

Sunny Isles Chapter

Sun Sensational Rays Newsletter

September 2007

Volume 1, Issue 1



**ELECTED OFFICERS
2007 – 2008**

**Joyann V. Edgcombe CPS
President**

**Shornell Ellis
President –Elect**

**Shanta Kerr
Vice President**

**Maxine Y. Bullard
Treasurer**

**Marsha Saunders
Assistant Treasurer**

**Kerreccia Nairn
Recording Secretary**

**Kay B. Francis-Kerr
Corresponding Secretary**

**Evadney Fowler
Parliamentarian**

**Teresa Briggs
Advisor**

MISSION STATEMENT

To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence

Address:
P. O. Box N-3831
Nassau, N.P.,
The Bahamas

**Member of Florida
Division,
Southeast District**

THE PRESIDENT'S PEN



"Quality Leadership"

"What lies behind us and what lies before us are tiny matters compared to what lies within us". By Oliver Wendell Holmes

Firstly, let me congratulate the Website/Newsletter Chairperson and her team for launching our first newsletter in September, 2007 and we look forward to monthly newsletters thereafter. I would like to encourage them to keep up the good work as we keep our general membership well informed as to what is happening in our Chapter.

As President of the Sunny Isles Chapter it gives me great pleasure to lead this great Organization to the next level, under the theme, "Quality Leadership". Oxford defines the word leader as, "**someone who leads**", and quality as, "**how good or bad something is**". It is my goal to take the leadership of this Chapter to another level with respect and admiration.

Join with countless Admins. around the world and become a part of the International Association of Administrative Professional – Sunny Isles Chapter, as we are now "Forward Moving", to "Destination Excellence", through "Quality Leadership".

Joyann V. Edgcombe CPS

Monthly Inspirational Corner

Success is liking yourself, liking what you do, and liking how you do it.

If you don't like something change it. If you can't change it, change your attitude. Don't complain.

By: Maya Angelou

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SEPTEMBER MEETING

Guest speaker Cheri Hanna, EOTY 2006-07.
Topic: "How can an Administrative Professional Effectively Manage their Personal and Private life"

Lunch menu

Miso Soup with bread & butter (delicate broth with miso, tofu, seaweed & scallions)

Appetizer: Vegetable spring roll, chicken wings, bbq baby back ribs

Entree: General Tso's Chicken OR Green Pepper Steak with Egg Fried Rice

One soft drink OR one fruit punch per person

Cost: \$25.00 per person, gratuity included.

Meeting Date:

Tuesday, 11th September, 2007

Location: ICHIBAN SUSHI BAR & RESTAURANT
West Bay Street.

Time: 12:30 to 1:30pm

Newsletter Editors:

*Janiece Henfield, CPS/CAP
Shornell Ellis*



SPEAKERS CORNER



##International Convention Highlights, Tampa Florida

By: Teresa Briggs, Past President

Ten Sunny Isles members travelled to Tampa to attend the 62nd International Convention and Education Forum joining the other fifteen hundred plus attendees. Those of us who travelled on American Airlines on 28th July our adventure began at 12:05 p.m., when we departed Miami enroute to Tampa. A flight that would normally last fifty minutes ended some four hours later due to extreme bad weather. However, after much silent prayers, we arrived safely in Tampa and were able to register for the convention on time.

I feel that the Florida Division should be congratulated for the excellent job they did in organizing this event. Although a few of us were disappointed in some of the sessions we selected, the majority of the Sunny Sisters were quite pleased with their choices.

As the Chapter's delegate, I was impressed with the information shared and the way it was conveyed during the parliamentary briefings, and would highly recommend any member travelling to convention in future to attend these briefings, as the tips given can be very useful in our meetings.

All proposed amendments to the International Bylaws were approved, however the proposed amendment to the Standing Rules was defeated. The amendments along with the motion that was approved from the floor can be viewed on the International website. On the day of election, two ballots had to be cast before the International Officers and Trustees were elected. It was quite an experience voting electronically.

On the day we wore our chapter's colours, your Sunny Isles Sisters were treated like celebrities, every couple of minutes someone stopped us to take our photograph. Some of the other chapters are now thinking of wearing their colours next year.

I am extremely happy that all of us who travelled, embraced the opportunity to connect in a positive way. Sunny Isles, please accept my heartfelt thanks, for allowing me to represent you as a delegate to this year's convention. Looking forward to New Orleans in 2008.

Development Tips

“Study Skills: Taking Notes

Whether you're taking notes for a class or a meeting, good recording skills can be a three-stage process.

