



# Theme: "Renewed & United Focus"

CALENDAR OF EVENTS - 2011			
	<u>DATE</u>	<u>EVENT</u>	<u>VENUE &amp; TIME</u>
July	Sat 16	Board Of Directors 2011-2012 Retreat	Cancer Society 10:00am to 3:00pm
	23 - 28	EFAM	Montreal, Canada
August	Sat 6	BOD Meeting	Evangelistic Temple 10:00am – 12:00pm
	Tue 9 & Thurs 11	CAP/OM Study Classes Start	Evangelistic Temple 6:00pm – 8:00pm
	<b>Mon 15</b>	<b>Deadline: November certification exam registration – All Membership</b>	
	Tue 16	General Meeting – Evening <i>All Membership</i>	KPMG at 6:00pm – 7:30pm
	Sun 28	Church Service- <i>All Membership &amp; Family</i>	Evangelistic Temple 8:30am to 10am
September	Sat 3	BOD Meeting	Evangelistic Temple 10am – 12pm
	Mon 12	Business Training Program <i>All Membership</i>	Willie Mae Pratt Centre For Girls 6:30pm - 8:00pm
	TBA	Blue Isles Student Chapter Business Training Program- <i>All Membership</i>	St. Anne's High School 3:30pm to 4:30pm
	Tue 13	General Meeting - Lunch <b>Speaker: D. Bianca Butler, Vice President</b> <i>Topic: Diversity In The Workplace</i> <i>All Membership</i>	Brunos Restaurant, Arawak Cay 12:30pm to 1:30pm
	Fri 30	<b>Tootsie Wootsie</b> – Dinner & Movie Night (postponed due to inclement weather) <i>All Membership</i>	RND Movie Theatre - 6pm until
October	Sat 1	BOD Meeting	Evangelistic Temple 10am – 12pm
	Mon 10 & Tues 25	Business Training Program <i>All Membership</i>	Willie Mae Pratt Centre For Girls 6:30pm – 7:30pm
	TBA	Blue Isles Student Chapter Business Training Program - <i>All Membership</i>	St. Anne's School 3:30pm to 4:30pm
	Mon 17	Bosses' Day Luncheon <b>Speaker: Hon. Loretta Butler-Turner, MP</b> <i>All Membership &amp; Bosses</i>	Place: Graycliff Restaurant Time: 12:30pm – 2:30pm
	Fri 28	<b>Tootsie Wootsie</b> – Bowling Night <i>All Membership</i>	Mario's Bowling Palace 6:30pm – 9:00pm
	Sun 30	Church Service – <i>All Membership &amp; Family</i>	Bethel Baptist Church 10am – 12pm (seating at 9:30am)

	<u>DATE</u>	<u>EVENT</u>	<u>VENUE &amp; TIME</u>	
November	Fri 4	<b>Tootsie Wootsie</b> – Movie Night	RND Movie Theatre 6:00pm until	
	Sat 5	<b>CPS, CAP &amp; OM EXAM</b>	<b>College of The Bahamas</b>	
	Mon 14 & Tues 22	Business Training Program <i>All Membership</i>	Willie Mae Pratt Centre For Girls 6:30pm – 7:30pm	
	TBA	Blue Isles Student Chapter Business Training Program – <i>All Membership</i>	St. Anne’s High School 3:30pm to 4:30pm	
	Sat 12	BOD Meeting	Evangelistic Temple 10am – 12pm	
	Tue 15	General Meeting – Evening New Members’ Installation <b>Topic: MS Outlook Tips &amp; Tricks</b> <i>(bring electronic device that can access MS Outlook)</i> Speaker: Omar Wilkinson <i>All Membership &amp; Guests</i>	KPMG, 5 <sup>th</sup> Floor Board Room 6:00pm to 8:00pm	
	Sat 19	Steak-Out <i>All Membership/Bahamian Community</i>	Place: Glenwood Early Learning Center, Village Road 12noon to 5:00pm	
	Tue 22	New Member Orientation	KPMG, 5 <sup>th</sup> Floor Board Room 6pm to 7pm	
	December	Sat 3	Board Of Directors Meeting	Evangelistic Temple 10am – 12pm
		Tue 13	General Meeting – Lunch <b>Topic: The Power of Customer Service</b> Speaker: Keiani Worrell, Board Member <i>All Membership &amp; Guests</i>	The Cancer Society of The Bahamas Centreville 12:30pm to 1:30pm
 <p style="color: green; font-style: italic;">Merry Christmas!!</p> <p style="color: green; font-style: italic;">December - Training Break from CAP/OM, Willie Mae Pratt Centre &amp; Student Chapter</p> <p style="color: green; font-style: italic; font-size: 1.2em;">HAPPY NEW YEAR!!</p> 				
<b>CALENDAR OF EVENTS 2012</b>				
	<u>DATE</u>	<u>EVENT</u>	<u>VENUE &amp; TIME</u>	
January	Tue 3 & Thu 5	CAP/OM Study Classes Start	Evangelistic Temple 6pm – 8pm	
	Mon 9 & Tues 24	Business Training Program –All Membership	Willie Mae Pratt Centre For Girls 6:30pm – 7:30pm	
	TBA	Blue Isles Student Chapter - Business Training Program – <i>All Membership</i>	St. Anne’s High School 3:30pm to 4:30pm	
	Tue 10	General Meeting – Evening <b>Topic: Business Etiquette for Business Professionals</b> Speaker: Brenda Hall, Assistant Treasurer <i>All Membership &amp; Guests</i>	KPMG, 5 <sup>th</sup> Floor Board Room 6pm to 7:30pm	
	Sat 14	<b>Tootsie Wootsie</b> - New Year’s Party <i>All Membership</i>	Place: TBA 7pm to 12am	
	Sun 29	Church Service - <i>All Membership</i> <i>(visit Student Chapter Church)</i>	Place: TBA Time: TBA	

