt. Asma was a member of the ASA Congress Committee last year where she worked tirelessly towards the success of the Congress. Her contribution ensured a highly successful Congress. Members were asked to pray for Asma and to remember Dinoo Patel, Sheila Pinto and Zarin Dinshaw who passed away during the year. One minute's silence was observed.

This was followed by a short presentation by Orix Leasing Pakistan Limited on the various savings schemes available with them and how best one can invest their savings. Leaflets with these details were circulated.

The President thanked the Orix Leasing representatives and as a token of appreciation, the DSSP gave each, a Congress Bag filled with a few items.

Members then proceeded to Al-Bustan for Hi-Tea before the evening ended.



Members from PARCO



Hi-Tea at Al-Bustan

In Memoriam - Zarin Dinshaw



Zarin D. Dinshaw who passed away on 15 Oct. 2015 was a DSSP member of long standing; indeed one of our oldest members. She served on the Execucom for several years, but had been ailing for some time and had resigned her membership.

Zarin was the wife of w/o Dinshaw Dinshaw (D.D) and mother of Feroz Dinshaw and Dinaz Engineer.

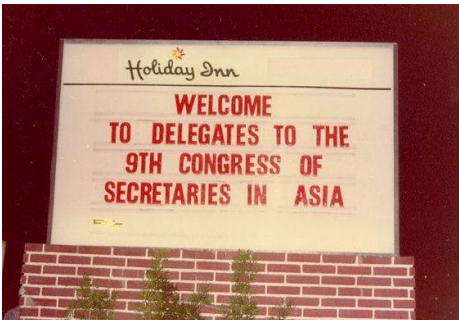
Zarin's gentle smile, gracious charm and unfailing hospitality endeared her to all who knew her.

I was privileged to work with her on the Executive Committee of DSSP for several terms, the highlight of which was at the time of the 9th ASA Congress ~ the first ever for Pakistan.



In the picture on the left, Zarin, graceful as always, is third from left, between President Alvina Chung of the Brunei Association and myself (MOK), President of DSSP and ASA, 1989-90.

In the picture of the ASA Congress Committee 1990 below, Zarin is 4th from left. Also in the picture at the extreme right, are two other great contributors to DSSP who have departed this world for their final abode. Late President Havovi Vachha extreme right and Late Treasurer Zareen Wania.



R.I.P. Zarin. May your soul find eternal rest!

By MOK

ASA NEWS



Gov. Council 2015-16. Incoming President Shiron Pires in the centre in blue

IASAP (Indian Association of Secretaries and Administrative Professionals) members were invited by Warner Brothers to the exclusive preview screening of "The Intern" at the Inox St. Theatre at Nariman Point on 21 Sep. The film was released to the general public on 25 Sep.

On 15 Oct. IASAP celebrated Foundation Day. Originally known as NIPS, the association was established in 1970.

Their AGM was held on 29 Oct. where Yvonne Alphonso handed over the baton to the in-coming President, Sharon Pires for the next two years.

A Conference for Secretaries, Administrative Professionals and Executive Assistants was organised on Sat. 28 Nov. 2015 at The Taj Mahal Palace, Colaba, Mumbai.



Secretaries Conference – 28 Nov.15

All-India SAP Contest was held on the 19 Sep. 2015 at AVASA Hotel, Hyderabad. The winner was Vanessa Caesar from Mumbai. 1st Runner up was Rashmi D'Silva from Bengaluru and 2nd Runner up was Tawleen Malhotra from Delhi.



IASAP's Hyderabad Chapter organised the 14th All India IASAP Convention from the 19 – 23 Sep. 2015 at Hotel AVASA, Hyderabad. The theme was "Divas of Change".



IASAP Kolkata's Pearl Anniversary

IASAP's Kolkata Chapter announced the results of their SAPC (Secretary and Administrative Professionals Contest) 2015 and celebrated their Pearl Jubilee on 6 Sep. 2015 at The Oberoi Grand.

They also hosted a colourful event "Nawabi Nite" on 31 Oct. 2015. The venue was "Hotel Niharika", menu "Hyderabadi" and theme and dress code for the day was "Ethnic – Hyderabadi Style."