Before...

- Review your notes from the previous session. This will help you remember what was covered and get you ready to understand new information.
- Try to complete all assigned readings. Your instructor or facilitator will expect that you have done this and will use and build upon this information.

During...

- Listen for “single statements” that tell you that someone is about to say something important to write in your notes. Examples of single statements are “the most important point is ...” and remember that...” Be sure to include in your notes information that anyone repeats or writes.
- Write quickly by abbreviating words, using symbols and writing brief phrases
- Place question marks next to information you don't understand or need to explore.

After...

- Rewrite your notes to make them more complete. Rewriting notes enhances your memory and retention and makes your notes more understandable.
- Answer any question you had when writing your notes. Use texts and reference sources to obtain the information you need to answer questions. If necessary, ask others from your class or meeting.

HEALTH TIPS!!!!!!!

Lacking Motivation? Fitness Journal will keep you on track

Big or small, we can help you become successful in reaching your goals. Want to shed some of that extra weight? Fitness Journal can help you figure out where you are, and where you want to go. Planning to train for your first road race or triathlon? Our workout log allows you to monitor your training activity and help you be more prepared for your race. Monitoring your own progress can help to [break old habits](#) and form new ones. In just a few weeks, Fitness Journal will show you results.

Source: www.how-to-study.com



New Members



CHAPTER NEWS

Tracy Knowles was born on May 3, 1972 in Freeport, Grand Bahama and moved to Nassau in 1983.

She graduated from Queen's College in 1988 and went on to West Indies College in Mandeville, Jamaica and obtained an Associates Degree in Computer Programming.

Upon graduating, she worked at several reputable establishments and for the past 7 years has been employed with the law firm of Dennis Gomez & Co. as a Legal Assistant.

Nicole Johnson is the fourth child born to Ms. Pandora Munroe and Mr. Emmanuel Van. Johnson on 24th September, 1976. Nicole obtained her earlier education at Carmichael Primary School and S.C. McPherson Jr. High School. She later obtained her tertiary education at Success Training College, where she received an Associate Degree in Business Administration and at Omega College where she obtained a Bachelor's Degree in Business Management. Currently, she is employed at the Ministry of Finance as a Secretary within the Revenue Section. However, it is her dream to become one of the world's leading managers within her own business establishment.

Some of Nicole's interest includes interacting with people, small business ventures, Youth Ministry,

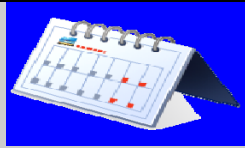
Wanda BULLARD is married to Rodger Glen Bullard and the proud mother of three sons and one daughter. Presently employed at Sandals Royal Bahamian Spa Resort & Offshore Island as the Executive Secretary to the General Manager for the past eleven years. Presently enrolled at Phoenix-On-Line pursuing Bachelors in Business Administration. Hobbies are reading and gardening. My goal for joining Sunny Isles Chapter is for personal development so that I can fully utilize my full potential whether at work or in my community.

2007-2008 Chairpersons

Parliamentarian
Certification
Bylaws & Standing Rules
Membership
Education & Training
Student Chapter/Advisor
Public Relations
Civic & Hospitality
Website & Newsletter
Ways & Means

Evadney Fowler
Kim Sturrup
Kimberley Adderley
Juliette Lightbourne
Tina Wright
Teresa Briggs
Nicole Johnson
Arlene Johnson
Shornell Ellis
Wanda Bullard





SEPTEMBER 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<i>1 Board Meeting</i>
2	3	4	5	6	7	8
9	10	<i>11 Monthly Meeting</i>	12	13	14	15
16	17	18	19	20	20	22
23	24	24	26	27	28	29
30						

Upcoming Events

OCTOBER 2007

6 th October	Board Meeting
16 th October	Bosses Day Luncheon (Announcement Executive of The Year)
19 th October	Tootsie Wootsie Night – Residence Mr. & Mrs. Dwayne Ellis,
20 th October	Day of Pampering and Makeover – Beauty Spot 10:00 am
28 th October	Quarterly Church Service – Evangelistic Temple, Collins Ave. (8:30 am)



Birthdays



Anniversaries

SEPTEMBER		
Shornell Ellis	-	14th
Teresa Briggs	-	16th
Tina Wright	-	19th
Shantá Kerr	-	28th

SEPTEMBER		
Joyann Edgecombe	-	7th
Kimberley Adderley	-	20th
Juliette Brennen	-	27th
Janiece Henfield	-	28th