

## **NOVEMBER 2014 - TOPS Norfolk and Bristol Counties**

### **Gail Lewis - Area Captain**

Hey Everyone: November is here - where has the year gone? Hopefully there is less of you as the year becomes less and less. Have a great month and a very happy Thanksgiving.

### **QUOTE**

Nothing is IMPOSSIBLE - the word its self says "I'M POSSIBLE".

Audrey Hepburn

### ***TOPS WEB site:***

Make sure you visit the Massachusetts WEB site - [www.MATOPS.com](http://www.MATOPS.com) - lots of great things posted out there. I heard there were pictures out there from Fall Rally!!! Thank You Dave Lavigne!!!!

### ***CHAPTER NEWS***

Did you know that each area in TOPS has a Publicity Volunteer? This year, our area has had two and I'd like to tell you about them.

**Lori Gehan - Somerset chapter**

**Faith Flaherty - Franklin chapter**

Both these ladies distributed brochures to local business' just to spread the news of TOPS. I want to personally thank them for the extra work they did for TOPS. They both worked within their chapter area and know that new members are their reward.

If you think you'd like to help, let me know.

### **ANNUAL MEMBERSHIP**

Everyone will see this in the December TOPS News - membership will be increasing to \$32. Even with the increase, what a value you receive with this membership - the TOPS News alone is worth it. What a great publication that has become. Please be sure to send the correct amount into Rosie Smith when you send in those renewals. Also, when you do send checks to Rosie, please be sure to write that check out to her as well. She will make sure your membership is sent in properly and on time. Thanks!!!

## RESUME WORKSHOP

As in previous years, Barbara Pacheco and I will be holding our workshops to help you completing these resumes on time. They are listed below. You can attend the one that is more convenient for you. I would ask that everyone go to one or the other - if these dates are not convenient for you, please give me a call or email me and we can make other plans. We would love to have everyone attend one workshop so we can make sure all resume's that are sent in are perfect for Rosie.

Saturday, January 10, 2015      9AM to noon    At Gail Lewis' house  
(46 Elm Street in East Bridgewater, 02333)  
508-378-0459

Sunday, January 11, 2014 10AM to noon At Barbara Pacheco's house  
(7 Autumn Way Buzzards Bay, MA 02532)  
508-833-8805

## INFORMATION

In conjunction with the elections, I will highlight one officer each month and include a brief description of the office. This is all in your new Chapter Manual.....

The Treasurer's Role:

1. The treasurer keeps track of chapter finances. Basic duties include:
  - a. Have charge of all receipts and disbursements.
  - b. Report at regular chapter meetings on the financial status of the chapter as requested by the leader.
  - c. Promptly forward all memberships and maintenance fees with check or money order made payable to the coordinator.
  - d. Send Award Orders with check or money order directly to TOPS Club Inc.
  - e. If applicable, send contributions to TOPS funds and annual Meeting Insurance Applications with check or money order directly to TOPS Club Inc.
  - f. Submit all financial records to Executive Committee using the Annual Chapter Audit form. An audit should be conducted after

each election or whenever the Treasurer changes in a community chapter.

2. Treasurer should remind members to renew. Each member is responsible for renewing on time. Likewise, member is responsible for keeping chapter fees up to date.
3. Treasurer collects membership fee specified in bylaws or membership application.
4. Occasionally, a new member will present a voucher, coupon or gift membership as payment for the annual membership fee. Always accept these without questioning the member and attach to the membership as payment. It's that simple.
  - a. If a new member joined on line, he/she will present a voucher to attach to the application. This proof of payment is sent with the application to the Coordinator. If voucher is not available, contact Coordinator for help before submitting the application.
  - b. For years TOPS has collaborated with health plans and organizations that want to provide membership vouchers to their participants.
5. Some chapter expenses:
  - a. TOPS and KOPS items and awards.
  - b. New and renewal memberships
  - c. KOPS registrations
  - d. Rent and supplies
  - e. Other items and awards
  - f. Printing and postage
  - g. Workshop fee
  - h. Recognition day expenses
  - i. Chapter maintenance fee
6. Secret ballot vote is required for expenses exceeding the dollar amount authorized or if a spending limit is not specifically stated in the bylaws. Chapter funds may not be used for non-TOPS events such as baby or wedding showers, engagements or non-chapter related activities.
7. Community chapters are encouraged to open/maintain a chapter

account as follows:

- a. Bank account name must be chapter ID (TOPS WI 1234). It is not permissible to use TOPS Club Inc. on chapter accounts.
  - b. For the protection of all in the chapter, bank accounts must have 3 signers who are not related. Request a one-signature account but have two people sign checks.
  - c. Monthly bank statements are mailed to the chapter Leader to review with Treasurer.
8. Retain all financial records for seven years.
9. After July 31 of each year, the Coordinator provides the chapter with a list of all active members to review, revise and return. This list is used by the Coordinator to determine chapter maintenance for the coming year. Chapter maintenance is a small fee paid by the chapter.
- a. Coordinator will send Chapter Maintenance form to Leader. Return fee with form to Coordinator promptly. A small additional fee may be due only if membership increases into a higher fee category. If so, Coordinator will advise chapter by sending a supplemental fee form.
10. In addition to yearly TOPS Club Inc. membership fees, chapter dues are collected from each member in the amount set in chapter bylaws. It is from these dues (or portion thereof) that all chapter general expenses are paid. Note: Bylaws may specify other small fees but are not required to do so. Your chapter should review and vote on these annually.
11. Funds may only be raised to finance chapter-related activities.
12. In order to keep track of the chapter's monies, it is necessary to set up a simple bookkeeping system with two separate funds:
- a. General Fund for regular chapter income and expenses (rent, membership, awards)
  - b. Recognition Days Fund for helping those earning recognition to attend events honoring them and helping other members as specified in bylaws. In addition, a weekly dues/fees/renewals sheet may also be used to record members' individual payments received.

