



Legal Staff Professionals of South Carolina



SPOTLIGHT

Law Firms Are Missing Opportunities to Maximize Paralegals' Potential

Despite a need for e-discovery skills and a tight talent market, not enough firms are training paralegals to pitch in. Sometimes you have to make the best of what you have. Like e-discovery providers, some firms are training up their internal staff to fill e-discovery talent gaps created by a tight job market. And that means tapping paralegals to help support e-discovery projects, or even to become the next generation of e-discovery professionals themselves.

Of course, bringing paralegals into the e-discovery fold isn't entirely new, though it is becoming increasingly common in light of a limited talent pool and a growing deluge of client discovery work. Yet even with more firms seeing e-discovery potential in their paralegals, it's still far from a widespread practice—or something that many firms proactively support, whether by encouraging or paying for training.

The current pandemic market is pushing even more firms to realize paralegals can be cut out for e-discovery work. And that by itself shouldn't be a surprise. But that overlap has become even more noticeable recently, particularly on one side of the law firm market.

Still, it's not just firms with less staff that are increasingly tasking paralegals with more e-discovery duties. While more firms are beginning to further meld the paralegal and e-discovery roles, many still see this as the exception rather than the rule. The problem is that at many firms, it still comes down to the paralegal taking the initiative to ask for—and sometimes pay for—e-discovery training.

But why don't many firms take the initiative in helping paralegals take their first steps toward e-discovery education? It's possible that some law firms think their paralegals are up to speed on e-discovery because they don't realize it's a specialized skill set that requires dedicated training. Yet even at firms that have a more comprehensive insight of e-discovery and their paralegals' skills, training isn't always assured. After all, training takes time that many firms don't have.

Still, it's far from a sure bet that most firms look to expand their paralegals' skills and scope in the near future.

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Spotlight

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2022-2023 Editors:

**Meredith Lazarski, ACP, SCCP
and LaDonna Falvey**



President's Report

**By: Katherine R. Helms, PP, SCCP
2022-2023 President**

Thank you, everyone, for your confidence in electing me as your president. I am so excited to see what this next year brings.

Officer Retreat was at an Airbnb in Gilbert the weekend of June 24. Your board looks forward to creating an amazing year for our current and future members.

There will be a cocktail party on Friday night, August 12 at 6:30 p.m. at Burnette, Shutt & McDaniel, PA, located at 912 Lady St, Columbia, SC. Our Summer Meeting will be on Saturday, August 13 at Barrister Hall in Columbia with multiple speakers.

I encourage all of our members to attend the 2022 NALS National Conference in Charlotte, NC being held on September 15-17. The NALS Annual Meeting Chairperson, Traci B. Wolfe, PP, and all of the committee members have been working hard to make this year one to remember!

Officer visitation of local chapters will be during holiday parties. President-Elect, Traci Wolfe, PP, will be reaching out to schedule those.

Tim Thames, our new Technology Chairperson, will be working on a new website with plans to be up and running at our next Annual Meeting.

I don't have a theme, but I do have a platform, which will be presentations at schools that have legal studies programs. Cheryl LeGrand will be reaching out to those schools and getting our state board and local chapters set up to do presentations to gain new members and increase our visibility within the legal studies programs.

The state chapter will continue to pay for local chapters to continue the SC Bar Paralegal Certification Accredited Sponsors. The state chapter will also continue to offer its members the study materials for certification exams. In addition, the state chapter allows access to Zoom to local chapters for their board and membership meetings.

We will also continue the suggestion board. Please put any anonymous suggestions into the jar at our state meetings. You may also send suggestions to me by email.

LSPSC Suggestion Board

I would like to see
LSPSC hold a
membership meeting
at a location like...

I think a good idea
for LSPSC
marketing swag
is...

I would like to see
LSPSC offer a CLE on
a topic like... Or in the
area of...

What's the best
thing about LSPSC?

As an organization is
there anything we
should START
doing?

Why did you
become a LSPSC
member?

Why do you stay a
LSPSC member?

As an organization
is there anything we
should STOP
doing?

Send your suggestions to the LSPSC Board via email to:
legalstaffprofessionalsc@gmail.com

OFFICER & COMMITTEE REPORTS

President-Elect **Traci B. Wolfe, PP**

Before I begin, please let me take a minute to thank you for electing me as LSPSC President-Elect. I am excited to be serving in this capacity, and even more excited to see our association grow. I would like to give a heartfelt thank you to the Greenville Chapter for hosting the annual meeting. It was so much fun, and the speakers were phenomenal. Greenville, you rocked it!

The 2022-2023 LSPSC Board Retreat was June 24-26 this year. We are excited to get together to come up with ideas on how we as a Board, can serve you better and how we can continue to grow our association.

Additionally, mark your calendar, June 1, 2022, registration will open for the 2022 NALS National Conference. This year's conference will be held at the Sonesta Business Park, in Charlotte, North Carolina. NALS will welcome members of the legal support profession from across the US. The NALS Annual Conference attracts the top echelon of legal support professionals – from paralegals and legal secretaries to legal administrators and office managers. This will be one conference you will not want to miss.

Chapter Presidents, please let me know when you schedule your year-end holiday party. This will be the time the officers will make our visits allowing us to spend time with you at your local meetings. This is one of our favorite times.

August 12-13, 2022, is our summer meeting. It will take place at Strom Law firm, Barrister Hall, in Columbia. If you have not attended a State Meeting, this would be one you would want to attend. The Friday night social is going to be fantastic! I cannot wait to see you all and hang out with you.

Lastly, please remember to keep your profile information updated on our NALS website. This is the information we use to contact our members.

Treasurer Report **Sonia L. Hunt**



Thank you to Legal Staff Professionals of Greenville for a wonderful weekend “Being a Trailblazer”. Thank you also to the membership for your confidence and trust in electing me as your Treasurer for the 2022-2023 year. While this is not my first time serving in this capacity on the Board, I wanted to let

you know how much it means to be able to serve this great association in this capacity.

As a reminder to all Chapter Treasurer's, our Fiscal Year closed April 30th, so all E990 forms are due by September 15th. Please make sure that you provide me with a copy of your E990 form for the Treasurer files. I will be reminding you throughout the next couple of months. The E990 will also need to be uploaded to NALS for your local chapter. When filling out and updating my Chapter's Officer Roster, I noticed that they now want us to upload to that information. Please let me know if you have any trouble getting your form completed.

Finally, working for a banking institution, we are constantly challenged to keep passwords updated for all programs we utilize and our computers. One recent communication that we received asked us to consider using a “Passphrase” instead of a “Password”. From the information that they provided to us, it is harder for hackers to crack a “Passphrase”. It was also suggested that you not use the same “Passphrase” for all of your accounts, but to use multiple passphrases to help better secure your information. Get creative and make sure all of your information is secure!

I look forward to seeing everyone in Columbia for the Summer Membership Meeting.

Functional Director of Certification/Education

Susan L. Olmstead, PLS



I am honored to have been elected to the LSPSC Board of Directors and am excited to serve as your FD of Certification/Education.

As you know, our certification exams (ALP, CLP, PP) are now on-line. Proper internet connection, microphone/webcam are needed to complete the online exams. Online registration information can be found on the NALS website.

LSPSC is continuing free access to the online study materials for the exams, so if you are looking to start studying, please let me know. Once you are registered for an exam, you can also access study live or past webinars/CLEs, and quizzes.

