

SUNNY ISLES CHAPTER

SUNSENSATIONAL RAYS NEWSLETTER



September, 2011 Volume 2 Issue 2



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

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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
 Technology Tip.....Pg.6
 2011 Calendar of Events.....Pg.7



Holley Wilkinson
2011-2012 President

Wow! I can't believe what seemed to be a milestone three months ago has turned into memorable moments for Sunny Isles Chapter.

"If we want to fly like the butterfly, we have to flap our own wings!" We will determine to take on the mind of the present to transform the future by promoting association activities and events through our member-to-member mentorship program; community efforts of teaching, training and coaching our Student Chapter at St. Anne's Blue Isles Chapter together with the residents of Willie Mae Pratt Centre for Girls.

The Business Training Preparedness Program began on Monday, September 12, 2011 from 6:30-8pm. Our contribution is not only to the growth of the chapter but to OUR personal and professional growth.

We are all so excited with our 2011-2012 plans for 7 Educational Meetings that are held on the 2nd Tuesday. September 13th marks our first monthly meeting entitled Diversity in the Workplace by our Speaker, D. Bianca Butler. The program will cover introduction to Equality Diversity and the Impact in the Work Place; Creating 'Diversity' Awareness; Understanding and Changing Attitudes; Adjusting Attitudes and Behaviours; Respectful and Disrespectful Behaviour in the Workplace; Actions to Avoid in the Workplace; The Differences between Direct and Indirect Discrimination; Identifying and Understanding the Differences in Culture; and Identifying Your Communication Style. A recertification point is awarded for this program.

March 22, 2012	Annual Education Conference	Venue: TBA
April 22-28, 2012	Administrative Professional Week	Venue: TBA
April 28, 2012	Administrative Professional's Ball	Venue: TBA

The Administrative Professional's Ball will showcase retired administrative professionals in our various business sectors of The Bahamas. Let's flutter our wings together while "Making the Leap to Remarkable" so that we can strengthen the chapter with a "Renewed and United Focus".



TOOTSIE WOOTSIE MOVIE NIGHT

Free Event for Current Members Only

Friday, September 30, 2011

Confirm Your Attendance With Civic & Hospitality Chairperson

Bosses' Day Luncheon

Monday, October 17, 2011

Speaker: The Hon. Loretta Butler-Turner MP
 Minister of State
 Ministry of Labour & Social Development
 Theme: **Renewed and United Focus**

Venue: Graycliff Restaurant, West Hill Street
 Ticket Price: \$40.00 per person

RSVP: Joyann Edgecombe 302-5520

The 2011-2012 Executive of the Year will be announced!

From

The President's Pen

"Renewed and United Focus"



2010-2011 Executive of the Year, Mark Hawken,
 with his Lovely Sunny Members



Business Preparedness Training Program

Willie Mae Pratt Center for Girls

Monday, 10th October, 2011 6:30p.m. – 8:00p.m.
 Topic: Ethics in the Workplace and Resume Writing

Pathways to Excellence

2011-2012 MEMBER OF EXCELLENCE CRITERIA

Revised to take effect for the 2011-2012 IAAP Year:

Beginning July 2011, the wording of criterion 6 has changed, waiving the mandatory requirement for new members who joined in the current fiscal year. The criterion is still mandatory for renewing members.

Revisions and clarifications to the 2010-2011 criteria are identified by bold/underlined text.

IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.

Revised Criteria as of July 1, 2011:

A Member of Excellence will receive a certificate (first four years), Pathways to Excellence certificate cover, and Member of Excellence pin (the fifth year).

A Member of Excellence will attain a minimum of 8 of the following 11 criteria:

1. Hold a current IAAP Certification (i.e., CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form.
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.

