

**ANNUAL REPORT 2017/2018 OF THE OLD BOYS' ASSOCIATION  
OF  
ST SEBASTIAN'S COLLEGE MORATUWA**

To be presented at the 87<sup>th</sup> Annual General Meeting

The Committee of Management of the Old Boys' Association of St. Sebastian's College, Moratuwa is pleased to present its performance report for the period 1<sup>st</sup> August 2017 to 20<sup>th</sup> July 2018.

**Composition of the OBA**

Patron : His Eminence Malcolm Cardinal Ranjith  
(Archbishop of Colombo)

Vice Patrons : Ex-Officio - Rev. Fr. Ranjith Andradi (Rector)  
Elected - Mr. Prathapakumar De Silva JP  
Mr. Julian Fernando  
Capt. Patrick Jayasinghe PSV JP

The Business of the Association is managed by the General Committee totaling 81 members which consists of,

- 6 Elected Office Bearers
- Immediate Past President
- 11 Vice Presidents elected at the 1<sup>st</sup> General Committee Meeting
- 54 Elected General Committee members
- 10 Nominated Batch Representatives

**Sub Committees of the OBA**

Sub-committees of the OBA operate as focus groups which are driven by objectives that complement the overall mission and vision of the OBA fraternity. Vice Presidents and the general committee members were requested to be part of at least one sub-committee to enable each elected member to contribute towards the projects undertaken by each sub-committee. The sub-committees of the OBA are as follows.

- a. Member Welfare Sub Committee
- b. Student Development & Teacher Welfare Sub Committee
- c. Fund Raising Sub Committee
- d. Media & Publicity Sub Committee
- e. Secretarial Sub Committee
- f. Finance Sub Committee
- g. Office Bearers' Sub Committee

**Membership**

The total number of members of the Association as at 30<sup>th</sup> June 2018 is 2,534. During the year under review, 29 new members were enrolled.

The membership break-up is as follows:

	<b><u>30<sup>th</sup> June 2018</u></b>
Honorary Members	165
Life Members	1,709
Ordinary Members	660
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Total	2,534
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**Note 1 – above numbers are adjusted to exclude duplicates and departed members**

**Note 2 - The membership register is now computerized and members are requested to obtain a detail amendment applications from the AGM registration desk/send email to [secretary@sebsoba.com](mailto:secretary@sebsoba.com) and provide updated details to be included in the system.**

### **Annual General Meeting**

The 86<sup>th</sup> Annual General Meeting of the Association was held on 22<sup>nd</sup> July 2017 at the Main Hall of the College.

The meeting was attended by a large number of members. A new General Committee was elected at the AGM and had 12 Monthly General Meetings during the year. Their names and participation at Committee Meetings are stated below.

Name	Present	Excused	Absent	% of Attendance
<b>President</b>				
Lester Gunawardena	12	0	0	100%
<b>Hony. General Secretary</b>				
Shameera Fernando	11	1	0	92%
<b>Asst. Secretaries</b>				
Tharindu Fernando	10	1	1	83%
Reshan De Silva	10	1	1	83%
<b>Hony. Treasurer</b>				
Suneth Fernando	11	1	0	92%
<b>Asst. Treasurer</b>				
Roshan Opatha	12	0	0	100%
<b>Immediate Past President</b>				
Christy Fernando	11	0	1	92%

**Vice Presidents**

Omar Amarasekara	10	1	1	83%
Premalal Aponso	12	0	0	100%
Prasanga De Silva	9	0	3	75%
Delip Fernando	11	1	0	92%
Dinesh Fernando	8	0	4	67%
Nirmalath Fernando	7	0	5	58%
Shiral Henry Fernando	10	2	0	83%
Vishwajith Manjula	10	1	1	83%
Mahesh Mendis	8	0	4	67%
Malinga Peiris	8	1	3	67%
Anjelo Silva	7	1	4	58%