I will be searching for speakers for our Winter (January) and Annual (April) Meetings, so if you

are looking for additional CLE credits, please attend the NALS' Online Membership Meetings.

We currently have 2 ALPs, 18 CLP/PLSs, 16 PPs, 2 ACPs, 1 CLA, 1 RP, 1 MMC, 1 MPS, 1 EP/P and 16 SCCPs. If you have not updated your NALS profile with your current certifications, please do so.

President Katherine is continuing LSPSC's covering of the local chapter fee to the SC Bar for the accreditation, so please be sure that your chapter submits the renewals to the SC Bar by June 30, 2020. Newly certified PPs, make sure you submit your application to the SC Bar in order to obtain your South Carolina Certified Paralegal (SCCP) Certificate.

Those of you who are certified, be sure to log your CPE hours with NALS and remember that you must recertify every five years! I look forward to a great year!

**Functional Director of
Membership/Marketing**
Cheryl D. LeGrand



Our membership is continuing to flourish as we arise from the repercussions from the COVID-19 pandemic. As in-person local and state membership meetings and CLE presentations reboot, we are looking forward to developing new ways of marketing: reaching out to our current members, and potential new members through advertising, word of mouth, invitations to meetings and CLE presentations, and social media (Facebook, Instagram, LinkedIn and Twitter). There is also an idea of PowerPoint creation and distribution for each chapter, as each chapter is in a location that is unique and historical to the State of South Carolina and the field of law. We look forward to our board meeting in June to discuss changes to website pages, and other possible implementations to create interest in membership. We continue to ask each other to invite, support, and share our association through the means of your choosing, whether it be in person, social media, or correspondence. We thank you very much for your support, encouragement and we look forward to continued growth and development. Each and every member is very special and plays an important part and all suggestions are welcome!

Immediate Past President
Stacy Russo-Strobel, PP, PLS

I would like to thank all the members of LSPSC for allowing me to serve again as your LSPSC President this past year. I hope that Immediate Past President

Meredith was pleased with the results of her theme that she was unable to see thru its fruition during her presidency due to the pandemic. I was so pleased with all the participation that we had.

Many thanks to Legal Staff Professionals of Greenville for hosting our Annual Meeting and Educational Conference. What a wonderful time we had and thank you for all the hard work that you put into it with the reception on Friday night and the speakers that you secured for our CLE's. Everyone seemed to have a really great weekend.

Congratulations to President Katherine and her board, along with the chair committee persons, for 2022-2023. President Katherine has some great ideas for the 2022-2023 year. I look forward to the Officer's Retreat in June and seeing what she has planned.

Wishing everyone a safe and wonderful summer and I look forward to seeing you again at our Summer Membership meeting in Columbia.

LSPSC 57th Annual Meeting Report
Deborah J. Reynolds, PP, PLS, SCCP

LSPG is glad to report that the LSPSC 57th Annual Meeting is one for the books! Our theme for the meeting was Be a Trailblazer. Even before the conference itself began, our members had many opportunities to blaze new trails as we met, planned, bagged, and tagged for our members across the state to join us. While our faithful standbys continued as support for the nuts and bolts for this event, it was very exciting to see newer members and students joining in. We made new friends, got to mentor upcoming Trailblazers, and welcome our sister chapters to beautiful Greenville, South Carolina. To all of you who came, we were so glad you chose to be a part of LSPSC's annual gathering. From the opening dinner reception to the first meeting of the newly installed Board, we thoroughly enjoyed our time together.

Our speakers, Judge Marvin Quattlebaum of the Fourth Circuit Court of Appeals, and D. Josey Brewer, Esq. were most engaging, and provided valuable insights as we pursued our professional goals. And don't forget the generous swag bag and prize donors, vendors, and sponsors who added so much to our enjoyment of the weekend.

With great pride we welcomed the new State Board officers at the Installation Banquet on Saturday night. President Katherine and her Board members have great things in store. Congratulations to you all. These

Trailblazers are already hard at work for the coming year's successes, and they have our full support for carrying on the great traditions, as well as making new paths for the future.

It was also our honor to recognize LSPG's Tara Jean Brown, PLS, PP, SCCP, as the Award of Excellence recipient. Tara is the newly-elected Treasurer of NALS as well. We don't know how you do it all, but kudos to you Tara!

Finally, a word of welcome and thanks to the crew of students and their advisor, Nancy Sutton, from Greenville Technical College who spent "free" weekend time to help with this special event. They are blazing trails of success into the future!

2021-2022 Award of Excellence **Lauritza Hill and Jasmine Williams**

Jasmine and I had a great time working together on the Award of Excellence as co-chairpersons. We are happy to announce that the winner was Tara Jean Brown, PP, PLS, SCCP of the Greenville chapter. She was awarded the plaque on Saturday, April 23, 2022, at the LSPSC Annual Meeting banquet in Greenville. Tara is a member of the Greenville chapter, and held the treasurer's position on the state level. She also holds a position on the board and treasurer on the National level this year. The judges of the Award of Excellence were Evangle Pendarvis-Snell, office manager for the Orangeburg office of Johnson, Toal, and Battiste, Law firm; Thomas Sims, Jr., paralegal for the Orangeburg office of South Carolina Legal Services; and Tracy Conner, paralegal for the Jerrod Anderson Law Firm. We thank them so much for taking the time out of their busy schedules to judge the applications for the Award of Excellence.

Congratulations Tara on receiving the Award of Excellence and being elected to the board on the National level. Congratulations to the new LSPSC board for the year 2022-2023.

Finance Projects Report **Terri J. Coker, ACP, SCCP** **Kaye K. Mullinax, RP, SCCP**



Welcome to a new year and new board members! Congratulations and a HUGE thank you for your willingness to serve and your passion for Legal Staff Professionals everywhere!

Legal Staff Professionals of Greenville hosted the LSPSC 57th Annual Meeting. Everything was festive, inclusive, and generally a lot of fun. We had lots of guests in attendance as well and I believe we can surely say that a good time was had by all. The themed auction, "All Wrapped Up" was loads of fun as usual and generated a profit which more than covered the budget for 2021-2022!!! So, thank you to all who donated prizes and thanks to everyone who purchased tickets.

Our Summer Membership Meeting is scheduled for August 13, 2022 with the LSPSC Summer Board Meeting & Membership Social on Friday, August 12, 2022. Stay *engaged* to learn more details as to location and agenda.

We hope to *inspire* you with our theme for the auction, "Sizzlin' Southern Summer." Ideas for summertime activities include:

- a) Barbecue picnics with all the watermelon your tummy can hold – homemade ice cream recipes, ice cream bowls, outdoor dinnerware, outdoor games and toys, BBQ rubs and marinades, wine
- b) Trips to the nearest large body of water – picnic supplies, pool toys, sunscreen, sun hats, beach towels, beach toys, fishing gear, wine
- c) Over the river and through the woods to grandmother's house we go – travel games, family fun games, homegrown fruits and vegetables, canning supplies, homemade jams and jellies, sharing recipes, gardening supplies – seeds, utensils, plants, kitchen gifts, wine
- d) Staycation – books, fitness and beauty *enhancing* gifts, home improvement, gift certificates to national brands, wine

Legal Staff Professionals of the Midlands will furnish the Premium Prize for the Summer Meeting.

