



# Financial Center

# TOPA TALK

TOPA TALK - A Newsletter Published by  
Topa Management Company (Hawaii)

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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
Donna's Closet	224-1421
Flowers for You	521-2020
Ft. Street Bar & Grill	523-1500
Young Laundry	521-2286

### Bishop Street Tower

Amfac Center Barber	538-7811
Andy Mohan, Inc.	521-1222
Bishop Street Deli	Not Avail.
Best Printing (HonBlu)	531-2121
Charles Schwab & Co.	534-9700
First American Title	447-4017
For the Love of Coffee	533-4486
KD Jewelry	545-7841
Komala Curry House	523-9900
Scottrade, Inc.	521-8573
Styling Crew	533-7800
Subway Sandwich	545-3945

## WELCOME TO TOPA FINANCIAL CENTER

**Bishop Street Tower** Relyant Security Services

### Building Events

#### Labor Day

Monday, September 7, 2009 **(Building Closed)**

#### Columbus Day

Monday, October 12, 2009 **(Building Open)**

#### National Boss Day

Friday, October 16, 2009



#### Veteran's Day

Wednesday, November 11, 2009 **(Building Closed)**

#### Thanksgiving Day

Thursday, November 26, 2009 **(Building Closed)**

### Tips for Guarding Your Identity

Make sure that your social security number is really needed before providing. Ask if last four digits would be sufficient for their purposes.

Documents with personal data should be kept in a secure location.

Review documents and items kept in your car that could compromise your address or any other personal data you wouldn't want known.

Choose PINs and passwords that cannot be easily guessed and never write passwords down.

Regularly check your credit report for fraudulent activity and consider freezing your credit.

Exclude compromising personal data from company and family websites, social networking sites and online directories and searchable databases.

- Courtesy in part by Allied Barton Security Services

## Flu Season is Upon Us

"As we brace for the flu season, concerns are rising about the full impact of Novel H1N1 Influenza Virus (H1N1) also known as Swine Flu." says a Centers for Disease Control and Prevention (CDC) blog. "As of July 31, 2009, there were 162,380 documented cases of human infection with H1N1 throughout the world, including the United States. As of August 6, 2009, there were 6,506 hospitalized cases and 436 deaths in the US..."

To reduce transmission, the CDC recently updated its 'Recommendations for the Amount of Time Persons with Influenza-Like Illness Should be Away from Others' webpage. The most current advice includes:

The CDC recommends that people with influenza-like illness remain at home until at least 24-hours after they are free of fever (100° F [37.8°C], or signs of a fever without the use of fever-reducing medications.

Epidemiologic data collected during spring 2009 found that most people with the 2009 H1N1 influenza virus who were not hospitalized had a fever that lasted 2 to 4 days; this would require an exclusion period of 3 to 5 days in most cases. Sick individuals should stay at home until the end of the exclusion period.

The CDC also updated its General Business and Workplace Guidance for the Prevention of Novel Influenza A (H1N1) Flu in Workers. The CDC's advises rest for the ill, and permits those merely exposed to continue working.

Stay home if you are sick. If you have symptoms of influenza-like illness, stay home for at least 24-hours after your fever is gone except to get medical care or for other necessities (your fever should be gone without the use of a fever-reducing medicine).

Employees who are well but who have an ill family member at home with novel H1N1 flu can go to work as usual. These employees should monitor their health every day, notify their supervisor and stay home if they become ill.

And, for employers who wonder "What to do when an employee comes to work with influenza-like illness symptoms in a community where novel influenza A (H1N1) virus is circulating?" the CDC says, send the employee home as soon as possible.

## What NOT to Say at Work

There are people of few words - to work in an office with such a person is a joy. Most workers, however, are stuck in a workplace where they hear about everything from a co-worker's baby-making plans to an estranged relationship with a relative.

Talking about such topics might be OK to share over cocktails with your best friend but they are not okay for the workplace.

Because people spend more time at the office with co-workers than anyplace else, some workers have trouble drawing the line between business and friendship, says Susan Solovic, co-founder and CEO of SBTV.com, and author of three books, including "Reinvent Your Career: Attain the Success You Desire and Deserve."