IASAP Kolkata arranged a Christmas Party on the 12 Dec. 2015.



PNGAAP (Papua New Guinea Association of Administrative Professionals) held their Annual General Meeting and Elections. New Executive Committee members were elected into office for 2016. The elected President is Mrs. Mea Lou-Isaac.



SAAP Management Council 2015/2016

Left to right

Assistant Honorary Secretary - Maria L J Zuheta
Honorary Secretary - Susy Kusuma
1st Vice President - Josephine Kwan
President - Regina Tan
Honorary Treasurer - Jennifer Chang
Assistant Honorary Treasurer - Alice Guerzon

On Sat. 31 Oct. 2015 was SAAP's (Singapore Association of Administrative Professionals) Management Council and Installation Ceremony from 1.00 pm – 4.00 pm at Shalloots @ 6 Raffles Boulevard, #02-101, Marina Sq. Singapore. The Programme – Networking lunch, Management Council 2015-16 Installation, SAAP Loyalty Award, New Member Inauguration and SAAP Bazaar.

On Sat. 14 Nov. SAAP held a session "Numbers & U" at SCWO, Singapore.

WSAT's 47th Anniversary

WSAT (The Women Secretaries and Administrative Professionals Association of Thailand) celebrated its "47th Anniversary and Annual Bosses'/Secretaries' Night" on 29 Sep. 2015. Its highlight was the announcement of the new Boss of the Year 2015 which went to Mr. Nipit Arunvongse Na Ayudhya, Managing Director of Navanakorn Co., Ltd.



Seminar in progress

SLAAPS (The Sri Lanka Association of Administrative and Professional Secretaries) concluded a successful residential seminar and workshop at Club Palm Bay, Marawila, Sri Lanka from 9 -11 Oct. 2015 titled "Energise, Synergise, Strategise."

They had two speakers Dr. Naomal Balasuriya who gave a World Class training and development session and Mr. Hussain Moosajee spoke on the title "Born Free". The seminar concluded with a vibrant session of Zumba which all the participants enjoyed. Fri. 9th was fellowship night where everyone got to know each other. Sat. 10th Kaffringha Theme Night was held with fun games and selecting the Kaffringha Queen, who wore the most appropriate attire in line with the theme.

SLAAPS held Members' Day on 6 Dec. at Citrus Waskaduwa.



Kaffringha Night

The PAS (Philippine Association of Secretaries and Administrative Professionals, Inc.) had its monthly General Membership Meeting and Annual Election on 27 Oct. in Aruga and Joya Rockwell Hotels. A new set of Officers was elected with Lilian Coloma as president-elect for the year 2016. Luz De Jesus is Vice-President External.

On 1 Dec. PAS had their GMM and Christmas Thanksgiving. The ladies looked beautiful in their gold and silver, the food was scrumptious, the dinner table was delightful and the flowers were romantic and colourful.

Marco Polo Hotel Ortigas, Manila hosted this beautiful and elegant function. Among other activities Gift Certificates for lunch/dinner and overnight accommodation, all for two persons were raffled.

23RD ASA CONGRESS, MANILA, PHILIPPINES – 2016

A meeting was held on 12 Sep. 2015 of the Organising Committee of the 23rd Congress of Secretaries and Administrative Professionals in Asia Pacific (ASA Congress) to be hosted by the Philippine Association of Secretaries and Administrative Professionals, Inc. Organising Committee Meeting sponsored by Privato Hotel, Pasig City.

Lilian Coloma, PAS President and ASA President announced that the 23rd ASA Congress will be held on 25 – 29 September, 2015 at the five-star deluxe Marriott Hotel Manila in Newport City, Pasay City. The Organising committee is hard at work to bring about a memorable and successful congress. Congress brochures and programme details will be distributed to ASA member-associations in February 2016.



WORKPLACE

Every Day should be Secretaries' Day!

By Harvey Gittler



Each April we observe Secretaries' Week, and on Wednesday of that week, Secretary's Day. All over the U.S., in offices as well as research laboratories, secretaries will receive flowers and be taken to lunch in honor of their service to the group and the organisation—to say nothing of service to their bosses. I can't help but smile at the irony of such events.

