

SUNNY ISLES CHAPTER

SUNSENSATIONAL RAYS NEWSLETTER



January, 2012 Volume 3 Issue 1



Member Florida Division
Southeast District

ELECTED OFFICERS 2011 - 2012

Holley P. Wilkinson
President

Kimberley Adderley
President Elect

D. Bianca Butler
Vice President

Bridgette Morley
Treasurer

Brenda Hall
Assistant Treasurer

(Vacant)
Recording Secretary

Teresa Briggs
Correspondence Secretary

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Holley Wilkinson

From the *President's Pen*

Hello to All ...the following caught my eye and I want to share it with you. The writer is unknown to me.

"Welcome to Flight #2012. We have just taken off into the New Year. Please make sure your ATTITUDES and BLESSINGS are secured and locked in the upright position. All self-destructive devices should be permanently turned off at this time.

Should we lose altitude under pressure during this flight, reach up and pull down a prayer. PRAYERS will automatically be activated by FAITH. Once YOUR faith is fully activated, you can assist other passengers. There will be NO BAGGAGE allowed on this flight. Captain GOD has cleared us for takeoff."

Destination GREATNESS! May God watch over you and your families during 2012, and as we continually yield to Him, may His will be fulfilled in our lives!

Now, we'll have another opportunity to flutter our wings as we leap to remarkable so that we can strengthen the Chapter with a **RENEWED & UNITED FOCUS!**



February

Lunch General
Meeting

Tuesday, 10th
12:30-1:30PM

Venue:
The Cancer
Society of the Bahamas
Centreville

Topic:
The Phone is a Powerful
Service Tool

Speaker:
Marsha Saunders
Immediate Past President

Church Service - Ebenezer
Methodist Church
Shirley Street
Time: 11:00 A.M.

Church-home of member
Antionette Burrows

Student Chapter Advisor

Blue Isles of St. Anne's High School


*You are cordially invited to attend the
Graduation Ceremony
Of
"The Sunbeams" - Willie Mae Pratt
Center for Girls
Who completed
the
Business Training Preparedness
Programme
Monday, 13th February
6:30 - 8:00 P.M.
Christian Life Church
Seabreeze Lane*

*Speaker: Min. Lavette McFall
Chapter Member
Topic: Success - The Power of Positive
Thinking*

Sunny Isles Chapter

International Association of Administrative Professionals®
(IAAP®)

SunSensational News



The Sunny Sisters extend condolences to Mr. Jack Thompson, Boss of the Year, in the passing of his mother on the 30th December, 2011. May your memories give you strength during your time of bereavement.

- Committee Chairpersons 2011-2012**
- Marsha Saunders, Immediate Past President Membership & Student Chapter
 - Teresa Briggs Parliamentarian
 - Shornell Ellis Civic & Hospitality & Rules & Bylaws
 - Wanda Bullard Certification
 - Janiece Henfield Scholarship
 - Lavette McFall Education/Training
 - Eleanor Hepburn Ways & Means
 - Marian Sturrup Newsletter & Website
 - Public Relations (vacant)

We are happy to announce and welcome three Sunny Members to the Board

Wanda Bullard, Certification

Janiece Henfield, Scholarship

Lavette McFall, Education/Training

The Sunny Sisters extend condolences to our sister, Ms. Eleanor Hepburn, in the passing of her nephew, Chief Petty Officer, Mario Bain, on the 14th January. Our hearts go out to you in your time of sorrow.

Stanley & Marian Sturrup

21st January, 2012

CERTIFIED ADMINISTRATIVE PROFESSIONAL STUDY GROUP

Purpose:	CAP Study Group
Start Date:	Tuesday, January 17, 2012
End Date:	Thursday, April 26, 2012
Study Dates:	Every Tuesday & Thursday
Time:	6:30 - 8:30pm (2 hours)
Place:	KPMG, 4th Floor Board Room
Cost:	FREE

WELCOME



Let's give it up for our brand new members! Keniska Henry and Chrisnor Stuart

We're Coming Freeport with our IAAP Florida Division President, Candy Puls, CAP-OM to speak to us at our Membership Impact Meet & Greet Get-Together

FOR ONE NIGHT ONLY

SATURDAY, 25TH FEBRUARY, 2012

5:00-7:00PM

Board Room, Best Western Castaways Resort & Suites, International Bazaar

Calling All Administrative Professionals

Become a member on Saturday and have your local dues waived for one year!