Community Service Committee **Christine Vandenberghe**

"Never doubt that a small group of thoughtful committed citizens can change the world: indeed, it's the only thing that ever has." —Margaret Mead

Legal Staff Professionals of the Midlands has chosen to support Hannah House as the charity for our Summer 2022 Membership Meeting. Hannah House provides transitional shelter and basic necessities to women, with or without children, who are seeking independence and self-sufficiency. They focus on rebuilding families, job placement, childcare, and affordable housing. To find out more, visit or contact them at one of the following:

<https://www.facebook.com/Hannah-House-395447821013961/>
<https://christcentralministries.org/hannah-house/hannahhousesm@gmail.com>
(803) 771-4357

I urge you to thoughtfully consider their current list of needs, found in this edition of Spotlight, and give as you are able by bringing to our summer meeting. Monetary donations will also be gratefully accepted. Thank you in advance for your generosity.

If you have any questions or would like Legal Staff Professionals of South Carolina to highlight a community service or charity, please reach out to me by email at cgvandenbergh@gmail.com. Have a happy summer!

Handbook Committee

Patti Bacon

Stacy Russo-Strobel, PP, PLS

Thank you to the chapter presidents who have sent me their updated handbook information to date. I look forward to receiving this information from the others. Once I receive all information, I'll review the handbook and revise where necessary. I plan to have it to the Board for their retreat in July.

The handbook is a valuable resource for each member with information of each member of our tri-level associations - local, state and national. It can be found under the Members Only page of the lspsc.org website. If you don't know the password, text me at 864-430-0173.

The current 2021-2022 handbook will remain available on the website until the updated version for this fiscal year has been finalized and approved by the board. It will then be uploaded to the website, and you will be able to access it as needed. If you have any questions or see any necessary corrections, please let me know.

Be sure to let me know when any personal information changes or if you know of other changes that take

place. Please send those changes to me as soon as possible at mandpbacon@gmail.com so that I can make the updates available to all members.

Have a wonderful summer, and I hope to see you in August.

NALS Foundation
Mikki Hancock

Thank you LSPSC for the chance to be the committee chair for the NALS Foundation.

The NALS Foundation is a 501(c)(3) non-profit educational foundation established in 1989 that works with the National Association for Legal Support Professionals to provide educational opportunities. Grants and contributions are provided to state and local chapters for the benefit and enhancement of such educational purposes.

The NALS Foundation is governed by a volunteer board of trustees who oversee the granting of funds to state and local chapters. The funding priorities designated by the board are as follows:

Education/Research Opportunities
Grants Keynote Speakers/Workshops
Recognition

Contact the NALS Foundation Chair at foundation@nals.org if you have any questions.

There are several different ways to donate to the NALS Foundation. Check out the Foundation page on www.nals.org to find out all the ways you can donate today. Here are just a few:

Register for AmazonSmile when you make a purchase from Amazon! Amazon donates 0.5% on qualified purchases to the Foundation.

Gift-in-Kind Donations for "Sweeps"! Can't provide an item for the Sweepstakes, make a monetary donation instead and someone will purchase an item. This would be a great time to donate with the NALS Annual Meeting coming up in September!

Donor Programs: Full Circle Donor, One-Time Monetary Donor, Organizational Circle Donor, and Honorary and Memorial Gifts Donor. The Full Circle donor program offers a monthly gift to the Foundation for one year. Making an honorary or memorial gift is a generous and thoughtful way to recognize a person's life and accomplishments.

Donations can also be mailed to:

NALS Foundation
3502 Woodview Trace, Ste 300
Indianapolis, IN 46268

Whichever way you decide to give, the Foundation makes your donations work for you!



2021-2022 Scholarship Committee

Debra Bailey

Congratulations to Yenli Gaytan, our 2021-22 Scholarship Recipient. She is a student at Greenville Technical College. Yenli was able to join us to receive her recognition during our LSPSC Annual Meeting on Saturday, April 23.

Technology Report

Tim Thames

Tara Jean Brown, PP, PLS, SCCP

I am excited to spearhead the creation of a new website for LSPSC. It can be a daunting road but a crucial factor to continue the long tradition of serving legal professionals.

When considering a new website there are a few factors to consider.

Planning is key. Any website is a collection of different web pages and components – planning is important. Take a look at the existing website and audit *What is wrong with it?* Select three members to lead the charge for planning. These members can voice their concerns. Gather all those comments to assure each are addressed in the new the website.

Design matters. Content is important but if the design is not fresh, easy to navigate and locate information – it needs renovation. Think about the user journey. Take time to look at great web designs and what works and what does not work for you. Identifying what the organization wants in a modern de-

sign is important. Do not concentrate on current membership but what future members want to see. How can we draw new members and increase membership? You want the design to mirror the organizations history, present and future.

Don't scrap existing content. Pinpoint what role the website plays in the organization. User experience is everything. Create important categories of information. Review existing content. It may require updating but, often its is perfectly fine, just re-organization may alleviate issues.

Mobile compatibility is a must. We all use a mobile phone and access information daily. Any website must comply with mobile accessibility. It is simply a must have.

Social media is king. The website must work hand-in-hand with social media outlets. Updating posts, and news must be interwoven with the website. Constant updates increases visibility. Sharing knowledge is a primary goal. Once the website is up and running, create a calendar of new blasts for the next 6-12 months. Identify topics of interest, news items so content is created and ready for launch.

Testing and Analysis. Once the arduous work is finished – test the website. Have members login and access and navigate to content. Is it working? What happens when I.... Set-up a test period so users can give positive feedback before launching. Set a timeline at the beginning of the process to establish goals and achievements.

At this point in the project, I have gathered information on several web platforms that are easy to establish, affordable and easy to navigate and update. I also reached out to the computer science (information technology) department with Midlands Technical College. I thought it would be brilliant to have current students help on the project – and market the project to gain new visits from existing and new members. Wonderful way to blend an important project for the organization with local college students. I am waiting on a preliminary meeting to better understand what role they can play in achieving a fanatic new website.

Community Project

Hannah House - Restoring women and families to self-sufficiency

Mission: To transition the lives of women and children providing them with hope to live a purpose-driven, empowering life.

Vision: To be a leader in restoring women and families to self-sufficiency.

Guiding Principles:

- Our facility encompasses a COMMUNITY
- We are HELP-MATES to our residents and community-at-large.
- We seek to be an EXAMPLE that women and children see daily, which allows them to live a purpose-driven, empowering life.

Current List of Needs

Trash Bags
Toilet Paper
Paper Towels
Cleaning Supplies
Laundry Detergent
Twin Sheets
Bath Towels/Wash Clothes
Shower Curtain Liners
Silverware
Copy Paper
Printer Ink HP62



Notice To All Members

Summer Meeting

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Summer Membership Meeting for 2022-2023 will be held on Saturday, August 13, 2022, at:

**Strom Law Firm, LLC
Barrister Hall
6923 North Trenholm Road
Columbia, South Carolina 29206**

**The meeting will begin at 1:45 p.m.
(*Dress is business attire.*)**

**(Registration begins at 8:45 a.m.; Seminars begin at 9:00 a.m.)
(Exact meeting information is available on the registration form.)**

Legal Staff Professionals of South Carolina

**By: /s/ Jamie I. Early
Jamie I. Early, PP, PLS-SC Corporate, SCCP
LSPSC Secretary 2022-2023**



Legal Staff Professionals of South Carolina
2022 SUMMER MEETING REGISTRATION FORM
Saturday, August 13, 2022
Hosted by Legal Staff Professionals of South Carolina
Strom Law Firm, LLC, Barrister Hall
6923 N Trenholm Rd, Columbia, SC 29206

Deadline for In-person Registration: Monday, August 1, 2022
NO REFUNDS After Monday, August 1, 2022

Deadline for Virtual Registration: Wednesday, August 10, 2022, 5:00 p.m.*
***NOTE: Both payment AND registration form must be received by deadline.**

HOTEL RESERVATIONS: All Room Reservations should be made directly with
Aloft Columbia Downtown, 823 Lady Street, Columbia SC (#803-445-1900)
<https://www.marriott.com/event-reservations/reservation-link.mi?id=1654873068036&key=GRP&app=resvlink>
By August 1, 2022. The Room Rate is \$145.00 per night plus applicable taxes.

