



Financial Center

Topa Talk

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At Your Service

Fort Street Tower

Aloha Sushi	585-7374
Bin's Convenience	521-8886
Carrot Patch	531-4037
Clark Hatch Fitness	536-7205
Cookie Corner	532-9072
Flowers for You	521-2020
Fort Street Bar & Grill	523-1500
Donna's Closet	224-1421
Young Laundry	521-2286

Bishop Street Tower

Amfac Center Barber	538-7811
Andy Mohan, Inc.	521-1222
Bishop Deli	to list soon
Best Printing	531-2121
Charles Schwab & Co.	534-9700
For the Love of Coffee	533-4486
Komala Curry House	523-9900
KD Jewelry	545-7841
First American Title	447-4017
Scotttrade, Inc.	521-8573
Styling Crew	533-7800
Subway Sandwich	545-3945

We welcome the following companies to Topa Financial Center

FORT STREET TOWER

State of Hawaii Department of Hawaiian Home Lands

Topa Insurance Company (California)

Topa Insurance Company, one of several Topa companies, is a California domiciled multi-line insurance carrier. Headquartered in Los Angeles, California, Topa Insurance is the core company to the Topa Insurance Group. A property and casualty specialty insurer, Topa Insurance Company provides personal lines, commercial lines and program specialty insurance products to consumers through wholesale distribution. While Topa's home state, California, accounts for their largest market share, they also write business in Arizona, Colorado, Nevada, Oklahoma, Virginia and the District of Columbia on an admitted basis and 16 other states and the U.S. Virgin Islands, on a non-admitted basis.



Topa's wholesale distribution can be in the form of general agents, program managers/specialists or excess and surplus line brokers. With an AM Best rating of A-VI, Topa continues to build a presence as a specialty carrier in California and select other states.



Staff Spotlight

DARREN BULLOCK

On November 1, 2007, Darren Bullock assumed the duties as the new Chief of Safety & Security for Topa Financial Center. Besides his job at Topa, Darren is a Chief Port Security Specialist (E7) in the United States Coast Guard Reserve.



Darren spent six years on active duty in the US Marine Corps and another year and a half in the Reserves. Darren left the Marine Corps as a Sergeant/E5 where he served as a Military Policeman as Watch Commander at Camp Smith, Hawaii. From there, he was transferred to Puuloa Rifle Range (Ewa Beach) working as a Marksmanship Instructor, primarily teaching pistol.

For three years, Darren was with the Maritime Safety & Security Team (MSST) 91107-Honolulu as a Maritime Law Enforcement/Anti-Terrorism/Force Protection Detachment Officer-in-Charge, responsible for 16 members of the elite specialized component of the MSST. This unit is the Coast Guard's version of Special Operations/SWAT and serves to provide protection for the pacific region. At the start of this year, Darren transferred as a Reservist to the Sector Honolulu Enforcement Division, where he is the Leading Chief Petty Officer of the Reserve detachment.

Darren holds a Bachelor's in Human Services from the University of Phoenix (2003), and a Bachelor's in Liberal Arts from Excelsior College (2004). In addition, he holds a Master's of Arts in Homeland Security (transportation security specialization) (2006), and a graduate certificate in Criminal Justice (2007), from the American Military University. He is currently pursuing his MBA at the University of Phoenix.

While with the Marine Corp, Darren got involved in wrestling. After leaving the Corp, Darren began playing semi-pro football in Hawaii, which turned into an Arena Football career that lasted 3 years. Additionally, Darren has participated in ultimate fights and continues to grapple as a way to stay in shape and keep up with the younger guys.

Darren is a die-hard Patriot and Red Sox fan but as a 19-year Hawaii resident, who considers Hawaii to be his adopted home he enjoys watching University of Hawaii sports and taking in the Honolulu nightlife.

More Great ways to Recycle

- Nike will recycle old sneakers through its Reuse-a-Shoe program. Drop off your old shoes at any Niketown store, Nike Factory store; or mail the shoes (Details at <http://www.Nike.com>)
- Green Disk, <http://GreenDisk.com>, recycles MP3 players, cords, cables, cassettes, VHS tapes, VCR's and more.
- Collective Good, <http://www.CollectiveGood.com> will recycle your old phone or PDA and you may even receive a tax credit.
- Rather than throwing away your wire hangers, take them to your dry cleaner to reuse.
- Compact fluorescent bulbs can be taken to your local IKEA store for recycling. <http://www.ikea.com>
- Foam packing peanuts can usually be given to your local pack-and-ship store. Or, call the Plastic Loose Fill Producers Council to find a drop-off site: 800-828-2214.
- Find the most responsible recyclers both local and national, at <http://www.ban.org/pledge/Locations.html>
- Coffee grounds contain nitrogen and potassium, both of which are needed by plants. Sprinkle used coffee grounds on your outdoor plants. As an exfoliant for your skin simply scrub your wet skin with the used coffee grounds!