St. Anne's High School Blue Isles Student Chapter Block H, 1st Door, Ground Level

Dates and timetables unconfirmed due to students' schedules:
3:30pm-4:30pm

Dates:
January, Friday, 6th and 20th
February, Friday 3rd and 14th
March, Friday 3rd and 17th

Mission Statement
"Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development"

IAAP HQ'S HIGHLIGHTS



OPTIONS TRAINING PROGRAM

Why wait? Do something for yourself and your career today.

The IAAP R&E Foundation is committed to advancing the careers of administrative professionals through research, education and publication initiatives that enhance their professional development. Strategic Goals: Conduct, sponsor or promote targeted educational programs that meet the needs of the profession, align with the strategic priorities, and communicate the core values; support scholarships for IAAP educational conferences and certification programs; conduct content validity studies for the CAP exam; participate in co-branded research studies germane to the profession; and publish and promote educational and research materials.

Who is eligible for the new 2012 R&E EFAM scholarship program and what is the timeline for the program? This new scholarship program is being targeted to first time attendees at EFAM and those administrative professionals who are temporarily out of work. You do not have to be a member of IAAP. Information regarding the program will be sent out in September; deadline for applications Jan. 31, and applicants being notified by March 31.

How do I secure scholarship applications for the program? By accessing the scholarship application and "Administrative Experience and Work History" form on the R&E Web page. Both forms will need to be completed and submitted by deadline.

<http://www.iaap-hq.org/about/refoundation>



CAP & ORG MGMT EXAM DATES

EXAM DATES

May 5, 2012
Nov. 3, 2012

Deadline Dates

Feb. 15, 2012
Aug. 15, 2012

TECHNOLOGY APPLICATIONS SPECIALTY NOW AVAILABLE

Take the next step in your career by attaining the Technology Applications specialty from IAAP. Earning the Technology Applications specialty demonstrates your commitment to continuing technology education. Make a difference in your career by earning the TA specialty from IAAP. Here's how: First, complete three of the Options Technology modules. The modules cover the Microsoft Office Suite including: Word, Outlook, Excel, Access, PowerPoint and Project. Following that, pass the test to receive a Microsoft certification in at least one of the Options Technology modules you completed. Then, submit the application and the fees for your TA specialty.

FLORIDA DIVISION

Registration for the 60th Annual [Florida Division Meeting](#) (Diamond Jubilee) is now open! The meeting will be hosted by the First Coast Chapter and will take place at the Omni Jacksonville Hotel from June 22-24.



Career & Development

Tips and Tricks

Be more productive with these PDF cheat sheets

Whether you want to improve your Internet-search techniques, learn keyboard shortcuts or learn to use a new web browser like Firefox or Google Chrome, *MakeUseOf.com* has a number of **free PDF cheat sheets** you can use as references. There are 24 different cheat sheets available, so take a look to see if any of them would help you be more productive in your job.

Improve typing accuracy and speed with Key Hero

As an admin, your ability to type quickly and accurately might be one of your most important strengths. If you'd like to improve your typing skills, **Key Hero** is a great place to start.

Tracking your progress by recording your words per minute and accuracy, Key Hero is an entirely free, web-based tool to help you keep your typing skills sharp.

Improve your vocabulary with Vocabulary.com

Improving your vocabulary is not only useful in word games like Scrabble, it can also help in the office as well, but who has the time (or desire) to memorize a dictionary? **Vocabulary.com** offers a fun (and possibly addictive) online tool to help you learn and remember new words. Using reinforcement to help you retain knowledge and adding interactive features like Facebook integration makes it an easy way to learn in your spare time.



Comē sit on thē “Editor’s Porch”

As much as I’ve invited you to come sit a bit on my porch, mixed up a pitcher of switcha to serve you with some sweet cakes, you still won’t send me anything to write up in the letter.

What about a picture of you rushing at Junkanoo, or your new born baby or brand new husband? Don’t forget, if you send me one article to publish, you’ll get recertification points if you’re certified! I hope that’s enough to get you fired up.

It’s getting a little chilly out here because I had to put on my sweater, because you know it’s January, so I won’t be out here very much longer.

But, I haven’t given up on you yet. I’m still holding hope. You know where I stay. So, I’ll wait a little while longer for your articles.

Watch out for our student chapter corner. I’ll be shining a spotlight on those sweet darlings! I just can’t wait to hear what they have to share.

DID YOU
KNOW?

This is election
year...go register
to vote!