

SUNNY ISLES CHAPTER

SUNSENSATIONAL RAYS NEWSLETTER



September, 2011 Volume 2 Issue 2



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
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INSIDE THIS ISSUE

2011/12 Elected Officers.....Pg.1
President's PenPg.1
Upcoming Events.....Pg.1
IAAP HQ Highlights.....Pg.2
Photo Gallery.....Pg.3
SunSensational News.....Pg.4
Did You Know.....Pg.5
Committee Chairpersons.....Pg.5
The Editor's Porch.....Pg.6
2011/12 Committee Chairs....Pg.6
Career & Development.....Pg.6



Holley Wilkinson
2011-2012 President



From the President's Pen
Renewed & United Focus
October is Breast Cancer Awareness Month

TIPS TO HELP YOU LIVE A CANCER-FREE LIFE

Cancer Society of The Bahamas | P.O. Box SS-6539 | Nassau, Bahamas | (242) 323-4441 or (242) 323-4482

1. Stay within a few pounds of your ideal weight. That is, be as lean and slim as possible without becoming underweight;
2. Be physically active for at least 30 minutes every day. Find a physical activity that you like - be it brisk walking, jogging, dancing, cycling, swimming or gardening – and do it, every day, for at least half-an-hour each day;
3. Limit your intake of sugary drinks - e.g., sodas, Kool-Aid, to no more than one (1) each day; and processed foods that are high in added sugar - e.g., cookies, candies, to no more than three (3) each day;
4. Add more fruits – for example, bananas, oranges, sapodillas, pineapples; vegetables – for example, cabbage, carrots, spinach; and legumes – e.g., black beans, kidney beans, lima beans, as well as green and dry pigeon peas, to your daily diet;
5. Cut down on the amount of red meats – for example, beef, lamb and pork – that you eat on a daily basis, and do not eat processed meats;
6. Cut down on (or cut out) the amount of alcohol you drink. It is recommended that if you do drink, men should drink no more than two (2) alcoholic drinks each day (that is, no more than 2 beers, or 2 glasses of wine, or 2 shots of “hard” liquor). It is also recommended that women drink no more than one (1) alcoholic beverage each day (that is, one beer, or one glass of wine, or one shot of “hard” liquor each day);
7. Limit the amount of salt you eat at each meal. Do not add salt to your food at the table. Read labels when grocery shopping. Buy canned or frozen items that say either “no salt, or low salt, or sodium, content”;
8. Do not use over-the-counter or home brewed supplements to fight cancer. Check with your doctor or health care provider before taking any medicine;
9. DO NOT SMOKE. If you smoke now, quit. If you have not started, do not be tempted to start. Tobacco brings no benefits to the human body. However, it has been proven that tobacco takes our health, it takes our life and it takes our money
10. Get at least 7 – 8 hours sleep each day, in a quiet, dark room; and
11. Visit your doctor or health clinic at least once each year, for a complete physical examination. This should include a prostate exam and PSA blood test for all men who are 40 years and older; a Pap smear test for all sexually active women, a breast examination and mammogram for those 40 years and older. **Please note: This schedule will be different for persons with a history of cancer among their close relatives.**



Let's flutter our wings together while **REMARKABLE** so that we can strengthen the chapter with a “Renewed & United Focus”.

November General Meeting

Tuesday, November 15, 2011
KPMG, 5th Floor Board Room 6pm- 8pm
New Member Installation
Topic: MS Outlook Tips & Tricks
Note: Bring any electronic device that can access MS Outlook
Speaker: Omar Wilkinson
All Membership & Guests

Tootsie Wootsie Bowling Night

FOR MEMBERS ONLY
Mario's Bowling Palace
Friday, October 28, 2011- 6:30pm to 9:00pm
\$12.50 per adult – 2 bowling games, shoe rental, chicken wings & pizza platter, 1 soft drink per person
CONFIRM YOUR ATTENDANCE BY
WEDNESDAY, OCTOBER 26, 2011 AT 5:00 PM

Business Preparedness Training Program - Willie Mae Pratt Centre for Girls

October, Tuesday, 25th Topic: Review of Homework and Proper Completion of Job Application
Save the dates and timetable changes: Promptly 6:30pm – 7:30pm [arrival at Centre 6:20pm]
There are currently 8 Senior Girls
November, Monday, 14 and Tuesday, 22~ December No Training Classes~
January, Monday, 9 and Tuesday, 24~ February, Monday, 13 and Tuesday, 28

IAAP HQ'S HIGHLIGHTS

NOVEMBER 2011 CPS/CAP EXAMS



Event Date:

Fri, 11/04/2011

Registration:

<http://www.iaap-hq.org/certification>

Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special for him or her we have the perfect idea: The **Gift of Membership**. It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for your son or daughter who is now a part of the profession.

