

SUNNY ISLES CHAPTER

SUNSENSATIONAL RAYS NEWSLETTER



July, 2011 Volume 2 Issue 1



MEMBER OF THE 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

Heather Smith
Recording Secretary

Teresa Briggs
Correspondence Secretary



Website
www.iaapsunnyisles.com

Email
sunnyislesiaap@gmail.com

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

INSIDE THIS ISSUE

2011/12 Elected Officers.....Pg. 1	
President's PenPg. 1	
2011/12 Committee ChairpersonsPg. 2	
SunSensational News.....Pg. 2	
Calendar of Events.....Pg. 2	
Celebrations/Presentations.....Pg. 3	
IAAP HQ Highlights.....Pg.4	
Technology.....Pg. 5	
The Editor's Porch.....Pg.5	

From



The President's Pen



Welcome! With a team striving to attain new heights, we require a renewed and united focus. I am convinced that once our mindset is transformed and our thinking process is renewed, there will be a unified body with one goal, one purpose and one focus. It is for this reason I have chosen as my theme for 2011-2012 **"Renewed & United Focus"**.

The image of a butterfly reflects my theme that I think we can emulate. Butterflies bend with the wind as it flies from flower to flower, tree to tree. Still, they get where they want to go. They arrive by persistence through their own determination.

The 1st stage of the butterfly known as the egg is protected by a hard-ridged outer layer or shell. This initial process identifies the sound foundation of IAAP upon which the Sunny Isles Chapter is built.

The 2nd stage is known as the caterpillar. In this stage of the butterfly's life and we as individuals as well, engage in similar "patterns" to the butterfly. Some of these tasks are difficult, so we tend to avoid them and search for activities that are more "fun". The results are that we flit from one project to another without a sense of purpose. Many times the priorities and needs of others compete with our ability or need to **FOCUS** on the priorities that we deem important.

The 3rd stage is the cocoon stage. Locked in its cocoon, its struggle gives it strength. Without the struggle, it will not be strong enough to go to the transition phase of its life. The strength and growth of the chapter is dependent upon the **UNITED** personal and professional efforts of all members with each of our unique powers to make a difference.

The flutter of a butterfly's wings can ultimately cause a typhoon halfway around the world. If that's the case, imagine the power of our own ideas, making a difference worldwide through the Sunny Isles Chapter.

With everyone's participation, I envision that we can:-

- ❖ continue the mentorship of our new members and our newly installed Blue Isles Student Chapter;
- ❖ implement a business training program with Willie Mae Pratt Centre for Girls and P.A.C.E. (Providing Access to Continued Education);
- ❖ meet the educational and professional developmental needs of current and prospective members by implementing the Certified Administrative Professional (CAP) and Organizational Management (OM) review courses, which would allow current members to expand their teaching and training abilities;
- ❖ implement more incentive builders for our membership and continue to finalize plans to charter our prospective chapter in Freeport, Grand Bahama; and,
- ❖ Host our 2nd Administrative Professional's Ball during Administrative Professionals Week honoring a **variety of administrators in the public and private sectors in the Bahamas.**

Join me as we move Sunny Isles Chapter forward. Let's commit to turn struggles into strength, spread our wings, and transform to attain new heights through a **Renewed & United Focus!**

Mission Statement

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

Committee Chairpersons
2011 - 2012

Teresa Briggs
Parliamentarian

Marsha Saunders
Membership &
Student Chapter

D. Bianca Butler
Public Relations &
Civic & Hospitality

Shornell Ellis
Rules & ByLaws

Janiece Henfield
Certification &
Scholarship

Keiani Worell
Education &
Training

Marian Sturrup
Webmaster &
Newsletter

Eleanor Hepburn
Ways & Means

Member Initiatives

1. The President's Award is chosen by the President to a member who has demonstrated a spirit of excellence during the year and awarded a cash prize and trophy.

2. The Attendance Award recipients are members who attended the most scheduled events during the calendar year and are also awarded a cash prize.

