

# SUNNY ISLES CHAPTER

## SUNSENSATIONAL RAYS NEWSLETTER



November, 2011 Volume 2 Issue 4



From the *President's Pen*

Holley Wilkinson

Let's flutter our wings together while  so that we can strengthen the Chapter with a *"Renewed & United Focus"*!



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

Heather Smith  
Recording Secretary

Teresa Briggs  
Correspondence Secretary

Website  
[www.iaapsunnyisles.com](http://www.iaapsunnyisles.com)

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### INSIDE THIS ISSUE

2011/12 Elected Officers.....Pg.1  
 President's Pen .....Pg.1  
 Upcoming Events.....Pg.1  
 IAAP HQ Highlights.....Pg.2  
 SunSensational News.....Pg.3  
 Did You Know.....Pg.4  
 Committee Chairpersons.....Pg.4  
 The Editor's Porch.....Pg.5  
 Career & Development.....Pg.5

Thanksgiving is celebrated this month by many families and friends nationally and abroad. Let's remember to say thanks to them and others with whom we share our lives on a regular basis.

After spending time with our precious 'Sunbeams' at the Willie Mae Pratt Center for Girls on a bi-monthly basis, and hearing their hearts as they pray for our sessions, we find it very difficult for us all to stand before them with a dry eye. Their purpose for residing there at this stage of their lives is not a point for focus. We are making a difference in their lives so that they can return to their communities with confidence, equipped to enter the workforce with the expertise we impart to them in our field of choice as Administrative Professionals. In our 'DID YOU KNOW?' section on page 4 read you can read the call for "a new era of volunteerism" made by Prime Minister Hubert Ingraham in his National Address on Crime.

Let us be reminded of the 'Butterfly Factor'. Butterflies bend with the wind, still they get where they want to go. They arrive by persistence through their own determination; an example we should all follow. It is its struggle that gives it its strength while locked in the cocoon. Without the struggle, it will not be strong enough to go to the next phase of its life.

The strength of the chapter is dependent upon the combined efforts of all members. By participating in association activities, you contribute not only to the growth of the chapter, but to YOUR personal and professional growth.

## December

Lunch General Meeting

Tuesday, 13<sup>th</sup>  
12:30-1:30pm

Venue:  
The Cancer Society of the Bahamas  
Centreville

Topic:  
The Power of Customer Service

Speaker:  
Keiani Worrell

IAAP  
Recertification  
Pending

SUNNY ISLES CHAPTER STEAK OUT

### Saturday, November 19, 2011

12:00noon-5:00pm



Glenwood Early Learning Center, Village Road  
 Traveling North on Village Road it will be the pink building "Glenwood Early Learning Centre" before Blairwood Academy and Queen's College on the left hand side or traveling South on Village it will be the pink building "Glenwood Early Learning Centre" after Blairwood Academy on the right hand side..



Ticket good for one steak or chicken dinner

Proceeds will aid the chapter's annual Educational Conference and Scholarship Fund

**Donation: \$10:00**  
**Tickets can be purchased from IAAP Sunny Isles Chapter members**



International Association of Administrative Professionals

# IAAP HQ'S HIGHLIGHTS



Hotel reservations for 2012 EFAM now open



[Reserve your room now](#) for the 2012 Education Forum and Annual Meeting July 22-25 at the [Gaylord Texan Hotel and Convention Center](#) in Grapevine, Texas.

About 10 minutes from Dallas/Fort Worth International Airport, the Gaylord Texan will be the perfect place to relax, shop and enjoy yourself during EFAM. The resort includes more than 1,500 luxurious guest rooms with wireless internet access, safes and complimentary bottled water. Guests will have access to a 25,000-square-foot day spa and fitness center. Plus, you will get four complimentary passes to Paradise Springs, the Gaylord Texan's 10-acre pool complex with a 600-foot "lazy river," beach, bar and grille and game pavilion. There's casual and formal restaurants, plenty of shops and a night club. When it's time to attend the conference, you'll be easy walking distance from the resort's convention center. The entire resort is indoors and climate controlled, with lush landscaping and majestic glass atriums.