4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it cannot be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification.
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This mandatory requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points.)
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

Ten Reasons to Attend A Chapter Function Even When You Don't Feel Like Going

1. You are important to the chapter; your absence will be felt.
2. It's vital to support your teammates. You might need them to support your ventures in the future.
3. You never know when and where opportunity will be knocking.
4. Your presence is essential for relationship building.
5. Valuing IAAP activities is imperative for future growth.
6. We owe it to fellow members to participate.
7. Joining IAAP at the chapter level is a commitment to the group.
8. Get a full return on the investment.
9. There's always something new to learn and experience.
10. Voice your concerns and give suggestions before the chapter is committed to a course of action. Create, don't just critique.

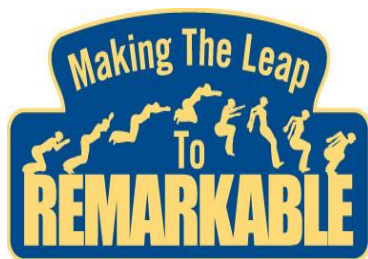


Government House, Courtesy Call Deputy Governor General The Hon. Janet Bostwick with 2010/2011 Boss of The Year L-R Mark Hawken Joy Edgecombe, Brenda Hall, Teresa Briggs Kim Adderley Marsha Saunders, The Hon. Janet Bostwick, Holley Wilkinson Brigette Morley, Marian Sturup, D. Bianca Butler, Charlene Stuart

**Evangelistic Temple Church Service
Marsha, Brigette, Holley, Pas. Curry, Pas. Cash, Kimberley, Eleanor, Marian Heather**



**EFAM IN CANADA 2011
L-R Joyann, Charlene, Moose Teresa, Joyanne Shornell, Bianca, Marsha, Kimberley Joyann, Moose Eleanor Brigette**



Charlene Stuart and Bahamian Flag

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

Find Us On Facebook As Well!

SunSensational News



Our SunSensational Member

★★★★★



Teresa Briggs
Installed Dec. 4, 2004

★★★★★

★★★

Teresa is a career Public Officer, having served in the Government Service for thirty years. She has been a member of IAAP from 2001 and is a charter member of the Sunny Isles Chapter.

Serving on many committees, she has held the positions of Bylaws & Standing Rules Chair, Bosses' Day Chair, AP Week Chair, Correspondence Secretary, President Elect and President. She has been awarded the Member of Excellence Award twice from IAAP, Perfect Attendance Award and President's Award from Sunny Isles Chapter. She takes every opportunity to advance her knowledge and career by attending educational conferences, Florida Division Annual Meeting (FDAM) and Education Forum and Annual Meeting (EFAM).

Teresa's hobbies include travelling, reading, hook-rugging and collecting coins. She hates hurricanes, but loves the feel and smell of rain. She is the aunt to three beautiful nieces and three handsome nephews, who are the joy of her life.

We appreciate you Teresa for your dedicated contributions over the years to the Sunny Isles Chapter and wish you well in your continued and successful career!

Happy Anniversary and Congratulations!



Happy Birthday

July	
28	Eleanor Hepburn
August	
12	D. Bianca Butler
13	Marsha Saunders
21	Joyann Williams
September	
14	Shornell Ellis
16	Teresa Briggs

"Do you believe in life after death?" the boss asked one of his employees. "Yes, Sir." the new recruit replied. "Well, then, that makes everything just fine," the boss went on. "After you left early yesterday to go to your grandmother's funeral, she stopped in to see you."

Committee Chairpersons 2011-2012

Teresa Briggs
Parliamentarian

Marsha Saunders
Membership &
Student Chapter

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?

- ❖ That your National Insurance contributions are now 3.9% of your income and you are only paying contributions on your income up to \$500.00 per week or \$2,000 per month. The employer contributes 5.9%.
- ❖ 160 billion emails are sent daily, 97% of which are spam.

Your access to
GOVERNMENT
FORMS ONLINE

forms.bahamas.gov.bs

To serve you better, we have assembled many of the government application forms required to access our services. Simply download, fill out and then take it to the Agency to start your process. Included with each form are things you would need along with the form: fees, supporting documents, and such.