**Committee Members**

D M Abeyratne	9	2	1	75%
Niroshan Aponso	6	0	6	50%
Samson De Mel	7	0	5	58%
Devapriya De Silva	10	1	1	83%
Dinesh De Silva	1	1	10	8%
Chamindra Dias	2	0	10	17%
Bernard Fernando	11	0	1	92%
Dinusha Fernando	5	1	6	42%
Edyl Fernando	1	1	10	8%
Eranka Fernando	7	2	3	58%
Harendra Fernando	11	1	0	92%
Julian Fernando	2	0	10	17%
Kenneth Fernando	8	1	3	67%
Lakshan Fernando	8	1	3	67%
Lakshman Fernando	10	0	2	83%
Norbert Fernando	4	2	6	33%
Praveen Fernando	4	0	10	33%
Primesh Fernando	2	0	10	17%
Ronesh Fernando	12	0	0	100%
Roshantha Fernando	8	2	2	67%
Sachin Fernando	3	3	6	25%
Leslie Gunawardena	6	3	3	50%
Patrick Jayasinghe	5	0	7	42%
Brian Mendis	6	2	4	50%
Hemal Mendis	10	0	2	83%
Kingsley Mendis	7	0	5	58%
Lahiru Mendis	4	3	5	33%
Nisal Mendis	0	0	12	0%
Prasanga Nonis	1	0	11	8%
Rumesh Paranavithana	12	0	0	100%
Ayesh Peiris	2	0	10	17%
Dunston Peiris	10	1	1	83%
Ishara Peiris	2	0	10	17%
Janith Peiris	5	1	6	42%
Jayantha Peiris	9	0	3	75%
Shaminda Peiris	8	1	3	67%

Shashika Peiris	9	0	3	75%
Ajan Perera	6	2	4	50%
Anton Seth Perera	5	1	6	42%
Chrisantha Perera	5	0	7	42%
Meradha Perera	3	1	8	25%
Sahan Rammika	2	0	10	17%
Anton Rulach	10	1	1	83%
Uresh Sandanayake	7	0	5	58%
Rajith Seneviratne	10	2	0	83%
Rasinka Silva	2	0	10	17%
Shashipriya Silva	5	0	7	42%
Ushan Silva	2	1	9	17%
Rilwan Wahid	4	0	8	33%
Kushara Weerasekera	10	0	2	83%
Udara Wickramasinghe	1	0	11	8%
Mario Wickramathilaka	1	0	11	8%
Sudham Wijeyeratne	11	0	1	92%

### **Batch Representatives**

#### **Batch 65/66**

Merle Perera	4	1	7	33%
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#### **Batch 1998**

Manoj Kuruppu	0	1	11	0%
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#### **Batch 1999**

Nishantha Wambeck	9	3	0	75%
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#### **Batch 2001**

Amila Fernando	2	0	10	17%
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#### **Batch 2002**

Praneeth Mendis	2	1	9	17%
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#### **Batch 2003**

Tharindu Arseculeratne	0	0	12	0%
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#### **Batch 2005**

Dilum Peiris	0	0	12	0%
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#### **Batch 2007**

Shehan Peiris	4	0	8	33%
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#### **Batch 2009**

Rukshan Amarasekara	4	1	7	33%
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#### **Batch 2014**

Joel De Silva	2	0	10	17%
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## **Events & Activities Organised by the Sub Committees for the Year 2017/2018**

### **Member Welfare Sub Committee**

#### **AGM Get-Together**

The AGM 2017 was followed by the Annual Family Get together at Hotel Randiya, Korallawella, Moratuwa. Mr. Harsha Fernando graced the occasion as the Chief Guest along with other Guests of Honour. The Rector of the College Rev. Fr. Ranjith Andradi also attended the event. The get together was very well attended by the Old Boys and their families. A music band was in attendance to entertain the crowd. The project was spearheaded by Omar Amarasekera and was assisted by Premalal Aponso, Lester Gunawardena, Uresh Sandanayake, Anton Rulach, Shashika Peiris, Lakshan Fernando, Dunstan Peiris, Vinu Wickramasinghe and Kushara Weerasekera.

#### **Members Spiritual Activities**

##### **Requiem Mass**

In memory of the departed souls of past Sebastianites, a requiem mass was held on 18th November 2017 at the College Chapel. It was offered by Rev. Fr. Ranjith Andradi.

##### **Day of Recollection**

A very meaningful day of reflection was conducted by Rev. Fr. Lakshman Anthony for the benefit of the Old Boys and their families on 24<sup>th</sup> March 2018 in keeping with the spirit of Lent season. The event was followed by a holy mass and was attended well by the members. Project team was led by Reshan De Silva and assisted by Tharindu Fernando, Shameera Fernando, Devapriya De Silva, Roshan Opatha, Edyl Fernando and Sudham de S Wijeyeratne.