Get on the trail for the 2011 EFAM and [make your reservation today!](#)

**Important Note: As you confirm your hotel reservation, the other wording on the Gaylord's link will tell you that it is NOT going to charge your credit card in advance for the first night. This is incorrect and we're working with the Gaylord to correct this wording. Your credit card WILL be charged the "Deposit Amount of your First Night's Stay." This is refundable per the Cancellation Policy if you cancel within 72 hours of arrival at EFAM.**

## FUTURE EFAM DATES AND LOCATIONS

*Don't Miss Upcoming Education Forums*

**Mark your calendars for the upcoming meetings:**

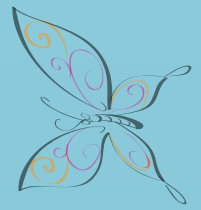
**2012: Grapevine, Texas, July 22-25, Gaylord Texan Resort**

2013: Anaheim, Calif., July 28-31, Anaheim Convention Center

2014: Milwaukee, Wis., July 27-30, Milwaukee Convention Center

2015: Louisville, KY, July 26-29, Kentucky Intl Convention Center

# Sensational News



*We Celebrate Our SunSensational Charter Members who are still current Chapter members*

**Roll Call**  
December 4, 2004

*Marian Sturrup  
Holley Wilkinson  
Patricia Minus  
Marsha Saunders  
Kimberley Adderley  
Teresa Briggs  
Bridgette Morley  
Eleanor Hepburn  
Shornell Ellis  
Charlene Stuart  
Joy Edgcombe*

## Happy Birthday

*Marilyn Ward-Kemp Nov 3<sup>rd</sup>*

*Bridgette Morley Nov 7<sup>th</sup>*

*Charlene Stuart Dec 2<sup>nd</sup>*

*Heather Smith Dec 6<sup>th</sup>*

*Jennifer Duncombe Dec 26<sup>th</sup>*

*Kimberley Adderley Dec 29<sup>th</sup>*

## New Member Orientation

KPMG 5<sup>th</sup> Floor Boardroom  
Tuesday, 29<sup>th</sup> November, 2011



Joy Edgcombe CAP

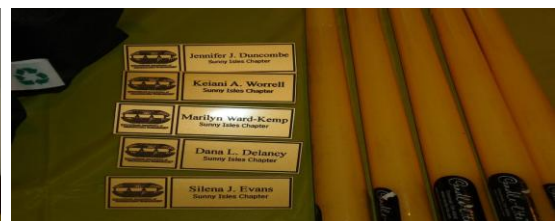
Joy, a Charter Member, Past President and faithful member is travelling with her family at the end of this year to take up residence in the United States.

We'll miss her, but we're so happy to report that we'll be seeing again at EFAM in Grapevine, Texas in 2012!

The 'Sunny Girls' are sending her off with a mighty, mighty 'Joyous SunSensational Salute' and with our blessings.

### Mission Statement

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



**New Member Installation and Reinstatement Welcome Ceremony  
November 15, 2011**

**Business Preparedness Training Program**  
**Willie Mae Pratt Centre for Girls**  
November, Tuesday, 22<sup>nd</sup>  
Topic: The Interview – During and After

Save the dates and timetable changes:  
Promptly 6:30pm – 7:30pm [arrival at Centre 6:20pm]  
November, Monday, 14 and Tuesday, 22  
December No Training Classes  
January, Monday, 9 and Tuesday, 24  
February, Monday, 13 and Tuesday, 28

**St. Anne's High School**  
**Blue Isles Student Chapter**  
**Block H, 1<sup>st</sup> Door, Ground Level**

Save the dates and timetables:  
3:30pm-4:30pm

Dates:  
November, Friday, 4<sup>th</sup> and 18<sup>th</sup>  
January, Friday, 6<sup>th</sup> and 20<sup>th</sup>  
February, Friday 3<sup>rd</sup> and 14<sup>th</sup>  
March, Friday 3<sup>rd</sup> and 17<sup>th</sup>

**Committee**  
**Chairpersons**  
2011-2012

Marsha Saunders,  
Immediate Past President  
Membership &  
Student Chapter

Teresa Briggs  
Parliamentarian

Shornell Ellis  
Civic & Hospitality & Rules  
& Bylaws

Certification &  
Scholarship  
(vacant)

Keiani Worrell  
Education/Training &  
Public Relations

Eleanor Hepburn  
Ways & Means

Marian Sturup  
Newsletter &  
Website

# DID YOU KNOW?

Bahamas Government

Press Release  
Launch of Volunteer Bahamas

## Ministry of Youth, Sports & Culture

In keeping with the call for “a new era of volunteerism” made by Prime Minister Hubert Ingraham in his National Address on Crime, the Government of The Bahamas announces the launch of **Volunteer Bahamas**, an innovative programme to harness the generosity of the Bahamian people and residents of The Bahamas.

To reduce crime and create safer, healthier and more nonviolent communities requires partnerships among government, faith- and community-based organizations, corporate citizens, philanthropic groups and individuals.

**Volunteer Bahamas** will help to further galvanize the goodwill and charity of scores of volunteers for mentoring and community service and outreach. It will provide a database of volunteers for organizations in need of assistance and be a further source of assistance for those who are already volunteering.

**Volunteer Bahamas** will provide guidelines for the training and utilization of volunteers as well as guidelines for those volunteering their time and talents.