FRIDAY NIGHT SOCIAL

Friday, August 12, 2022

Friday Schedule

6:30 p.m. – 8:30 p.m.

Burnette Shutt McDaniel
912 Lady Street, Columbia, SC 29202

Attending Friday Night [Free Event] _____ **YES** _____ **NO**

MEMBERSHIP MEETING

Saturday, August 13, 2022

Saturday Schedule

8:45 a.m. – 9:00 a.m.	Registration
9:00 a.m. – 10:30 a.m.	Seminar
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 12:15 p.m.	Seminar
12:15 p.m. – 12:30 p.m.	Break
12:30 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 1:45 p.m.	Break
1:45 p.m. – 3:30 p.m.	Membership Meeting and Theme Auction

(*Full Registration Does Not Include CLE)
_____ **\$45 Meeting Registration & Lunch***

_____ **\$15 Membership Meeting Only**
_____ **IN-PERSON OR** _____ **VIRTUAL**

NAME: _____ CERTIFICATIONS: _____

PHONE #: _____ EMAIL: _____

Please make check payable to: *Legal Staff Professionals of South Carolina* and return completed form to:

Sonia L. Hunt - LSPSC Treasurer
PO Box 124, North SC 29112
803-837-2011 – cell phone
Slhunt1963@gmail.com - Email



Scan. Pay. Go.

Legal Staff Professionals of South Carolina is an affiliate of NALS...the association for legal professionals – dedicated to enhancing the competencies and contributions of members to the legal services profession. Seminars qualify for a total of 3.00 CPE credits by the South Carolina Paralegal Certification Board.

Legal Staff Professionals of South Carolina
2022 SUMMER MEETING REGISTRATION FORM
Saturday, August 13, 2022
Hosted by Legal Staff Professionals of South Carolina
 Strom Law Firm, LLC, Barrister Hall
 6923 N. Trenholm Rd., Columbia, SC 29206

Deadline for In-person Registration: Monday, August 1, 2022*
NO REFUNDS after Monday, August 1, 2022

Deadline for Virtual Registration: Wednesday, August 10, 2022, 5:00 p.m.*
***NOTE: Both payment AND registration form must be received by deadline.**

CONTINUING LEGAL EDUCATION
Saturday, August 13, 2022

9:00 a.m. – 10:30 a.m. TOPIC: MENTAL HEALTH: SETTING HEALTHY BOUNDARIES
Speaker: Ashley W. Ammer, M.A.
 Mrs. Ammer will be speaking to us on how to have a healthy balance between our work lives and our personal lives.

TOPIC: FRAUD IN REAL ESTATE TRANSACTIONS
Speaker: Robert Davis, Esquire
 Mr. Davis is Vice President and Underwriting Counsel with Chicago Title Insurance Company. He deals with fraud in real estate transactions and will speak about them and how to avoid the pitfalls.

10:45 a.m. – 12:15 p.m. TOPIC: YOUR HONOR, SINCERELY: Communication with the Court
Speaker: William Koontz
 Mr. Koontz will be speaking on the “Dos and Don’ts” of communication with the Court.

TOPIC: FAMILY LAW
Speaker: Amanda Mueller, Esquire
 Ms. Mueller will be speaking on the various aspects of Family Law.

Registration and attendance at the LSPSC seminars, meetings, events, and other activities constitute an agreement by the registrant and LSPSC to use and distribute (both now and in the future) the registrant’s image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Please mark the one or two of the four seminars offered that you will attend:

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>VIRTUAL</u>
____ TOPIC: Mental Health	_____ \$20 for one CLE	_____ \$25 for one CLE	_____
____ TOPIC: Real Estate Fraud	_____ \$30 for two CLEs	_____ \$40 for two CLEs	_____
____ TOPIC: Court Communication			
____ TOPIC: Family Law			

TOTAL AMOUNT: \$ _____

NAME: _____ CERTIFICATIONS: _____
 PHONE #: _____ EMAIL: _____

Please make check payable to: **Legal Staff Professionals of South Carolina** and return completed form to:



Sonia L. Hunt - LSPSC Treasurer
PO Box 124, North, SC 29112
803-837-2011 – cell phone
Slhunt1963@gmail.com - Email

Legal Staff Professionals of South Carolina is an affiliate of NALS - National Association for Legal Support Professionals – dedicated to enhancing the competencies and contributions of members to the legal services profession. Seminars qualify for a total of 3.00 CPE credits by the South Carolina Board of Paralegal Certification.

Chapter Reports

Legal Staff Professionals of the Midlands **Traci B. Wolfe, PP**

Wow, can you believe Summer is almost here? It seems like only a short time ago we were celebrating Christmas and looking forward to a New Year. Our 2022-2023 Board Installation meeting was held on April 12, 2022, at COA in Columbia. If you are ever visiting Columbia, please stop by COA, they have fantastic food and drinks. Jamie I. Early, PP, PLS-SC Corp, SCCP installed our new officers. This year's theme was a pillar candle. Jamie presented each member with a candle to represent the achievements of this association made possible by officers and members working together to build a pillar foundation -a foundation that was started in 1958 when LSPM became the first NALS chapter in the state of South Carolina. We were honored to have many visitors for the ceremony. Congratulations to the 2022-2023 Board. I am confident you will continue to build upon a sturdy foundation.

Our membership in the Midlands continues to grow with 38 members. It is amazing to see all the hard work and dedication of our members, reaching out to others in our profession and encouraging them to join our association. Keep up the great work, guys!

The Legal Staff Professionals of South Carolina held its Annual Meeting in Greenville in April. Greenville did a fantastic job hosting this event, and I know some wonderful memories were created. Congratulations to our new President, Katherine R. Helms, PP, SCCP. Katherine is going to be a trailblazer for our organization, that is for sure. □ We have three of our Midlands members on the State Board this year: President Katherine R. Helms, PP, SCCP; President-Elect Traci B. Wolfe, PP; and Secretary Jamie I Early, PP, PLS-SC Corp, SCCP . Way to go for making a statement, Midlands!

Please join us the second Tuesday of each month for our monthly meetings and CLEs Times and locations vary, so please check out our Facebook page and website for more information. Our FD of Education, Jenny Leininger, has lined up some fantastic speakers for the year. Bring a friend. We love visitors!



Congratulations to Stephanie Jones, PP, SCCP, who won LSPM 2022 Member of the Year Award.

Hilton Head Legal Staff Professionals **Birdie Sargent, President**

Transition of the incoming 2022-2023 HHLSP's Board Members meeting was held in Bluffton at HogsHead Kitchen and Wine Bar on April 12, 2022. Once the installation was completed, we enjoyed fresh and innovative cuisine, along with shrimp & grits, as well as the great company of each other. Fortunately, it was warm enough to sit outside and no one needed a mask.