##### **Membership Drive**

The Batch Formation of year 2017 was held at Wadduwa Hotel. The OBA made an initial contribution of LKR 10,000.

OBA Office Bearers were invited for few other Batch Parties held during year to address the batch members and to encourage young old boys to join the OBA in their activities. Premalal Aponso as the Chairman of the Member Welfare Sub Committee made a proactive effort towards this endeavor.

##### **Christmas Get-Together 2017**

The annual Christmas get-together was held on 16th December 2017 at the Sebastianites Club house. The event was attended by many members. The Chairman of the project was Dinusha Fernando, who was supported by the Christmas Get-Together committee, Anton Rulach, Lakshan Fernando, Janith Peiris, Shamindra Peiris, Hemal Mendis, Tharindu Fernando, Shashika Peiris, Kenneth Fernando and Dunston Peiris.

##### **Contributions towards Member Welfare**

- LKR 10000 to Mr. Basil Silva for participation in Asia Masters Athletics Championships in China

## Student Development & Teacher Welfare Sub Committee

### Contributions towards the various events and students of the college

- LKR 25,000 to Master Sachin Dias for participation at three Badminton tournaments in Australia (City of Melbourne Championship, Monash Open Championship, Sydney International Series)
- LKR 25,000 to “Allegiant Prefects’ Day organized by the Board of Prefects
- LKR 25,000 to the ‘Family Day of the Little Sebastianites’ Primary School Family Day Event
- LKR 25,000 to the Annual Christmas Carols
- LKR 15,000 to Annual Primary Sports Meet
- LKR 25,000 to sponsor the Main Challenge Shield of the Sports Meet.
- LKR 10,000 to Master V. D. Kaluarachchi for the participation at 54<sup>th</sup> Milo/PRAM Malaysia Invitational Age Group Swimming Championships in Kuala Lumpur.
- LKR 44,000 towards the player kits for the Limited over Encounter with PWC.
- LKR 50,000 towards welfare of the college cricketers.
- LKR 25,000 towards the ‘Ma – The birth of Music’ concert

## Fund Raising Committee

### Dinner Dance 2017

The main fund raising event of the OBA calendar, the Sebs Dinner Dance 2017 themed “Sebastianites at the Oscars” was held at The Kingsbury Colombo on 11<sup>th</sup> November 2017 for the 13<sup>th</sup> consecutive year. A press briefing was held to promote the event at Hotel Ramadia and give much deserved recognition for the event sponsors. Two leading bands in the country “Flame” and “Doctor” and professional dance troupes entertained the crowd during this gala event, compered by Gehan Blok. The college administration also graced the occasion. The event was well attended by the members of old boys’ fraternity including overseas branches. Following the preceding year’s event, a magazine was printed to mark the occasion with contributions from many young and talented old boys in the form of interview articles from Rev. Fr. Rector and many prominent old boys. The project was spearheaded by Praveen Fernando with the support of Prasanga De Silva, Christy Fernando and Premalal Aponso and other members of the dinner dance committee along with the contribution of batch groups. The net surplus of the event exceeded LKR 1 million.

### *Dinner Dance Committee Members*

Mr. Praveen Fernando (Chairman)	Mr. Amila Fernando
Mr. Prasanga De Silva	Mr. Krishan Gunawardena
Mr. Premalal Aponso	Mr. Ishara Peiris
Mr. Christy Fernando	Mr. Tharindu Arseculeratne
Mr. Lahiru Mendis	Mr. Suraj Savio
Mr. Shehan Peiris	Mr. Mewan Gajadeera
Mr. Ajan Perera	Mr. Meradha Perera

### Stag Nite 2018

Following the success of Sebs Stag nite in 2017, this year’s event also stood up to the level of glamour with high number of attendees. The event was graced by Rev. Fathers and the Chief Guest of the night, Mr. Dinesh Shirley Christopher along with Guests of Honour. The crowd was entertained by the upcoming popular band ‘Infinity’ and DJ Nash. The Project Chairman was

Roshantha Fernando supported by Prasanga De Silva, Premalal Aponso, Suneth Fernando, Tharindu Fernando, Reshan De Silva, Omar Amarasekara, Praneeth Mendis, Devapriya De Silva, Vinu Wickramasinghe, Dunstan Peiris, Sudham de S Wijeratne, George Perera, Roshan Opatha, Prashan Mendis, Susantha Ramanayake and Ishara Peiris. The net surplus from the project amounted to LKR 240,000.