It's easy to give the **Gift of Membership**. You can either mail/fax in the **Gift of Membership** form or call Headquarters with your information, including payment, and the name and contact information of the recipient. After the membership department gets the information, they will send out an e-mail informing the recipient of his or her **Gift of Membership**. It only takes a few minutes but gives a gift that lasts an entire year.

Don't let another day go by. Give the perfect gift, the **Gift of Membership**.

[Gift a New Membership](#)

[Gift a Membership Renewal](#)

R&E OFFERING NEW SCHOLARSHIP



The [Research and Educational Foundation](#) wants to help you grow your career!

We're going to do that with the R&E's new 2012 EFAM Scholarship Program. The program helps cover the cost of attendance for temporarily unemployed admins or those who have never been to EFAM before. It's part of the foundation's commitment to helping admins reach and maintain their professional edge.



Scholarship applications will be accepted starting Oct. 1, 2011 through Jan. 31, 2012.

[Visit the updated R&E Web page](#) to learn more about the EFAM scholarships, the foundation and how to help the R&E reach its goals. The page includes an FAQ about the R&E, PowerPoint presentation and script, scholarship information and donation forms. It's the go-to source for the R&E.

Please join the R&E as we advance the careers of administrative professionals.

The Officers and Members of the Sunny Isles Chapter celebrated their bosses on National Bosses' Day in grand style at the

★★★★★ Graycliff Restaurant and announced Mr. Jack A. Thompson, Director of Immigration as its 2011-2012 Executive of The Year in the company of The Hon. Deputy Prime Minister Brent T. Symonette, the Guest Speaker, The Hon. Minister of State Loretta Butler-Turner, Ministry of Social Development, other Senior Government Officials, Bosses and colleagues! The Honourable Minister remarked that our Chapter is making a difference in the lives of the senior girls, referred to as "The Sunbeams", resident at the Willie Mae Pratt Centre for Girls with the only voluntary Business Training Preparedness Programme of its kind in the nation. Upon The Honourable Minister's recommendation, the Programme will be registered with the Government in November.

Bosses' Day Luncheon



Bosses' Day Committee 2011

Joyann Edgecombe CPS, Chairperson, Charlene Stuart, Co-Chairperson, Holley Wilkinson, President, Marian Sturup, Keiani Worrell, Kimberley Adderley and D. Bianca Butler

SunSensational News

Our SunSensational Member



Jamie Ash

Jamie is a dedicated, passionate and dependable individual who is a member of Toastmasters International and soon the Bahamas Association of Compliance Officers. Employed with FirstCaribbean International Bank (Bahamas) Limited for five years, Jamie currently holds a position of Legal Administrative Assistant. She continues to strive for excellence and can be described as a team player. She has an Associate Degree in Accounting and recently obtained a Bachelors degree in Management and will be pursuing a Master Degree this fall semester. Jamie was installed a new Sunny Isles Member on June 19, 2011. Jamie, we applaud you for your noted achievements and to continue to strive for excellence!

Congratulations!



We congratulate our very own Vice-President, Mrs. D. Bianca Butler, on her promotion to the position of Private Assistant to the Director of Information and Communications Technology at Public Hospitals Authority Corporate Office effective November 1, 2011

We Celebrate Our Newest Sunny Members

Dana DeLancy
Wyndham Resort

Marilyn Ward-Kemp, CPS
KPMG

Jennifer Duncombe, CPS
KPMG

Keiani Worrell
Synergy Bahamas



OCTOBER

3

Lavette McFall

9

Antoinette Burrow

16

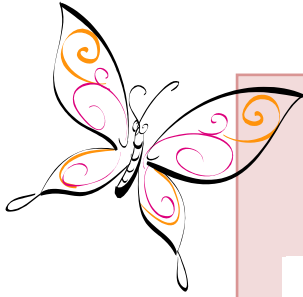
Joyann Edgecombe

25

Jamie Ash

Mission Statement

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



DID YOU KNOW?