Our May meeting was cancelled due to issues with illnesses, travelling plans, and graduations. Yes, this year, graduations are in person!

Our June meeting will be held at The Strauss Law Firm, LLC, 10 Park Lane, Hilton Head. Our guest speaker is in the making and will be announced prior to our meeting.

We wish everyone a happy, healthy, and blessed summer as plans are starting for a lot of families to enjoy "school's out" again, returning to swimming pools, and hitting the road for family vacations.



Legal Staff Professionals of Greenville
Tara Jean Brown, PP, PLS, SCCP

LSPG was happy to host the LSPSC 57th Annual Meeting last month! Our theme for the meeting was Be a Trailblazer. To all of you who came, we were so glad you chose to be a part of LSPSC’s annual gathering. From the opening dinner reception to the first meeting of the newly installed Board, we thoroughly enjoyed our time together. We hope you had a great time. Thank you to everyone who contributed to the conference, from swag for the bags, speakers, snacks, etc. A special thank you to all that attended. I hope that you had a great time and that you will share your experience with other members. If you took pictures during the weekend please be sure to upload them to our Snapfish account. Please contact me if you need the login information. For anyone interested in checking out the pictures from the LSPSC Annual Meeting, please feel free to go to Snapfish to check them out. Get ready to go to Hilton Head next year for the LSPSC 58th Annual Meeting in April 2023.

I would like to express my sincere THANK YOU to my 2021-2022 LSPG Officer’s. Each of you have been wonderful and supportive to me over the last year. Thank you for your service to LSPG, I couldn’t have done it without you.

Congratulate the 2022-2023 LSPG Officer’s. Thank you for your willingness to serve. The following individuals were installed at our Luncheon on Wednesday, April 20, 2022:

- President: Tara Jean Brown, PP, PLS, SCCP
- President Elect: VACANT
- Vice-President of Membership: Terri J. Coker, ACP, SCCP
- Secretary: Stacy Davis
- Treasurer: Audra Webb, CP, SCCP, CBA
- Immediate Past President: Lois J. Belle, CLP

We would like to welcome our newest members Victoria J. Mayfield from the Greene Law Firm, PA and Tamara Houde a Greenville Technical student that just graduated from the Paralegal program to the Group. Tamara was one of the student’s that volunteered at the Friday night social at Annual meeting. We are so glad to have these ladies join us and we look forward to getting to know them better.

Our speakers for the next several months will be: May - Hank Ehliés - Murder & Mayhem; June

Melissa Miller - Mental Health; July - Adam Bach - Corporate Law; August - Cindy Stichnoth -Forensic Psychology.

See everyone at Summer Meeting in August.



Legal Staff Professionals of Orangeburg
Sonia L. Hunt

Thank you to Legal Staff Professionals of Greenville for the great weekend where we were encouraged to “Be a Trailblazer”. We had four members attend the Annual Meeting either virtually or in person, Mikki Hancock, Sonia Hunt, Lauritza Hill and Keshia Shuler-Johnson.

In March, we held our election of Officers for the 2022-2023 year. In April, Stacy Russo-Strobel installed four of officers. Congratulations to our officers.

- Sonia L. Hunt – President
- Mary F. Brant – President-Elect
- Keshia Shuler-Johnson – Secretary/Treasurer
- Jasmine Y. Williams – Functional Director Certification/Education
- Mikki Hancock – Functional Director Membership/Marketing

May will be a planning session for us for the next couple of months. For our Community Service Projects in May and June we will also be collecting items for DAZZ – Crisis Pregnancy Center and items for the Residents of The Samaritan House for when they are ready to move out into their own place.

We look forward to seeing everyone in Columbia for the Summer Membership Meeting.





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HAPPY GRAMS



Congratulations to the Orangeburg Chapter officers for 2022-2023

President – Sonia L. Hunt

President Elect – Mary Brant

Secretary/Treasurer – Keshia Shuler-Johnson

Functional Director of Certification/Education – Jasmine Williams

Functional Director of Membership – Mikki Hancock

Much Success for the coming year!

Legal Staff Professionals of Orangeburg

Congratulates

Tara Brown, PP, PLS, SCCP

**As Treasurer of NALS, Inc.
And the incoming NALS, Inc. Board
2022-2023**

Best of luck for a successful year!





**Legal Staff Professionals of Orangeburg
Congratulates
Sonia L. Hunt
And
Legal Staff Professionals of SC Board
2022-2023
And
As President of
Legal Staff Professionals of Orangeburg
2022-2023
We are so proud of you!**

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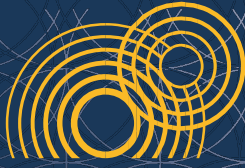
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MEET OUR MEMBERS

Meet Victoria Mayfield. Victoria joined Legal Staff Professionals of Greenville in February 2022. She is the client coordinator for The Greene Law Firm, PA. Victoria has her bachelor's degree in Human Services. As a newcomer, Victoria has not held any positions on the local, state or national level but we're hoping that will change. While working in the food service industry, Victoria felt like she was unfulfilled, so she found the client coordinator on Indeed and applied. What Victoria likes most about the legal profession is helping people and making a difference while constantly learning new things. If she wasn't working in the legal field, she'd be counseling abused children. Victoria is married to her husband, Marcus, and enjoys crafting, gardening, fishing, hunting, riding four wheelers, and spending time with her family and rescuing animals.





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Our congratulations to the incoming 2022-2023 state officers.

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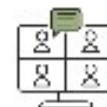
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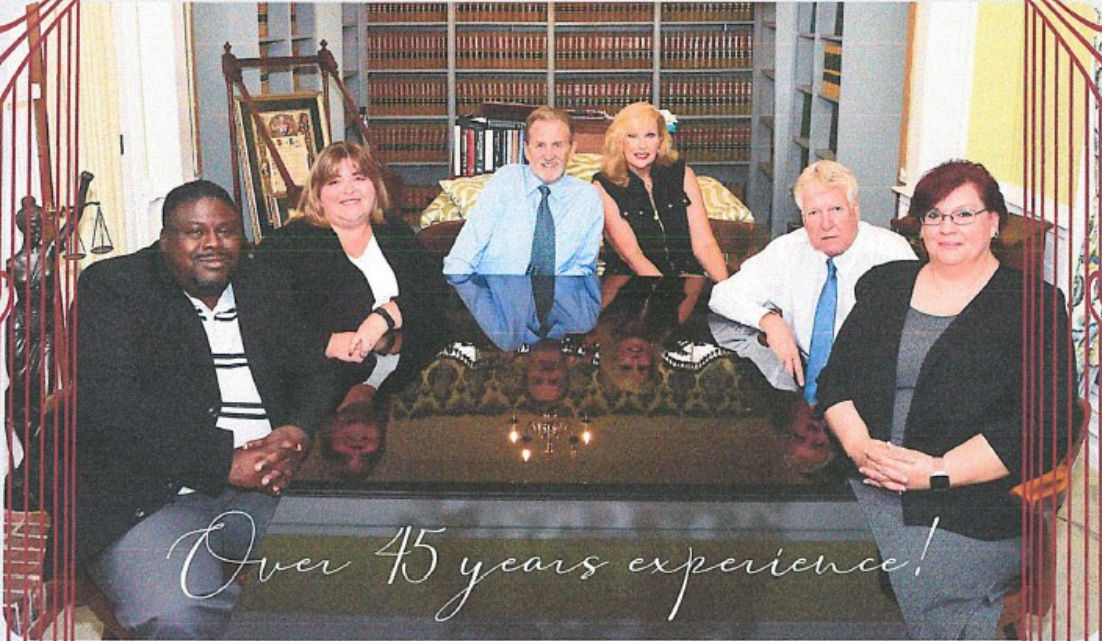
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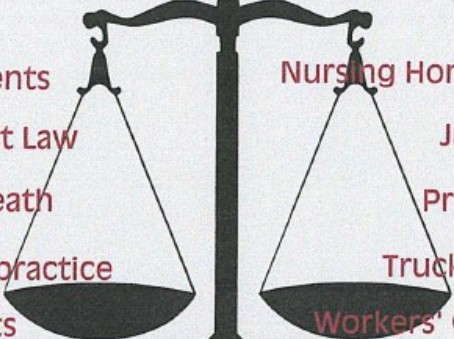
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2022-2023 ANNUAL MEMBERSHIP MEETING
HILTON HOTEL, GREENVILLE, SOUTH CAROLINA
Saturday, April 23, 2022
1:45 p.m.**