### **Media & Publicity Sub Committee**

The OBA Media & Publicity Sub Committee was proactive in the social media sphere and other mass media channels to promote events and create awareness for college and OBA related activities. The subcommittee members provided regular updates and rich content to reach members and keep them involved.

The subcommittee arranged a live telecast of the 33<sup>rd</sup> One day encounter between SSC and PWC, by partnering with Dialog TV.

### **Secretarial Committee**

#### **Improvements to member database and sourcing data via Google Forms**

An initiative was launched to collect details of past sebastianites at a more comprehensive level via Google forms, to which both the members and non-members responded in numbers. The initiative has given the capability of utilizing this newly obtain data to update the existing member database and for networking.

The website of the OBA ([www.sebsoba.com](http://www.sebsoba.com)) is now fully functional and provide regular updates and contents for its users.

#### **Handling of new membership enrolments**

Arrangements were made with the college office to authenticate membership applications received without supporting documents i.e. School leaving Certificate. The confirmation by the college office is considered as valid when enrolling new members.

#### **Promoting Life Membership**

An additional letter was sent to ordinary members along with the AGM notice, encouraging them to opt for Life membership since the ordinary membership will be only valid for a limited time period.

### **Office Bearers Committee**

Office Bearers Committee met on few occasions where important decisions were to be deliberated before presentation to the general committee for final ratification.

## **Finance Committee**

All budgets for projects were requested to be routed through the Finance Committee before presentation to the final approval of the General Committee. All advance payments towards projects where budgets approved were authorized by the Finance Committee ensuring that there are adequate funds in the OBA accounts. The Finance sub-committee met on several occasions and presented proposals to the General Committee through reports and made suggestions on best practices to be followed in financial reporting.

## **Branches of the OBA**

We are pleased to place on record that our Branches in London, Canada, Australia, UAE & Qatar are active and organize various activities for the Old Boys in those countries to meet and maintain/develop friendships and raise funds for the benefit of the College.

### **UAE OBA Branch**

- Donation of LKR 160,000 (approx.) towards 'Complete Swimming Kits' for the College Swimming Team during the reopening of the swimming pool.
- Donation of LKR 350,000 (approx.) towards the renovation of the College Basketball Court
- The 9th Annual Get-Together of SEBS in UAE was held at Crown Plaza Hotel Dubai. Rev. Fr. Ranjith Andradi graced the occasion as the chief guest.
- A holy mass was held in remembrance of Late Rev. Fr. Bonnie Fernandopulle in Jebal-Ali Church.
- 5th Battle of The Golds in UAE – Won the competition for the 4<sup>th</sup> consecutive year with a clean sweep (Won the Big Match, Veterans Match and the Ladies Match) against Old Cambrians – UAE Wing. This was followed by a felicitation ceremony.
- Emerged as Runners up in the 24th Lanka Lions Cricket Sixers - Annual Interschool Old Boys Cricket Carnival.
- Emerged as 2nd Runner up in the Strikers of Blue 2017 - Inter School Old Boys Bowling Competition.
- Emerged as Runners up in the Inaugural Serendib Souls Cricket Carnival.
- Participated in the 7th Indoor Sports Carnival organized by St. Peters College OBU UAE, in Basketball and Badminton.

### **UK OBA Branch**

- Some Members of the UK branch were present at the Dinner Dance 2017
- Silver Jubilee Dinner Dance 2017

### **Australia OBA Branch**

- The 4th Encounter of the Battle of the Golds was held in Melbourne on 30<sup>th</sup> March 2018



## Canada OBA Branch

- Sebs nite 2018 – Green Gold Masquerade Ball was held on 6<sup>th</sup> April 2018 at Claireport Place Banquet & Convention Centre, Toronto. Dr. Harindra Fernando and Mrs. Fernando graced the occasion as Guest of Honour.
- Members of the Canada branch were present at the Dinner Dance 2017

## Old Boys 'Groups/Batches

In recognition of the value of the Old Boy' Groups/ Batches for the OBA the constitution was amended to co-opt a representative of a Group/Batch into the General Committee of the OBA. Accordingly, 10 nominations were received from Groups/Batches. They continue to contribute towards the benefit of the OBA through their participation in projects.