Calendar of Events

Board of Directors' Retreat

Date: Sat., Jul. 16th
Time: 10 a.m. to 3 p.m.
Venue: Cancer Society,
East Terrace Centreville

General Meeting

Date: Tues., Aug. 9th
Time: 6-6:30 Networking
7-7:30 Business Meeting
Venue: KPMG, 5th Floor,
Montague Sterling Centre,
East Bay Street

SUNSENSATIONAL NEWS

Recipient of the ...



Marsha Saunders, Kimberley Adderley, Eleanor Hepburn, Shornell Ellis, Bridgette Morley and Teresa Briggs travelled to Gainesville, Florida to represent this great Chapter at the 59th Florida Division Annual Meeting. We were commended for being the only Chapter from a total of 26 chapters to sponsor a Student Chapter. Also at the Installation and Awards Banquet, our Chapter achieved another goal; we were awarded the prestigious Silver Certificate. The Silver Certificate is Florida Division's Chapter Recognition Program which aligns with the IAAP [Pathways to Excellence](#) award program.

A chapter must meet a minimum of 19 of 26 criteria between July 1 and June 30 to qualify for a Silver Certificate, which is given to Chapters for outstanding accomplishments and contributions to the Florida Division.

We have good reason to celebrate because this Chapter would not have been able to achieve this recognition without your help. You are encouraged to continue to support Chapter functions and strive for excellence.

Installations and Presentations

2010-2011 President's Award



Recipient Teresa Briggs by President Marsha Saunders

Attendance Award



Teresa Briggs, Marsha Saunders and Marian Sturrup

2011-2012 Elected Officers



Blue Isles Student Chapter of St. Anne's High School

New Members: l to r Lavette McFall, Jamie Ash and Antonette Burrows



Scholarship Award

Travanté Russell 2010-11 the R.M. Bailey High School Valedictorian is the recipient of the 2010-11 Scholarship and was presented with a \$1,000 cheque by President Marsha Saunders upon being judged the winner of her application submitted to a panel of judges to further pursue her continued studies in the administrative field. L to R Marsha Saunders, Travanté Russell and Sharon Robinson, representative scholarship judge.



Congratulations!

Larry Saunders receives his Plaque of Appreciation from Teresa Briggs for Serving the Sunny Isles Chapter with Excellence. Larry, who is affectionately Known as "Sunny Boy", is our First Honourary Male Member!



Janiece G. Henfield LL.B (Hons.) Law

Recipient of two IAAP Distinguished Chapter President Awards, our very own Sunny Member, Janiece Henfield, received the results of her final exam on June 27, 2011.

Standing on the firm foundations of IAAP, Janiece pursued and advanced her career in Law and we are so very proud of her achievements and hard work.

Let's also support our Sunny Sister in her growing catering business known as 'Succulent Grills' where her specialty is in the preparation of "jerk".



Outgoing and Incoming Chapter Presidents
Marsha Saunders and Holley Wilkinson

EFAM WE'RE COMING!

IAAP is hosting its annual International Education Forum and Annual Meeting (EFAM) in Montréal July 24-27 and a group of our distinguished members are travelling there to represent our Sunny Isles Chapter. You would be proud to know that our Immediate Past President, Marsha Saunders, has been given the honour of representing the Bahamas by carrying our flag during the parade of flags before thousands of people! Our members will depart Nassau July 23 and return July 28.

Marsha Saunders
Kimberley Adderley
D. Bianca Butler
Teresa Briggs
Joyann Edgecombe CPS
Shornell Ellis
Eleanor Hepburn
Bridgette Morley
Charlene Stuart
Holley Wilkinson

IAAP HEADQUARTER'S HIGHLIGHTS



OPTIONS TRAINING PROGRAM



The Options Office Skills Training Program provides quality training for office support staff through a series of self-study modules spanning four skill levels. Materials can be used individually or in groups. After choosing a skill level, employees can reasonably finish one module per month. Each employee receives a certificate after finishing the module, completing the assignments and submitting them to IAAP. Those who complete all 12 modules are eligible for 24 IAAP Certified Administrative Professional recertification points.