The Annual Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2021-2022 was held on Saturday, April 23, 2022, at HILTON Greenville, 45 W. Orchard Park Drive, Greenville, SC.

CALL TO ORDER: President Stacy Russo Strobel, PP, PLS, called the meeting of Legal Staff Professionals of South Carolina to order at 1:55 p.m. She reminded everyone to check in with Naomi W. Nation, PP, PLS, CLA, SCCP, Chairperson for Credentials. She also reminded everyone to please silence all electronic devices while in the meeting room.

President Stacy Russo Strobel, PP, PLS, asked that all officers and chairpersons giving reports to please come to the lectern. All members addressing the meeting were asked to please stand, give their name, certification, and chapter. She also asked that they please speak loud and clear to ensure proper identification in the minutes of the meeting. President Stacy Russo Strobel, PP, PLS, introduced herself to the membership as the LSPSC President for 2021-2022.

THOUGHT FOR THE DAY: Camilla Pitman, MMC, PLS, from Legal Staff Professionals of Greenville, gave the thought for the day. She spoke about being a Trailblazer to build upon our foundation before us as we continue to grow. She pointed out three words :Education; Networking/Mentoring and Leadership to Be a Trailblazer.

PLEDGE OF ALLEGIANCE AND CODE OF ETHICS: President Stacy Russo Strobel, PP, PLS, asked attendees to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Cassandra Furtick, Functional Director of Membership and Marketing led the Pledge of Allegiance, and the NALS Code of Ethics was presented by Traci Wolfe, PP, Functional Director of Education and Certification.

WELCOME: President Stacy Russo Strobel, PP, PLS, welcomed everyone to the 2021-2022 Annual Membership Meeting. President Strobel welcomed first time member attendees, Jennifer (Jenny) Leininger from the Midlands, Victoria Mayfield from Greenville, Keisha Shuler-Johnson from Orangeburg and guest Matt James from Greenville. She recognized the LSPSC Past Presidents in attendance.

INTRODUCTION OF LSPSC OFFICERS FOR 2021-2022: President, Stacy Russo Strobel, PP, PLS, introduced the officers of LSPSC for 2021-2022 as follows:

President-Elect	Katherine R. Helms, PP, SCCP (Midlands)
Secretary	Lois J. Belle, CLP (Greenville)
Treasurer	Tara Jean Brown, PP, PLS, SCCP (Greenville)
Functional Director – Membership and Marketing	Cassandra Furtick (Midlands)
Functional Director – Education and Certification	Traci B. Wolfe, PP (Midlands)
Immediate Past President	Meredith Lazarski, ACP, SCCP (Hilton Head)

PRESIDENT’S REMARKS: President Stacy Russo Strobel, PP, PLS, spoke about mentoring and reflecting how far we have come. She thanked Meredith Lazarski for starting the Member Rewards Program during her presidency, which Stacy continued. Stacy thanked the 2021-2022 officers and committee chairpersons and members for their support as we worked together for harmony and unity in a difficult situation during the pandemic.

President Stacy thanked and recognized the members of Legal Staff Professionals of Greenville for hosting these meetings.

BUSINESS MEETING: President Stacy Russo Strobel, PP, PLS, reminded members that any member of LSPSC may offer motions, second motions, and enter into discussions. All motions should be reduced to writing; and Meredith Lazarski, ACP, SCCP, Immediate Past President/Parliamentarian, has forms for this purpose.

ROLL CALL: Naomi W. Nation, PP, PLS, CLA, SCCP, credentials chairperson provided us with roll call attendance. Naomi reported that there were 27 members present and 14 represented a quorum, which is one member over one-half. Two-thirds of the members present was 18.

CONSENT AGENDA: President Stacy Russo Strobel, PP, PLS, stated that members were provided with information in the Consent Agenda packet for review. The board approved the following items at its meeting on Friday, April 22, 2022: 2020-2021 Third Period Treasurer's Report and Minutes from the Winter Membership Meeting (published in the December 2021 Spotlight). Members also received the Committee Reports packet at the beginning of this meeting. President Stacy Russo Strobel, PP, PLS, asked if there were any comments or questions regarding the items approved by the board. There were none. The above items were approved by consent.

The first cash incentive drawing was won by Debra Bailey of Legal Staff Professionals of the Midlands.

REPORTS FROM ELECTED OFFICERS:

President: Stacy Russo Strobel, PP, PLS, reminded members if they were not receiving their electronic publications: The NALS Legal News Brief, @Law digital magazine, The NALS Docket, or their Spotlight, make sure we have your correct email address. She encouraged members to visit www.NALS.org to update their membership profile in the member log-in section. The deadline for the June issue of the Spotlight is May 15, 2022. President Stacy encouraged everyone to please submit their reports by this deadline date.

President Stacy recognized the following members for their top three spots in the Member Rewards Program. First place – Stephanie Jones, PP, SCCP with 1025 points won a full registration, including CLEs to this Annual Meeting; second place – Tara Jean Brown, PP, PLS, SCCP with 657 points won a full registration to this Annual Meeting, and third place, Traci Wolfe, PP with 605 points won cash. Over 20 members also received a wine cooler mug for their participation with over 100 points.

Harvest Edge is our community service project for the Annual Meeting and will receive a donation from LSPSC.

The board will continue to recognize Barbara Akin as an Honorary member. Elaine Summeral has renewed her membership and therefore will not be recognized as an honorary member.

President-Elect: Katherine R. Helms, PP, SCCP. - No report.

Secretary: Lois J. Belle, CLP, reminded members they are to send (scan and email) their signed and dated original reports to her for the permanent records. The minutes approved by consent will be signed and scanned into our permanent records.

Treasurer: Tara Jean Brown, PP, PLS, SCCP, reported that the 2020-2021 Third Period Treasurer's Report was included in the Consent Agenda.

Immediate Past President/Parliamentarian: Meredith Lazarski – No report.

The second cash incentive drawing was won by Debbie Reynolds of Legal Staff Professionals of Greenville.

Functional Directors: President Stacy Russo Strobel, PP, PLS, stated that Functional Director reports **will be** given with the Committee Reports.

The second cash incentive drawing was won by Deborah Reynolds of Legal Staff Professionals of Greenville.