	DATE	EVENT	VENUE & TIME
February	Sat 4	Board Of Directors Meeting	Evangelistic Temple 10am – 12pm
	Mon 6 & Tues 28	Graduation Ceremony <b>Topic: Success - Power of Positive Thinking</b> Speaker: Lavette McFall, Chapter Member <a href="#">All Membership &amp; Guests</a>	Willie Mae Pratt Centre For Girls 6:30pm - 8:00pm
	TBA	Blue Isles Student Chapter Business Training Program – <a href="#">All Membership</a>	St. Anne’s High School 3:30pm to 4:30pm
	Tue 14	General Meeting – Lunch <b>Topic: The Phone is a Powerful Service Tool</b> Speaker: Marsha Saunders Immediate Past President	Venue TBA 12:30pm to 1:30pm
	<b>Wed 15</b>	<b>Deadline: May certification exam registration</b>	
	Sat 25	<i>Membership Impact Meeting</i> <i>Hostess: Ciara Curry, Sunny Isles Member</i>	Freeport, Grand Bahama 6:00pm to 8:00pm
	Sun 26	Church Service - <a href="#">All Membership</a>	Place & Time: TBA
March	Sat 3	Board Of Directors Meeting	Evangelistic Temple 10am – 12pm
	TBA	Blue Isles Student Chapter Business Training Program - <a href="#">All Membership</a>	St. Ann’s High School 3:30pm to 4:30pm
	Mar 22	<b>1 Full Day Annual Educational Conference</b> <b>Address:</b> Mr. Jack A. Thompson Director of Immigration Executive of The Year <b>Keynote Speaker:</b> TBA <b>Speakers:</b> TBA <b>Topics:</b> Microsoft Exce/Word (tips & tricks), Building a Remarkable Leadership Culture Membership Impact – Sunny Isles Chapter <a href="#">All Membership</a>	Place: TBA Time: 8am to 4pm
	Mar 30	<b>Tootsie Wootsie</b> - Game Night <a href="#">All Membership</a>	Place: TBA – 6:30pm until
April	Sat 7	Board Of Directors Meeting	Evangelistic Temple 10am – 12pm
	Tue 10	General Meeting – Lunch <b>Topic: Power Phrases - Transform Conflict into Understanding</b> Speaker: Holley Wilkinson, President <a href="#">All Membership</a>	Venue TBA 12:30pm to 1:30pm
	<b>ADMINISTRATIVE PROFESSIONAL’S WEEK</b>		
	• Sun.22	• Church Service	• Bahamas Harvest 9am Service
	• Tue 24	• Courtesy Call	• Time/Venue – TBA
• <b>Wed 25</b>	• <b>Administrative Professional’s Day</b>		
• Fri 27	• T-shirt Day		
• Sat 28	• Administrative Professional’s Banquet	• Venue TBA; 7:00pm until	
• TBA	• Tea Party & Fashion Show ( <i>on hold</i> )	• Place & Time TBA	

	DATE	EVENT	VENUE & TIME
May	Sat 5	<b>CAP/OM Exams</b>	<b>College of The Bahamas</b>
	Sat 12	Board Of Directors Meeting	Evangelistic Temple 10am – 12pm
	Tue 15	General Meeting - <i>Election of Officers</i> <i>Members Only</i>	KPMG 6pm to 7:30pm
June	Sat 9	Board Of Directors Meeting	Evangelistic Temple 10am – 12pm
	Sat 16	BOD & New Member Installation Ceremony <i>All Membership</i>	Place & Time TBA
	Tue 19	New Member Orientation	KPMG, 5 <sup>th</sup> Floor Board Room 6pm to 7pm
	TBA	<b>Tootsie Woosie</b> 1 Day Excursion - Harbour Island, Eleuthera <i>All Membership</i>	Harbour Island, Eleuthera All Day
	Fri 22 to Sun 24	Florida Division Annual Meeting(FDAM) <i>All Membership</i>	Jacksonville, Florida
	Sun 30	<b>2011/2012 Board Deliver All SIC Material to 2012 – 2013 President</b>	<b>Sunny Isles Chapter</b>
July	Sun 22 to Wed 25	Educational Forum and Annual Meeting (EFAM) <i>All Membership</i>	Grapevine, Texas