Committee Chairpersons 2011-2012

Teresa Briggs
Parliamentarian

Marsha Saunders
Membership &
Student Chapter

Shornell Ellis
Civic & Hospitality &
Rules & ByLaws

Certification &
Scholarship
(vacant)

Keini Worell
Education/Training
& Public Relations

Eleanor Hepburn
Ways & Means

Marian Sturup
Newsletter &
Website



For our community outreach project,, we have adopted the The Surgical Suite Sister Sister Breast Cancer Support Group, which is comprised of survivors of breast cancer, a disease that continues to affect many Bahamian women at alarming rates. An annual prayer breakfast is held and funds collected from the prayer breakfast will be used to support survivors of breast cancer as well as assist in the purchase of a port- a- cath, a special instrument used in the administration of chemo.

Community Support

Doctors Hospital - All month long, they have traded in their traditional white gloves for pink ones to encourage all the women who come through the hospital to perform monthly breast self-examinations and once they turn 35 to schedule an annual mammogram.

To further encourage women to take proactive measures, until November 4th, Doctors Hospital is offering a 50% discount on all first time mammograms at the hospital's Comprehensive Breast Diagnostic Imaging Center and through December 1st all women in The Bahamas are eligible to enter to win free mammograms for life.

How to catch the BIG images

Do you have trouble finding pictures on the internet? When you do finally find a picture from the internet does it look all grainy when you enlarge it to fit in your PowerPoint show?

Today's technology tip offers you some help with finding images online and also some advice on how to find the largest possible images so your next computer project isn't full of grainy looking pictures.

First, image search engines. Just as we can search the internet for words you can also search for images. There are many good search engines that you could use. For starters most of your major search engines have an image search engine too: For example: [Google Images](#), [AltaVista Images](#), and [Yahoo Images](#). But for today's technology tip I'd like to show you a site that is dedicated only to images. I'd also like to show you how to find only large images every time you search.

- 1) For this example you can use [picsearch.com](#)
- 2) Click on "Advance Search"



- 3) Select "Very Large (800 pixels or more)" from the drop down menu and then click "Search"

What kind of a difference does this make? Well if you're making a PowerPoint presentation and you don't use large pictures you will have to stretch the small ones you find. The result is pixelated or grainy pictures. **You know the look:**



Instead of this:

To avoid this problem always use the "advance image search" option and select "Large" from the menu!



Come sit on the "Editor's Porch"

Here's a list of some healthy living tips you might want to try:

- ✓ Learn to deal with daily stress.
- ✓ Do things that make you feel uplifted.
- ✓ Help others.
- ✓ Form friendships.
- ✓ Give up being a control freak (hard, but it's an idea!).
- ✓ Dance.
- ✓ Be responsible... but don't take on responsibility belonging to others.
- ✓ Work hard, but don't become a work-a-holic.
- ✓ Develop a hobby.
- ✓ Learn to play a musical instrument (great for your brain).
- ✓ Learn a new language (also great for your brain).
- ✓ If you are unhappy in your career, go back to school to get re-trained for something you love.
- ✓ Don't chase money; all the money in the world won't make you happy and it won't make you healthy.
- ✓ Be positive. Negativity begets negativity.
- ✓ Support a cause – make a difference. Stand for something
- ✓ Laugh often - it's the best medicine.
- ✓ Don't wear high heeled shoes! Just a thought!
- ✓ Don't use bad language.
- ✓ Forget perfection. Just strive to do your best.
- ✓ Handle your finances properly. Do you really need the most up to date gadget?
- ✓ Get plenty of sleep.
- ✓ Be honest. Don't be unpleasant.
- ✓ Maintain a healthy weight.
- ✓ Be grateful.
- ✓ Don't forget to say thank you.
- ✓ Stop. Be still.

We'll chat later...