COMMITTEE REPORTS: President Stacy Russo Strobel, PP, PLS asked that persons giving reports for the 2021-2022 LSPSC committees please stand and give their reports as they are called:

Annual Meeting 2022: Tara Jean Brown, PP, PLS, SCCP and Lois J. Belle, CLP. Tara thanked everyone for attending this weekend and for their support through sponsors and ads.

Award of Excellence: Lauritza S. Hill and Jasmine Y. Williams. This award will be presented at the Installation Banquet tonight.

Certification and Education: Traci Wolfe, PP stated that LSPSC has 2 ALPs, 2 ACPs, 14 PLSs, 2 CLPs, 14 PPs; 1 SC-Corporate, and 13 SCCPs. Traci reminded our members of the testing dates and specifics. She also stated that we had 20 in attendance for Judge Quattlebaum's CLE and 21 in attendance for Mr. Brewer's CLE earlier today. She stated that we did not have any new certifications since our winter meeting, but we have many people studying and testing.

Traci reminded members that the SC Bar is hosting a half day seminar for paralegals on May 5, 2022.

Community Projects: Nicole McCune – Report in Committee Reports.

Credentials: Naomi W. Nation, PP, PLS, CLA, SCCP. – No report.

Employment: Jan Berger, ALP. Not present. No report.

Finance: Sonia L. Hunt and Jamie I. Early, PP, PLS-SC Corporate, SCCP. Sonia thanked everyone for their participation in the themed auction. Sonia stated that they have exceeded their budgeted goal for 2021-2022 and appreciate the members contributions of items and for purchasing tickets.

Financial Review: Christine Vandenberghe. Christine as not in attendance. Her report was included in the Committee Reports.

Handbook: Jamie I. Early, PP, PLS-SC Corporate, SCCP and Meredith Lazarski, ACP, SCCP. Jamie reported that there are no recent updates to the Handbook.

Historian: Meredith Lazarski, ACP, SCCP. No report

Membership and Marketing: Cassandra Furtick. We currently have 91 members. Charleston (Lowcountry)-9, Columbia (Midlands)-37, Greenville-22, Hilton Head Island-8, Orangeburg-9, and Members-at-large-5, Second membership-1. Cassandra reminded the members to update their contact information on the NALS website.

Cassandra and Midlands member, Stephanie Jones appeared in the M&M costumes and handed everyone an M&M packet with a quote on each pertaining to membership and marketing.

NALS Foundation: Cheryl LeGrand reported that the NALS Foundation is collecting items for the NALS 2021 Conference Sweepstakes drawing and that there is also a NALS Foundation 2021 Quilt Raffle. Attendance is not required to participate in these opportunities. NALS Foundation is also holding a Mystery Suitcase Raffle. All of these drawings will be held at the NALS 2021 Conference in September.

Nominations and Elections: Susan Olmstead, PLS. No report.

Publication: Susan Church and Meredith Lazarski, ACP, SCCP. Susan thanked everyone for giving her the opportunity to serve in this position the last three years.

Deadline for the June Spotlight is May 15, 2022. Meredith encouraged members to submit their reports to her on or before the deadline of May 15, 2022.

Scholarship: Debra H. Bailey, CLP. Our Scholarship recipient, Yenli Gaytan, was in attendance and Debra presented her with the scholarship award. The money is sent directly to her school, Greenville Technical College.

Scrapbook: Naomi W. Nation, PP, PLS, CLA, SCCP, Paula Taylor, PLS and Chrisanne Porter, PLS. This committee was thankful for photo that someone printed off for them. Naomi asked for members to please send her any mementos or photos for Stacy's scrapbook.

Standing Rules and Bylaws: Meredith Lazarski, ACP, SCCP. No report.

Technology: Tara Jean Brown, PP, PLS, SCCP and Katie M. Johnson. Tara reported that the website is updated and current. She asked members to forward her any updates.

The third cash incentive drawing was won by Lois Belle of Legal Staff Professionals of Greenville.

NEW BUSINESS:

President Stacy announced the new slate of officers for 2022-2023 as follows:

President	Katherine R. Helms, PP, SCCP (Midlands)
President-Elect	Traci B. Wolfe, PP (Midlands)
Secretary	Jamie I. Early, PP, PLS-SC, SCCP (Midlands)
Treasurer	Sonia L. Hunt (Orangeburg)
Functional Director – Membership and Marketing	Cheryl LeGrand (Lowcountry)
Functional Director – Education and Certification	Susan L. Olmstead, PLS (Hilton Head)
Immediate Past President	Stacy Russo-Strobel, PP, PLS, SCCP (Lowcountry)

President Stacy announced the upcoming meetings as follows:

SC Bar Paralegal Seminar
“Key Technology Best Practices”
Thursday, May 5, 2022
9:00 a.m. – 12:00 p.m.
\$75.00

NALS 2022 Annual Education Conference and National Forum
September 15-17, 2022
Sonesta Charlotte Executive Park
Charlotte, North Carolina

Hosting Chapters for Annual Meetings

- 2023 Hilton Head Legal Staff Professionals
- 2024 Legal Staff Professionals of Orangeburg
- 2025 Legal Staff Professionals of the Lowcountry
- 2026 Legal Staff Professionals of the Midlands
- 2027 Legal Staff Professionals of Greenville

President Stacy Russo Strobel, PP, PLS, announced the Premium Prize for Annual Membership Meeting today is provided by Legal Staff Professionals of the Lowcountry.

ADDITIONAL BUSINESS

President Stacy Russo Strobel, PP, PLS, then asked if there was any new business or if any member had anything to share.

ADJOURNMENT: With there being no objection, the Annual Membership Meeting of Legal Staff Professionals of South Carolina for 2021-2022 was adjourned at 3:13 p.m.

Respectfully submitted,

Lois J. Belle, CLP
2021-2022 Secretary
Legal Staff Professionals of South Carolina

Approved:

Stacy Russo Strobel, PP, PLS
2021-2022 President
Legal Staff Professionals of South Carolina



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2022-2023 SPRING MEMBERSHIP MEETING
Sunday, April 24, 2022
9:00 a.m.**

The Spring Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2022-2023 was held on Sunday, April 24, 2022, at 9:10 a.m. at the Hilton Greenville, 45 Orchard Park Drive, Greenville, South Carolina.

Call to Order. President Katherine R. Helms, PP, SCCP, called the first membership meeting of Legal Staff Professionals of South Carolina for the year 2022-2023 to order. She reminded everyone to check in with the Credentials Chair, Naomi W. Nation, PP, CLA, SCCP, and to silence all electronic devices. She asked all officers and chairs giving reports to come to the lectern; and all members addressing the meeting to stand and give their names and chapters. President Helms introduced herself to the membership.

Presentation. President Helms asked Immediate Past President Stacy Russo Strobel, PP, PLS, to please come forward. President Helms presented Stacy with the Past President's plaque on behalf of the membership and thanked her for her dedicated service to LSPSC.

Thought for the Day. President Helms introduced Debra H. Bailey, CLP, to give the Thought for the Day. Debra presented a heartwarming lesson about making an impact on those around us by simply being kind.

Pledge of Allegiance and Code of Ethics. President Helms asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Cheryl LeGrand, Functional Director of Membership/Marketing, led the members in the Pledge of Allegiance. Susan L. Olmstead, PLS, Functional Director of Education/Certification, presented the NALS Code of Ethics.