"It's a social environment as well as a work environment; however, you must remember: While you can be friendly and develop a good rapport, business is business and friendship is friendship."

To help keep your career on track, here are 10 things you should never say or discuss in the workplace:

1. **"That's not my job."** When you boil things down, everyone does things that "aren't their job." By helping out you will earn good office karma (you never know when you'll need help from other colleagues), and it never looks good to only do the bare minimum.
2. **"I don't mind helping you with that."** (insert fake smile) There's nothing worse than someone who offers to help and then complains about it later.
3. **"Don't tell anyone I said this, but ... "** You will get credit for spreading the news, so think twice before gossiping.
4. **"I got a horrible raise"** Always best to discuss salary issues with Human Resources or your boss.
5. **"I'm so stressed out / busy / sick of working here."** If you don't agree with company policies and procedures, address it through official channels or move on.
6. **"I have (insert gross or inappropriate medical condition here) ."** To your employer, your constant medical issues make you seem like an expensive,

high-risk employee. And to your co-workers, you seem like an attention-seeking hypochondriac.

**7. "Whom did you vote for?" or "What religion are you?"**

People have strong, passionate views on both topics and you may alienate a co-worker or be viewed negatively based on your views in a way that could impact your career.

**8. "I got so trashed last night ..."** The fact that you showed up for work despite still recovering from a massive hangover might be impressive, but it means nothing if you spend the day recounting your activities versus working.

**9. "I don't have time for that."** If you are concerned about accomplishing a task on time, be honest and tell that to your boss. Mention how busy your schedule is but that you can accommodate the request if some other projects are rearranged. You'll show that you take each assignment seriously and only want to turn in your best work.

**10. "I just bought a \$1,000 watch."** Constantly sharing how much you spent on gifts, meals or outings will only have others annoyed.

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### Interactive Lobby Directories

Topa Financial Center is pleased to provide touch-screen digital directories in all of the high traffic lobbies. This state-of-the-art system provides visitors with a convenient way to locate tenants while creating an exciting new advertising opportunity in downtown Honolulu. Advertising space is available to tenants.

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### Tenant Survey

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.TopaFC.com>. Your comments and suggestions are appreciated.



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### Quotes

Experience is a hard teacher because she gives the test first, the lesson afterwards. - [Vernon Sanders Law](#)

When you get right down to it, what we all need is a place to go... A place where we can escape the noise of our lives and just relax. - [Takayuki Ikkaku](#)

If you're looking for a big opportunity, seek out a big problem. - [H. Jackson Brown Jr.](#)

The minute you begin to do what you really want to do, it's really a different kind of life. - [Buckminster Fuller](#)

The principle thing in this world is to keep one's soul aloft. - [Gustave Flaubert](#)

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### Building Management

#### General Contact Information

745 Fort Street, Lobby, Honolulu, HI 96813

Tel: (808) 531.0444

Fax: (808) 599.5776

[www.TopaFinancialCenter.com](http://www.TopaFinancialCenter.com) or [www.TopaFC.com](http://www.TopaFC.com)

#### Topa Management Company Contact Information

**Curt Nakamura, General Manager**

[cnakamura@Topa.com](mailto:cnakamura@Topa.com)

**Barbara Van Dine, Administration,  
Website Administrator, Newsletter Editor**

[bvandine@Topa.com](mailto:bvandine@Topa.com)

**Rory Reiley, Chief Engineer**

[rreiley@Topa.com](mailto:rreiley@Topa.com)

**Nestor Salcedo, Assistant Chief Engineer**

[nsalcedo@Topa.com](mailto:nsalcedo@Topa.com)

**Nicole Domingo**

**Tenant Services Coordinator & Leasing Asst.**

[ndomingo@Topa.com](mailto:ndomingo@Topa.com)

**Cynthia Quiaoit, Accounting**

[cquiaoit@Topa.com](mailto:cquiaoit@Topa.com)

**Deborah Yacas, Receptionist**

[dyacas@Topa.com](mailto:dyacas@Topa.com)

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Comments, ideas, submissions and corrections are welcome. Please email [bvandine@topa.com](mailto:bvandine@topa.com) or fax to (808) 599-5776