All year long, a secretary is perceived as someone sitting in the wings, ready to jump into action at a barked "Type this," or "File that." What a horrible waste of talent!

How can we change this? By developing a good relationship with a secretary, which is an evolutionary process—for secretary *and* boss. Often, in the early stages of a career, one's secretarial needs take the form of typing, filing, record-keeping, and other clerical duties. But as one rises in the hierarchy, the relationship with a personal secretary should change.

The work *secretary* comes from the Latin, *secretarius*, meaning one entrusted with secrets. But the dictionary says that's an obsolete use of the word. I'm not so sure. If we take the word to heart and understand that a secretary should really be a confidante, then the relationship becomes far more meaningful.

During the last 30 years, whenever I held managerial or executive positions, I was blessed with extremely capable secretaries—a fact that, in some measure, helps account for whatever success I may claim.

Several aspects of the interactions I had with these women enriched our working relationship. (Yes, they were all women.) My secretary (isn't there a better term than "my secretary"?) was always considered a member of my staff. Therefore, whenever there was a general staff meeting (as opposed to a "professional" staff meeting), my secretary attended—because she was a full-fledged member of the staff.

And I was always on a first-name basis with my secretary. If I was "Mr. Gittler," she wasn't "Karen." Either we both used titles, or we both used first names. How else do you establish a measure of equality? (I'm not talking about equality in title, but the equality of two people working together.)

This perspective may present a problem in such places as hospitals, where doctors, who insist on being addressed as "doctor," typically call their secretaries by their first name, and sometimes their patients as well (perhaps with the intention of establishing an unequal relationship).

The relationship I enjoyed with my secretaries always involved give-and-take—on an equal footing. If she had to tolerate me when I was being difficult, then she had the right to expect me to be equally tolerant of her on her off days.

As someone who considers himself a liberated male, I enjoyed the relationship that reflects the original meaning of secretary: confidante. Over the years, I shared intimate discussions about company, job, peers, subordinates, and bosses. These discussions were not "gossip," but rather exchanges that normally take place between co-workers on office or laboratory ambience.

Liberated though I am (hold the snickering, if you don't mind), I still cling to the old-fashioned idea that women have an intuitive sense that men lack. And that intuition has been invaluable.

There was one secretary who, after typing up a memo, would tell me that I shouldn't send it—it would do more harm than good. Once, when I had dashed off a heated memo, she sat on it for two days and, by that action, saved me from considerable embarrassment.

I fondly remember the heated arguments I used to have with one secretary when she corrected grammar in my memos. "'Data,' 'criteria,' and 'media' are plural nouns and take plural verbs," she would insist. *"I will not let a memo with grammatical errors go out of this office. That letter is as much a reflection of me as it is of you. If you want to appear uneducated, that's your business. I don't."* And 99.9 percent of the time, she was right.

A true secretary doesn't just perform clerical functions. And it doesn't matter that her or his title is "receptionist" or "administrative assistant" or some other supposedly elevated term; she or he is still your right hand. Although clerical work is usually part of the task—we all have clerical needs—a true secretary is a miniature personal manager, an office manager, a keeper of accounts, a confidante, and, above all else, a true friend—one who tells you things you don't want to hear.

In a well-balanced world, every day would be Secretary's Day. The fact that we have to single out one day to honor secretaries says more about our deficiencies as bosses than it does about the value of our secretaries. Or maybe it just says something about the flower industry.

Contributed by MOK

CONVENTIONS.

"Divas of Change" - IASAP - Hyderabad, India



14 contestants from IASAP's seven chapters

IASAP's (Indian Association of Secretaries and Administrative Professionals) Hyderabad Chapter organised the 14th All India IASAP Convention from the 19 – 23 Sep. 2015 at Hotel AVASA, Hyderabad. The theme was "Divas of Change".

On Sat. 19th Sep. 2015, members from the seven Chapters in India (Delhi, Kolkata, Hyderabad, Chennai, Bengaluru, Pune and Mumbai) arrived at Hyderabad for the Convention-cum-All India Secretaries & Administrative Professionals Contest 2015; a five day enjoyable learning and growth experience.