The 89-92 group celebrated their silver jubilee after school in style at Bolgoda 360.

89-92 group and Batch of 2008 donated TVs to the school.

## Achievements of Old Boys

### In the Vineyard of the Lord

- *Rev. Fr. Oswald Firth OMI* completed 50 years in Priesthood
- *Rev. Fr. Merle Mendis OMI* completed 50 years in Priesthood
- *Rev. Fr. Ranjith Andradi*, Vice Patron (Ex-Officio) will be completing 25 Years in Priesthood on 26<sup>th</sup> July 2018
- *Rev. Fr. Rangika Fernando* was ordained a priest
- *Rev. Fr. Chamila Chrisantha Fernando* was ordained a priest

## Sporting World

- *Mr. Sachin Dias* reached the semifinals stage of the Badminton Men's Doubles event in the 2018 Commonwealth Games.
- *Mr. Sachin Dias* was selected by the World Badminton Federation for the Asian Badminton Championship held in China late April.
- *Mr. Sachin Dias* won both his games in the Team Championship and became the runner up in the Men's Doubles event of the Individual Championship in the 44th National Festival Games.
- *Mr. Dewash Peiris* became 3rd in both 50 m Butterfly stroke and 100 m Butterfly stroke events at the National Sports Festival 2018 (Stage 2 - Western Province Meet)
- *Mr. Samith Madusanka* became 1st in the Men's Under 23 Putt Shot event of the Junior Nationals Athletics Championship 2018 organized by the Athletics Association of Sri Lanka.
- *Mr. Visulmina Subasingha* became 1st in the Under 23 Kayak Singles 200m and Kayak Singles 500m and was placed 2nd in the Under 23 Kayak Singles 1000m in the 2nd Canoeing & Kayaking National Championship Regatta 2018. He was also able to secure the 3rd place in the Open Kayak Doubles 200m. Overall he won 5 gold medals, 4 silver medals

and 1 bronze medal in the championship. He was also selected as the Men's Under 23 Overall Best Paddler.

- *Mr. Visulmina Subasingha* has been selected to participate in 2018 ICF Canoe Sprint Junior & U23 World Championships.
- *Mr. Basil Silva* won the bronze medal in the 100m Hurdles event at the Asia Masters Athletics Championship 2017

### Corporate World

- *Capt. Patrick Jayasinghe* was appointed as the chairman of the Sri Lanka Ex-servicemen's Institute
- *Capt. Patrick Jayasingha* has been elected as Vice Patron of The Association of Veteran Naval Sea Farers
- *Mr. Dhananath Fernando*, COO of Advocata won \$10,000 for his research study titled 'Cost of Construction and Protectionism' at the 'Asia Think Tank Shark Tank Championship' in Jakarta, Indonesia
- Mr. Preethilal Fernando, Executive Director of Hemas Maritime, clinched two gold awards and a silver award (on behalf of his sector) at the National Business Excellence Awards 2017 (NBEA)
- Mr. Charith Maduranga won the award for best sales representative of Hemas Consumer Brands for the financial year 2017/2018 at Hemas FMCG Achievers Night - 2018. He was also adjudged the winner of the Clogard Smart Rep Annual Championship.
- Mr. Uresh Sandanayaka became the runner up of the All Island Best Management Assistant for the year 2017 in 'Purawara Harasara' Awards Ceremony organized by Urban Development Authority.
- Mr. Vimuth Fernando, proprietor of Cuppies, won two gold medals in the Prima Cake Decoration Course conducted by the Prima Baking Training Center.
- Mr. Shan Peiris was promoted as Aircraft Engineer at Sri Lankan Airlines.

### Other Achievements

- *Mr. Praveen Fernando* has been awarded a scholarship for Masters and Doctorate in Electronic Engineering at Acron University, Ohio USA.
- *Mr. Ashan Fernando* won two category awards at the Chaaya 2017, 1st Intra-Bank Competition & Exhibition of Photography organized by the Nations Photography Club of the Nations Trust Bank.
- *Mr. Kasun De Silva* became 1st in the Go Green Photography Competition organized by the Green Task Force, NSBM Green University, in line with the World Environmental Day 2018
- *Mr. Pasindu Akalpa* got selected for the final round of the HACK:BIT FINDING FITS, a new invention competition organized by the micro:bit SLUG Society Ltd.
- *Mr. Sanoj Fernando* emerged as the winner in the media category at Young Lions competition conducted by the International Advertising Association. He will be representing Sri Lanka at the Cannes Lions International Festival of Creativity in France.