Registration forms for **Volunteer Bahamas** will be available online on the government’s website beginning 12:00 midnight, 31 October. They will also be available from 9:00 a.m. to 5:00 p.m. in New Providence at the Ministry of Youth, Sports and Culture on Thompson Boulevard and at the Ministry of Labour and Social Development in the Main Post Office Building on East Street. Family Island residents can collect or return applications to the Administrator’s office on their respective islands.

Those seeking further information may visit the Government’s website at [www.bahamas.gov.bs](http://www.bahamas.gov.bs) or email [Volunteer@bahamas.gov.bs](mailto:Volunteer@bahamas.gov.bs) or telephone the Ministry of Youth, Sports and Culture at 502-0601. Let’s “Volunteer Bahamas” and “Get Involved” in our communities so that we can, together, build an even better Bahamas! [Click here to Register for Volunteer Bahamas](#)

The Sunny Isles Chapter was encouraged at our Bosses’ Day Luncheon by The Hon. Loretta Butler-Turner, to register our Business Preparedness Training Programme for at-risk senior teenage girls at the Willie Mae Pratt Centre for Girls as it is the only volunteer programme of its kind in The Bahamas.

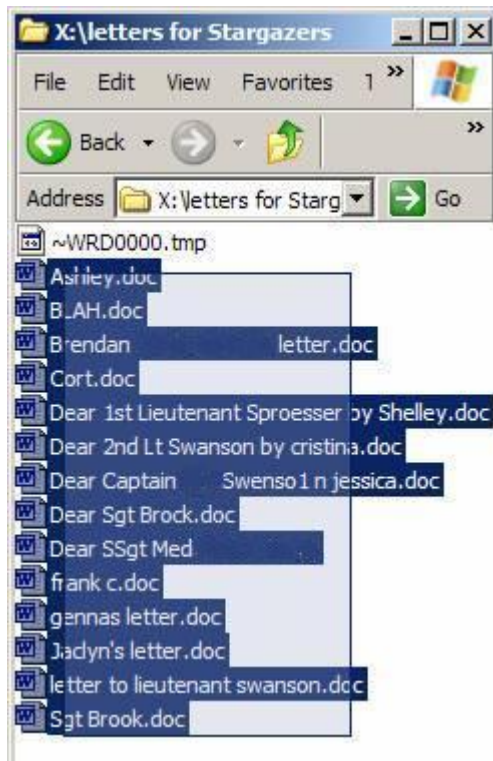
[Click here to Register for Volunteer Bahamas](#)

# Career & Development

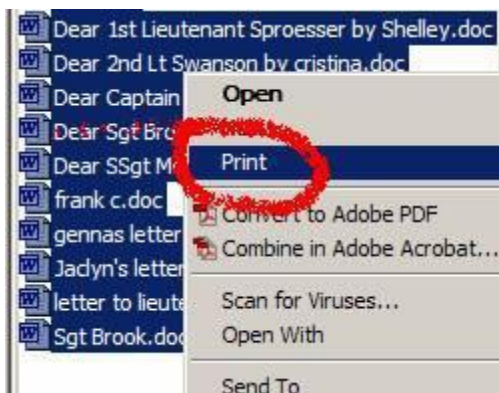
## Multi-Printing

Sometimes you just want to print out a whole bunch of files all at once. In the example below you will see how to print a bunch of word files all at once.

First, go to the location of the files you want to print. Then select all of the files that you want to print. You can do this by opening up the folder where the files are and then left clicking and dragging a box around all the files. Once the files have been selected they should look something like this:



Right click on the selected files. Select "Print" from the menu that appears.



In this example MS Word will automatically open each file and rather rapidly print them.



## Come sit on the "Editor's Porch"

Whew..., I've been so busy with the time change, the weather getting a bit cooler and all. I had to go and fix up my porch a bit so I could go and welcome all those professional members who come and joined our Chapter the other day.

I can't rest yet, cuz I have to go and prepare for our big annual fundraiser on Saturday. Didn't you read the poster on the first page? Well, that's happening tomorrow where you could feast on our scrumptious steak, chicken, fixins' and conchy conch fritters.

If you think that's a lot, come and introduce yourselves to our St. Anne's Blue Isles Student Chapter members. They'll be right there too selling all those cakes and things to satisfy your sweet tooth too. Don't leave until you make sure and support their fundraiser as well!!!

Whoopee!!! What a day we're gonna have. Just look for the SUNNY ISLES CHAPTER'S BANNER. You'll see us.

OK now, take a breath. I know that we are all busy, with the hustle and bustle that this season brings. But, let's just stop, reflect and give thanks for all that we hold near and dear to our hearts.

So, at this moment in time, right now, think of someone you can call up or visit and just say, "I appreciate you in my life"!

We'll chat later...