Sam Rufus Nallaraj, CEO, GluePlus India Pvt. Ltd. was the keynote speaker. He opened the convention with his topic "Take Charge, Be There, Do Not Fear!"

May Philips, President Hyderabad Chapter handed each Chapter Chairperson an empty pouch. The task was to fill the pouch with money, only CHANGE, over the duration of the Convention. On the last day the Chapter that collected the highest amount was acknowledged. This money was handed over to Priya of CHEYUTA, a Charity to fund their various projects.

The final round of the AISAP Contest was held – a 5-minute, 5-slide Power Point presentation proceeded by a personal interview. This was followed by the extempore round and declaration of the Winner.

14 contestants, two from each Chapter, represented their city and company. The Winner was Vanessa Dantes Caesar, Mumbai, 1st Runner up Rashmi Maria D'Silva, Bengaluru and 2nd Runner up Tawleen Kaur Malhotra, Delhi.

On Sun. 20 Sep. Carolann Philips conducted a workshop on "Relationship Skills at the Workplace." The day was educative and included some ice-breaking exercises where delegates could mingle and make friends.

Prathima Madireddy's session on Mon. 21 Sep. was on how to say 'No.' She shared her own experience of how she changed from being passive to assertive. She started with a quiz to see where all were on the Passive-Assertive-Aggressive scale ending with some excellent tips on Assertiveness.



Carolann's workshop on "Relationship Skills at the Workplace"





*Categorical Communiqué by
Prathima Madireddy*



Delegates later met Krispian Lawrence, Co-Founder and CEO of Secunderabad-based Technologies Ltd, who launched LeChal, an interactive haptic based footwear for fitness enthusiasts. He further developed it to be a guide for the blind, leading them to their destination through sound waves that are communicated and give the right direction to the user. The in-sole has data chips that can be fitted into any shoe.

The Indian School of Business, Hyderabad at Gachibowli, a sprawling campus of 250 acres was the venue for the next session. Meena Saxena, Director Alumni Relations shared her experience over the years and focused on areas that could be tapped into. There is a massive storehouse of opportunities and knowledge. You have to invest in yourself, because you are your best asset.

Delegates visited The Confederation of Indian Industry (CII) – the Sohrabji Godrej Green Business Centre, the first green building in the country.

On Tue. 22 Sep. 2015 Dr. Ananda Shankar Jayant, spoke on “The Essence of Life.” Her message on battling the Big C, inspired all to face life’s challenges with a belief in self and a “never give up” attitude.

A guided tour around the city was arranged displaying Hyderabad’s charm. The evening closed with a sumptuous farewell dinner.

On 23rd morning all left for home rejuvenated and energised.

Compiled from IASAP Mumbai and Hyderabad’s Sep - Oct. 2015 Newsletters



*Ananda Shankar Jayant
on My Dance with the Big C*



Hyderabad Convention Committee with All India President Yvonne Alphonso, Homai Mehta and Guests: Sukanya Nimmanheminda and Napaporn Apaiwongs from Thailand, Fatema Khatoon and Kishwer Jahan from Bangladesh

ASA COUNTRIES' LOGOS

Have you ever wondered about the background of our ASA countries' logos? Here is what they mean and how they came about.

Association of Secretaries and Administrative Professionals in Asia Pacific (ASA)

Founded in 1974 by PAS



ASA's logo is in the shape of a key, in chocolate brown, showing a map of Asia and the letters 'ASA'. It was designed by WSAT.

Philippine Association of Secretaries and Administrative Professionals, Inc. (PAS)

Estb. in 1958

Founded ASA in 1974



The new PAS logo was unveiled in 2003. It was conceptualised by PAS member Leah Villanueva. It embraces globalization in the 3rd millennium as shown by the world map in the background. It suggests advancement in Information Technology, evidenced by the personal computer and of course the old steno notebook and pen, necessary appendages to the secretary. The logo is in fuchsia and white in adherence to PAS' corporate colour.

The Women Secretaries' Association of Thailand (WSAT)

Estb. in 1968 - Joined ASA in 1974



The diamond shaped logo symbolizes the nature of the secretarial profession which is strong and brilliant as a diamond. Its values are solidly based on righteousness, ethics and virtues.