### Deaths

Rev. Fr. Bonnie Fernandopulle  
Rev. Fr. Mervin Fernando

Mr. Dilantha De Silva  
Mr. Sheron Silva

Rev. Br. Benjamin Goonetilleke F.S.C  
Rev. Bro. Raphael Rodrigo FSC  
Rev. Bro. Vernon Perera FSC  
Mr. Ashan Fernando  
Mr. Carmen Fernando  
Mr. Chrishane Fernando  
Mr. Gerald Fernando  
Mr. Leslie Gunawardana

Mr. Lloyd B. A. Fernando  
Mr. Prageeth Milan Mendis  
Mr. Pricil Winsiri Fernando  
Mr. Royce Fernando  
Mr. Sriyantha De Almeida  
Mr. Terrence Perera  
Mr. Thilak Bharathi  
Mr. Roy De Silva

*“May the good lord grant them eternal rest.  
May they rest in peace.”*

It is with deep regret, we wish to place on record the death of Rev. Fr. Bonnie Fernandopulle, our past Rector. Rev. Fr. Fernandopulle was the 1<sup>st</sup> Rector of our Alma Mater, assumed office in 10<sup>th</sup> April 2003 and continued to be the Rector till 15<sup>th</sup> March 2016, where the college went through a massive development phase. Rev. Fr. Fernandopulle passed away on 20<sup>th</sup> April 2008. His remains were brought to the College and a large crowd consisting of School boys, parents, teachers, Old boys & their families, well-wishers of the College & General Public of Moratuwa, gathered to the College Chapel to show their gratitude to Rev. Fr. Bonnie for what he had done to Moratuwa in general & the College in particular, and to pay their last respects to him. May the good Lord grant Late Rev. Fr. Bonnie eternal rest.

### **Our Thanks**

We thank Almighty God for the blessings bestowed upon the OBA, its Office Bearers, and General Committee to carry out their projects in a successful manner during the year 2017/2018.

We wish to record our deep gratitude and thanks to His eminence Malcolm Cardinal Ranjith and our Auxiliary Bishops for all their support and guidance in managing St. Sebastian’s College, Moratuwa.

We also wish to record our appreciation of the guidance and support always extended to us by Rt. Rev. Dr. Winston Fernando SSS the Bishop of Badulla and Rt. Rev. Dr. Valence Mendis the Bishop of Chilaw & Rt. Rev. Dr. Maxwell Silva Auxiliary Bishop of Colombo and their prayers.

Our grateful thanks are due to Rev. Fr. Ranjith Andradi, our dear Rector of the College for sparing no pains to attend most of the events organized by the OBA and for all his support, guidance and advice at all times. We also wish to place on record our appreciation of the ready cooperation and assistance given to us in all our endeavors by the Rev. Fr. Rector and Rev. Fathers of the College Community, the Staff and the Students of the College.

A very special mention should be made of the assistance and support always received from the members of the various groups/batches of Old Boys which we consider, very valuable and as a source of strength and inspiration.

We also wish to thank our Branch Associations in the UK, Australia, UAE, Qatar and Canada for their contributions made for the benefit of our College.

We also owe a great deal of gratitude towards the Chairpersons, energetic members of the various subcommittee projects for their successful efforts during the year for all the good work done. A special thanks goes to the family members of the committee members for tolerating the long hours away from the families. .

In conclusion, we wish to thank all our members for placing their trust in us to serve as Office-Bearers and as Members of the General Committee.

Dear Members, you are our biggest strength and asset and it is from you that we derive inspiration and support to undertake and perform our tasks well. We believe we have satisfied your wishes and fulfilled our tasks with due diligence during the period under review.

The association looks forward with confidence to continue to receive your support, assistance and co-operation in the future too.

For and behalf of the General Committee.

A handwritten signature in black ink, appearing to read 'Shameera Fernando', with a stylized flourish at the end.

Shameera Fernando  
Hony. General Secretary