[Options Office Skills Training Program brochure](#)

[Downloadable signup form \(PDF\)](#)

[Signup online](#)

OPTIONS TECHNOLOGY TRAINING PROGRAM



With Options Technology hands-on learning, you get comprehensive technology training that will increase your productivity as you move from the basic to advanced levels. Hone your skills and prove your competency with Microsoft Office certification. Options Technology gives you everything you'll need to prepare for the Microsoft certification exams. Options Technology has earned one of the highest scores of any instructional materials. Be confident in your knowledge of Microsoft Office as you use the post assessments to measure your readiness to take your certification exams.

[Options Technology training brochure \(PDF\)](#)

[Downloadable Options Technology training signup form \(PDF\)](#)

[Signup online](#)

INS AND OUTS OF USING GADGETRY – TECHNOLOGY

Extracted from 24th June, 2011 International Edition
Of the Miami Herald

APP PHONES

- On iPhone, Android, BlackBerry and Palm/HP phones, tap the Space bar twice at the end of a sentence. You get a period, a space and a capitalized next letter, without hunting for punctuation keys.
- Also on those phones, you can type don't, wont, you're, didn't and so on. The phone adds the apostrophe to those automatically.
- On a Blackberry, hold a letter key down to capitalize.

THE WEB

- You can press Alt+D to highlight the Address bar at the top of your Web browser. Without touching the mouse, type the site name you want.
- You don't have to type http://www into your Web browser. Just type "nytimes.com" or "dilbert.com," for example. In safari or Firefox, you can even omit the ".com." In Internet Explorer, you can press Ctrl+Enter to add ".com," or Ctrl+Shift+Enter for ".org."
- You can tap the space bar to scroll down by one screenful. Add the Shift key to scroll back up again. (You can also hit the Page Up/Page Down keys, if you have down them).
- When you get an error message – in a program, on your smartphone, on your tablet—search it on Google. You'll find out what it means instantly.

EDITING TEXT

- You can double-click a word to highlight it. (You don't have to drag the mouse across it, in other words.) You can triple-click a word to select the entire paragraph.
- When you see highlighted text – in your word processor, for example, or in Web browser address bar for these features exist, but they're well hidden. In Word 2010 (Windows), open the File menu; click Options, Proofing, AutoCorrect Options, then AutoFormat Options. On the Mac (Word 2011), open the Tools menu; click AutoCorrect, then AutoFormat As You type.

MAC SPECIALS

- When you buy something online, don't waste paper by printing the confirmation page. Instead, choose Print, and from the PDF pop-up menu, choose "Save PDF to Web Receipts Folder." You get a beautiful PDF copy stashed in Documents, in a folder called Web Receipts.
- You can view most documents without opening a program to do it. At the desktop, highlight the icon and then tap the Space bar – a fantastic way to preview photos, but also great for Office documents, PDF files, movies, sounds and so on.
- Press Command-Delete to put a highlighted icon into the Trash.



Marian Sturup
The Editor

Comz sit on the "Editor's Porch"

Anytime you want to come on my porch, just let me know at artcchao@gmail.com. I'll squeeze some limes and fix us a cold switcha, because I'm going to need your input for the SunSensational Rays Newsletter. The breeze feels cool out here. Now, I know I can count on you...right?

Now listen to me...keep your submissions professional so that we can advance our careers; not a lot of fluff, cutesy or jokey things; and, not too long. Anyways, don't hurt up your head 'bout dat, I'll fix it up. Now if you don't see it published in the "Rays", that means that you didn't follow my instructions. The submission deadline is the first Friday of the month.

Your Sunny Sisters want to clap and cheer for you when you're celebrating something like your birthday, anniversary, birth of a child, marriage, promotion, etc.; and also, we'll give you our shoulders to lean on when you're not doing too well. We won't know if you don't tell me. I'll be right here on the porch waiting for you!

Oh, I almost forgot, I'm also your Webmaster and I'm in the process of updating our website, so check back in a little while at www.iaapsunnyisles.org.

Try hard and come out to all of the Sunny events and we'll all welcome you each time we see you, because you know, we're family, and that's how we go!! We'll chat later.