Please note that the forms are PDF documents so you need to have [Adobe Reader](#) installed on your machine. You have the option of viewing all of the forms pertinent to this agency, or viewing them arranged by topic area.

All forms for [The Government of The Bahamas](#)

Topics of interest

- [Birth, or Marriage, or Death certificate application](#)
- [Building construction \(commercial or residential\)](#)
- [Child welfare](#)
- [Consumer affairs](#)
- [Custom duties](#)
- [Disability Services](#)
- [Divorce](#)
- [Driving \(learners permit, new licence, or renewal\)](#)
- [Duty Exemptions](#)
- [Education and Training](#)
- [Employment \(citizens and non-citizens\)](#)
- [Environment and Natural Resources](#)
- [Healthcare](#)
- [Health Certificate application](#)
- [Housing assistance](#)
- [Immigration \(Citizenship, Residency, Work Permits\)](#)
- [Importing and Exporting goods](#)
- [Intellectual Property \(Trademark, Patents, Copyright\)](#)
- [Investing in The Bahamas](#)
- [Land acquisition and development \(commercial or residential\)](#)
- [Marrying in The Bahamas](#)
- [National Insurance and Benefits](#)
- [Parks or government grounds usage](#)
- [Passport application \(new or renewal\)](#)
- [Police Certificate application](#)
- [Real Property Tax assessment](#)
- [Business procedures \(domestic or foreign\)](#)
- [Travelling \(to or from The Bahamas\)](#)
- [Vehicle Registration](#)
- [Welfare assistance](#)



Technology Tip How to Search Like a Pro

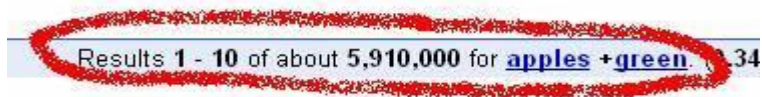
The internet is big, really, really big. And it keeps growing bigger every day. If you want to search it effectively you're going to need to develop a couple of tricks to help you narrow the search. Here's a few real easy ones to integrate into your next search:

Using +, - and " " (quotes) to narrow your searches:

Lets say you were looking up apples on Google.com. If you just type in "apples" you get 22 million returns. A few more sites than you can check in an afternoon so lets narrow the search down. Let's say that what you're really interested in is **green apples**. To see all the apple websites that also have the word "green" on them type this:



Now you will only see those apple sites that also have the word green on them. Unfortunately we are still getting almost 6 million returned websites:



To narrow the search even more lets eliminate a word. For example, some of the websites are also about Apple Computers so lets get rid of them by typing this:



That reduced about 1 million of the returns but we still have about 5 million web pages to check out. A final way to narrow the search is to use quotes to narrow the search to an exact phrase. For example if what we're really interested in is **granny smith apples** we can add that to the search like this:



Now I will only see websites that have the words "granny smith" on them in that order spelled the way I spelled them. Using quotes is always a great way to narrow a search and in my example I was able to go from having 22 million web pages returned from my original search for "apples" to around 220,000 by my last example.



Marian Sturup, the Editor
Come sit on the "Editor's Porch"

Let me tell you something, while I was sitting on da Porch waiting for you to come join me, this old lady named 'Irene' tried to blow me away. Boy, I gave her one piece of my mind and I held on tight to that pitcher of switcha. I said girlfriend, not today. If you don't get from 'round me, you better, because I'm expecting company and I'm not about to go inside quite yet.

Well, it's a good thing I stayed because my friend, Heather, did come and we had a good little chat. I poured her a cold tall glass of switcha. She was happy about that. She wanted me to put a new section in the letter called, 'Did You Know?' She wants you to stay informed about what's going on around you in the Bahamas. She gave me that bit about National Insurance. Wasn't that interesting? She's so sweet. Thank you Heather, I'm so glad you stopped by.