# INSPIRATION

I thought this was a good article to send along to you - It's all about seeing if you have a SKINNY Kitchen - read on.....

By David Grotto, RD, LDN

What is standing in the way of having the body you always wanted? Maybe it's your kitchen!

After visiting hundreds of patients in their homes, I've stumbled on one undeniable fact: skinny people "do kitchens" differently than those who aren't so svelte. And it's not just that thin folks spend more face time with their kitchens, it's what's in their "skinny kitchens" that's dramatically different than their weight-challenged counterparts. The kitchen, as it turns out, contains secrets that are the linchpin to long-term success in managing weight and health. So what are these secrets? I've narrowed them down into four key areas. This week, I'll let you in on secret #1.

## **Skinny Secret #1: Stock a Skinny Pantry**

Fill your pantry and fridge with these essentials to keep hunger at bay, belly bulges busted, and metabolisms boosted:

### **Hunger and Calorie-Blockers:**

High-protein breakfast foods like eggs and Greek yogurt keep hunger at bay for hours compared to carb-laden breakfast choices.

High-fiber foods such as whole grains, cold or hot breakfast cereals, dried fruits, and fresh and frozen veggies are all excellent ingredients that can be added to most dishes to pump-up fiber and diminish calories from being absorbed in the digestive track.

Go nuts! Studies on nuts, especially almonds and pistachios, show amazing hunger-busting and fat-shedding effects for those who add them to their diets. Two studies showed that substances in nuts increase fecal excretion of calories when a handful of them are added to the diet. In fact, 55-75%

of calories provided by nuts may not be fully absorbed. Research has also demonstrated that people who add nuts to their diet stick to their diets longer and achieve greater weight loss than those who forgo these foods.

### **Belly Bulge Busters:**

**Whole grains:** In a study from Tufts University of nearly 3000 men and women, researchers found that adults who ate three or more serving of whole grains and limited refined grain items to 1 serving or less had 10 percent less belly fat than those who didn't eat this way.

**Resistant starch (RS)** food sources such as firm bananas, beans and lentils, potatoes, pasta, rice, and certain whole grains such as corn contain RS which increases glucagon-like peptide-1, a major appetite suppressant hormone. RS also helps make insulin work better and regulates blood sugar - the key essentials to stopping the accumulation of belly fat and reducing the risk of "dia-besity".

**MUFAS**, also known as monounsaturated fatty acids, are found in such foods as avocado, almonds, olive oil, and canola oil. MUFAs help eliminate belly fat, especially in insulin-resistant individuals.

**Anti-Bloat** ingredients such as parsley, fennel, cabbage, watermelon, watercress, celery, and cucumber are not only low in calories but have unique properties that rid the body of unwanted excess fluid. Many of my bloated patients were poor water consumers when I first began to work with them. Ironically, drinking more water helps the body's natural fluid regulators, the kidneys, do a better job of managing water balance.

### **Metabolism Boosters**

**Coffee & tea and less of me:** Beverages that contain caffeine and antioxidants called catechins have been found to help burn calories through thermogenesis (the creation of heat). They counteract the decrease in metabolism that often accompanies weight loss efforts. The overall effect may be small (less than 50 calories a day burned) but this can add up to

nearly 5 pounds on the scale in the course of a year. Combine this intervention with other metabolic boosters such as physical activity and proper rest and the fat-burning potential is substantial!

Poly wants a crack at her. Research shows that fruits like apples, pears, grapefruit, and grapes, long associated with helping to manage weight, are rich in naturally occurring plant chemicals called polyphenols. These polyphenol-rich fruits decrease skinny-phobe bacteria called firmicutes that accumulate in the gut and contribute to weight gain. These fruits also increase friendly bacteria called bacteroidetes that break down polyphenols into helpful substances that boost the body's metabolism. In one study, people who drank Concord grape juice daily lost weight compared to a control group that consumed a sugar-sweetened grape beverage and gained weight. It's possible that the polyphenols in the grape juice helped keep the weight off among the drinkers of unsweetened grape juice.

Hot stuff. There's a spice that's just dying to rev-up your fat-burning engine but rarely sees the light of day in culinarily impaired kitchen cabinets: hot peppers! Capsaicin is the active ingredient in hot peppers that boosts metabolism and decreases appetite - not only in the meal that it's eaten in, but even for the next few meals, according to recent research. Capsaicin can be found in paprika, chili, and cayenne pepper powder, as well as dozens of other hot pepper varieties.

**That's it for November - have a great month!!!**

**Gail Lewis - [gailistops@verizon.net](mailto:gailistops@verizon.net)**