The flowers on each side of the abbreviation – WSAT in Thai and English - represent the spirits to protect the Association to be standing tall with pride and prosperity forever.

Singapore Association of Administrative Professionals (SAAP)

Estb. in 1971 - Joined ASA in 1975



The SAAP logo design concept is based on the rare and distinctive four-leaf clover and expressed through the symbolism of four keyboard keys reflecting symmetry, unity, efficiency and professionalism.

The floral derivation of this design is further expressed through the use of a warm orange-red colour.

Indian Association of Secretaries and Administrative Professionals (IASAP)

Estb. in 1970 - Joined ASA in 1975



The four leaf clover is destined for good luck, as each leaf in the clover symbolizes good omens for faith, hope, love, and luck for the finder. Saffron colour (as in the Indian flag) represents knowledge, courage, sacrifice and the spirit of renunciation.

Malaysian Association of Professional Secretaries and Administrators (MAPSA) Estb. in 1970 Joined ASA in 1975

The Swans - The double "S" forming a pair of swans signifies grace, charm, poise, dignity and calmness – all the qualities that go into the making of a professional secretary.

The Reeds - The letter "M" illustrates nature's reeds symbolizing flexibility, gentleness, serenity and the ability to brave through even the worst storms or turmoil and come upright again after it has "blown" over.

The Lake - The lake is spearhead-shaped – pointed to the right and curved on the left.

The outer lake signifies growth and the Association's role to diversify in many areas of expertise and professionalism for the betterment of its members.

The pointed right shape reflects alertness, integrity, precision, determination, diligence and confidence in spearheading all events and succeeding in assignments no matter how difficult the task.

The curved left suggests a smooth operation when handling routine tasks with tact and initiative.

The water represents coolness, resilience and a deep serenity. Water in the lake remains calm and cool no matter how it is ruffled, churned, splashed or "stormed" by the "four winds" and after it is over, the water returns to its calm, bright and placid state.

The Colours

- * Silver lends a modern touch and is linked with richness in dignity, prestige, purity, integrity, deep value and benevolence.
- * Royal blue stands for serenity, unity, brotherhood, ability and depth of knowledge.
- * White adds character to MAPSA. It is pure, clean and sincere.

Distinguished Secretaries' Society of Pakistan (DSSP)**Estb. in 1971 - Joined ASA in 1982**

The DSSP Logo shows the D and S of "Distinguished" and "Secretaries" in the top line and the second S for "Society" in the lower line, encircled in a stylized "P" for "Pakistan".

DSSP's colours are gold and green. green being the colour of the Pakistan Flag.

Japan Secretaries and Administrative Professionals Association (JSA)**Estb. in 1968 - Joined ASA in 1982**

The letters 'J', 'S', 'A' are in German Gothic and the present colour, dark rouge was chosen because it's a feminine colour.

The Sri Lanka Association of Administrative and Professional Secretaries (SLAAPS)

Estb. in 1978 -
Joined ASA in 1990

The centre i.e. the book in the middle represents secretaries as it is supposedly a steno book which was the famous signature of the secretarial profession at the time before dictaphones and computers were introduced.

The outer circle means "all inclusive" i.e. open to all in the profession and the outer scallop border is to give it a feminine look because secretaries then were all female.

Association of Secretaries and Administrative Professionals – Brunei (ASAP)

Estb. in 1981 - Joined ASA in 1991



The **Circle** means the ribbon's spool of a typewriter used by secretaries and this also symbolizes the world which means that the members are of professional and international status.

SB (inside the spool) Means Setiausaha Brunei (Brunei Secretaries)

The **Paddy Seeds** (Gold) mean that the members are always in mutual understanding and co-operation as well as having a noble character.

The **Pen** in the centre means knowledge can be successfully achieved.

The **Light Green Color** is the color of plants. This means that harmony and co-operation always exist among the members.

The **White Color** resembles purity with contented spirit and thought among the members.

*DSSP'S EXECUTIVE COMMITTEE
TAKES THIS OPPORTUNITY
OF WISHING YOU
THE VERY BEST OF THE SEASON
AND A HAPPY,
PROSPEROUS AND PEACEFUL 2016!*