Did you see the other two sections? The SunSensational Member and the Technology Tip.

Now I need you to help me with these three sections. So, come give me what you know and tell us about yourself for the next letter at artcchao@gmail.com. Don't be shy, it's all about you. See how brave Teresa was?

I'll wait for you a bit longer on da Porch until I hear from you. Hey ya'll, let's make this happen

We'll chat later...

CALENDAR OF EVENTS - 2011

	DATE	EVENT	VENUE & TIME
July	Sat 16	Board Of Directors 2011-2012 Retreat	Cancer Society 10:00 am to 3:00pm
	23 - 28	EFAM	Montreal, Canada
August	Sat 6	BOD Meeting	Evangelistic Temple 10:00 am – 12:00pm
	Tue 9 & Thurs 11	CAP/OM Study Classes Start <i>(bi-weekly schedule attached)</i>	Evangelistic Temple 6:00 – 8:00pm
	Mon 15	Deadline: November certification exam registration – All Membership	
	Tue 16	General Meeting (Evening) All Membership	KPMG at 6:00pm – 7:30pm
	Sun 28	Church Service-All Membership & Family	Evangelistic Temple 8:30am to 10am
September	Sat 3	BOD Meeting	Evangelistic Temple 10am – 12pm
	Mon 5	Business Training Program All Membership	Willie Mae Pratt Centre For Girls 6:30 to 8:00pm
	TBA	Blue Isles Student Chapter Business Training Program-All Membership	St. Anne's High School 3:30 - 4:30pm
	Tue 13	General Meeting - Lunch Speaker: D. Bianca Butler Topic: Diversity in the Workplace All Membership & Guests	Bruno's Restaurant, Arawak Cay 12:30pm - 1:30p
	Fri 30	Tootsie Wootsie – Movie Night Free to All Current Members	RND Movie Theatre – 6:00pm until
October	Sat 1	BOD Meeting	Evangelistic Temple 10:00am – 12:00pm
	Mon 3	Business Training Program All Membership	Willie Mae Pratt Centre For Girls 6:30 – 8:00pm
	TBA	Blue Isles Student Chapter Business Training Program - All Membership	St. Anne's School 3:30pm - 4:30pm
	Mon 17	Bosses' Day Luncheon Speaker: The Hon. Loretta Butler-Turner MP Minister of State, Ministry of Labour & Social Development All Membership, Bosses & Guests	Place: Graycliff Restaurant, West Hill Street Time: 1:00 pm – 2:30pm
	Fri 28	Tootsie Wootsie – Bowling Night All Current Membership Only	Mario's Bowling Palace 6:30pm until
	Sun 30	Church Service – All Membership & Family	Bethel Baptist TBA
	Sat 5	CPS/CAP EXAM	College of The Bahamas
November	Mon 7	Business Training Program All Membership	Willie Mae Pratt Centre For Girls 6:30pm to 8:00pm
	TBA	Blue Isles Student Chapter Business Training Program – All Membership	St. Anne's High School 3:30 to 4:30pm
	Sat 12	BOD Meeting	Evangelistic Temple 10:00am – 12:00pm
	Tue 15	General Meeting - Evening Speaker: Omar Wilkinson Topic: <i>MS Outlook Tips & Tricks</i> All Membership & Guests Registration Required	Wyndham Nassau Resort 6pm to 7:30pm
	Sat 19	Steak Out and Mini Fair All Membership/Bahamian Community	Place: TBA 12pm to 6pm
December	Sat 3	BOD Meeting	Evangelistic Temple 10:00am-12:00 pm
	Tue 13	General Meeting – Lunch-All Membership & Guests	Bruno's Restaurant Arawak Cay 12:30 - 1:30 pm



Merry Christmas

Training Break from CAP/OM, Willie Mae Pratt Center for Girls & Student Chapter

Happy New Year!