New Refund Rules for HI Recycling

Starting March 1, 2008, Hawaii residents seeking the state's five cent refund for bottles and cans must make sure containers are labeled with a "HI-5¢."

Containers without a "HI-5¢" can still be recycled at state redemption centers, but refunds will not be given for those containers.

Administrative Professionals Survey

April 23, 2008

Here are the results of a recent survey out of 600 questionnaires that were tabulated and analyzed by computer. Participants agreed or strongly agreed that in the year 2020:

- 98% Every secretarial desk will have a personal computer or terminal.
- 92% Secretaries will be able to network with other secretaries both nationally and internationally through computer networks.
- 88% Companies will pay membership dues and provide release time to secretaries for involvement in professional associations.
- 82% Dictation and transcription will be obsolete; voice activated machines will have replaced equipment presently in use.
- 71% Secretaries will be among those workers staffing space stations.
- 30% Robots will function as assistants to secretaries.

Office Aliments

Work Station Injuries

Sitting at a computer work station can produce stress-related symptoms and musculoskeletal strains. What may seem like minor nuisances can become problematic if not addressed or corrected promptly.

Here are suggestions that can make your work station more ergonomically correct.

- A footrest should be used if an employee's feet do not rest flat on the floor.
- Use a headset or speaker phone to avoid straining neck and shoulder muscles.
- Monitors placed too close or too far away may cause you to assume awkward body positions that can lead to eyestrain and muscle strain.

OSHA and the center for Disease Control (CDC) have more information that can be useful in determining if your computer work station is properly set up. More info at: <http://www.osha.gov/ergonomics>

Office Guru

Out of Office Rules



Question: I am going to be taking a two week vacation soon (and it's about time, too), and I need to have all my incoming e-mails automatically forwarded to the individual who will be taking care of my duties while I am away.

I just know there is a way to do this but I can't for the life of me remember how. Please help!

Answer: In Outlook, choose Tools→Out of Office Assistant from the menu. The next steps depend on your version of Outlook, but you want to create a rule that runs while you're out of the office to forward e-mail to the person who's taking care of your work. In Outlook 2003, for example, there's a Rules section at the bottom of the Out of Office Assistant dialog box. When you turn on the check box that says "I'm out of the office," the Out of Office rules kick in. You can also use the same rule to send an automatic reply to let folks know that you're out of the office, but their e-mail has been forwarded to (your co-worker's name here), who will handle things superbly in your absence. Test your rule before you leave by turning it on and sending yourself an e-mail.

(Office Pro Jan/Feb 2008)

Tenant Satisfaction Survey

Latest feature of <http://www.TopaFC.com>

Topa Management Company at Topa Financial Center strives to provide you with an exceptional leasing and tenant experience. Please take a minute to complete the Tenant Satisfaction Survey at:

<http://www.TopaFinancialCenter.com>.

Tenant Business Web Directory

Let fellow tenants and patrons know where you are by listing your business on the building web directory.

To submit your company information for the Topa Financial Center online directory, complete the PDF form available at www.TopaFC.com, and fax to Barbara at (808) 599.5776.

Building Events

Book Fair

March 20-21, 2008 (Rotunda)

Easter Sunday

Sunday, March 23, 2008

Administrative Professionals Day

Wednesday, April 23, 2008

Mother's Day

Sunday, May 11, 2008

St. Patrick's Day

Monday, March 17, 2008

Discovery Toy Fair

April 1 and 2, 2008 (Rotunda)

Craft Fair

April 30 and May 1, 2008
20th Floor – Fort Street Tower

Memorial Day

Observed Monday, May 26, 2008

Building closed

King Kamehameha Day

Wednesday, June 11, 2008

Building open

Independence Day

Friday, July 4, 2008

Building closed

Tenant Appreciation Day

Wednesday, July 9, 2008 (Rotunda)

11:30am to 1:00pm

Notes to Travelers

• A jurisdiction-wide ban on driving while talking on a hand-held cellular phone takes effect in California on July 1, 2008.



• Effective January 1, 2008, you may not pack spare lithium batteries in your checked baggage.



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Quotes

Trust your own instinct. Your mistakes might as well be your own, instead of someone else's.

- **Billy Wilder**

The only real voyage of discovery consists not in seeking new landscapes but in having new eyes.

- **Marcel Proust**

Reports of my death have been greatly exaggerated.

- **Mark Twain**

Isn't sanity just a one-trick pony anyway? I mean, all you get is that one trick, rational thinking, but when you're good and crazy, well, the sky's the limit!

- **"The Tick"**

Building Management

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