Welcome. President Helms welcomed everyone to the Spring Membership Meeting of 2022-2023 and thanked the members of Legal Staff Professionals of Greenville for hosting the conference. She asked the Greenville chapter members to stand and be recognized for their efforts. President Helms recognized first-time member attendees: Victoria Mayfield and Jenny Leininger of the Greenville and Midlands chapters, respectively. She also welcomed visitor Daniel Owens from Florence. President Helms then recognized the LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2022-2023. President Helms introduced the officers of LSPSC for 2022-2023:

Traci B. Wolfe, PP	President-Elect
Jamie I. Early, PP, PLS-SC Corporate, SCCP	Secretary
Sonia L. Hunt	Treasurer
Cheryl LeGrand	Functional Director of Membership/Marketing
Susan L. Olmstead, PLS	Functional Director of Education/Certification
Stacy Russo Strobel, PP, PLS	Immediate Past President/Parliamentarian

President's Remarks. President Helms discussed her platform of membership and marketing through paralegal schools for the 2022-2023 year. She stated her main goal is to have all chapters and the state association prepare and give presentations to students in paralegal programs at colleges and technical

market the association's name, assist paralegal students, and increase membership. President Helms stated she will continue with the suggestion board for members at each meeting and offer a drawing for a full registration, including hotel and travel expenses, to two first-time members to the 2023 Annual Membership Meeting.

Business Meeting. President Helms reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Stacy Russo Strobel, PP, PLS, Parliamentarian, has forms for that purpose.

Roll Call. President Helms asked Credentials Chair Naomi W. Nation, PP, CLA, SCCP, for roll call. Naomi reported 23 members were present and 12, which was one member over one-half, represented a quorum. Two-thirds of the members present was 15.

Consent Agenda. President Helms stated that all members were provided at the credentials sign-in with the consent agenda packet of items that were approved by the board on April 22, 2022. The packet included the 2022-2023 Budget, the 2022-2023 Calendar, and the 2022-2023 Committees. After brief discussion regarding the elected officers and executive committee lists to be published in the Handbook, and there being no other comments or objections, President Helms declared these items approved by consent.

Reports from Elected Officers.

President Katherine R. Helms, PP, SCCP. President Helms reminded members to make sure NALS and LSPSC have their correct e-mail address in order to receive the @Law, NALS Docket, or Spotlight. NALS profile updates should be made in the member log-in section of the NALS website. She stated that the board approved the continuation of the current member cash incentives at the meetings and the online educational resources for the NALS certification exams.

President-Elect Traci B. Wolfe, PP. Traci advised that the deadline for submission of the new chapter rosters to NALS and the LSPSC Handbook Chair is May 15. She stated that she will contact the chapters for their meeting date information for the annual state officers' visitation.

Secretary Jamie I. Early, Certified PP, PLS, SC-Corporate. Jamie reminded everyone that all signed and dated reports of officers and committee chairs should be submitted to her for the permanent records.

Treasurer Sonia L. Hunt. Sonia stated she will obtain updated signatories for the bank accounts, including the annual meeting account after completion of the report by the hosting chapter. She will also handle the registration forms and fees for the meetings.

Immediate Past President Stacy Russo Strobel, PP, PLS. Stacy had no report and thanked all for their support of her as President this past year.

Committee Reports. President Katherine called for committee reports by the chairs.

Annual Meeting 2023 [Hilton Head Legal Staff Professionals]. Meredith Lazarski, ACP, SCCP, stated the committee is looking at various hotel options around the Hilton Head Island area.

Award of Excellence. Margaret "Peggy" Marstin was not present - no report.

Certification/Education. Susan L. Olmstead, PP, PLS, reported that of the current 91 LSPSC members, over 40% are certified. She stated the SC Bar annual paralegal seminar is scheduled for Thursday, May 5, 2022, with online registration and information on the Bar website. She reminded members of various exam preps on the NALS website, exam dates on the first of each month, and the occasional LSPM study groups by Jamie I. Early, PP, PLS-SC Corporate, SCCP, with one recently held virtually and in-person.

Community Projects. Christine Vandenberghe was not present – no report.

Credentials. Naomi W. Nation, PP, CLA, SCCP, had no report.

Employment. Cathy Boggs was not present – no report.

Finance. Terri Coker stated the committee was considering themes for the auction at the next meeting.

Financial Review. Debra H. Bailey, CLP, had no report.

Handbook. Patti Bacon stated that May 15 was the deadline for submission of chapter rosters and meeting information to be included in the Handbook so that the draft would be ready for the state officers to review at the retreat in June. She asked for the name of each chapter president so she could send the format to update the rosters.

Historian. Stacy Russo Strobel, PP, PLS, reported that she would prepare this past year's history for the LSPSC Handbook.

Membership/Marketing. Cheryl LeGrand stated that plans for the president's membership/marketing platform through paralegal programs this year include PowerPoint presentations with each chapter's specific areas, increased social media, and meetings with chapters and local paralegal schools.

NALS Foundation. Mikki Hancock reminded members of the automatic donations to the Foundation through Amazon Smile orders. She stated the Foundation needs donations for the Sweepstakes at the national conference in Charlotte.

Nominations and Elections. Tara Brown, PP, PLS, SCCP, had no report.

Publication. Meredith Lazarski, ACP, SCCP, reminded members of the deadline of May 15 for submission of reports and articles for the July issue of the *Spotlight*.

Scholarship. Lucinda Jordan was not present – no report.

Scrapbook. Stephanie A. Jones, PP, SCCP, stated she would appreciate the members' assistance with pictures and memorabilia throughout the year for the scrapbook.

Standing Rules and Bylaws. Stacy Russo Strobel, PP, SCCP, had no report.

Technology. Tara Brown, PP, PLS, SCCP, stated that LSPM member Tim Thames of Legal Eagle plans to revamp and upgrade the LSPSC website this year.

Upcoming Meetings. President Katherine announced future meetings as follows:

LSPSC Summer Membership Meeting. August 13, 2022; Strom Law Firm, LLC, Columbia, SC, with a Friday night social on August 12.

NALS 2022 Annual Education Conference and National Forum. September 15-17, 2022; Sonesta Charlotte Executive Park, Charlotte, NC; Registration form available June 1.

LSPSC Annual Meetings. President Helms announced the hosting chapters for the LSPSC Annual Meetings:

- 2023 Hilton Head Legal Staff Professionals
- 2024 Legal Staff Professionals of Orangeburg
- 2025 Legal Staff Professionals of the Lowcountry
- 2026 Legal Staff Professionals of the Midlands
- 2027 Legal Staff Professionals of Greenville

Additional Business. President Helms reported on the recent NALS membership meeting where possible changes were discussed concerning the structure of local chapters and state associations in light of some individual chapters' financial issues. Tara Brown, PP, PLS, SCCP, interjected with her perception of what the NALS board is considering and stated a task force is being formed for additional research and information before any definitive changes are considered.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2022-2023 Spring Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Helms at 10:14 a.m.

Respectfully submitted,

Jamie I. Early, Certified PP, PLS-SC Corporate, SCCP
LSPSC Secretary 2022-2023

Approved:

Katherine R. Helms, PP, SCCP
LSPSC President 2022-2023





Liberty
Mutual.



NALS AFFINITY PROVIDERS

Benefits For Members

Through outside sources NALS is able to provide our members with many discounted services that otherwise would be substantially more expensive. Below is an overview; to access pertinent member-only information required to take advantage of these benefits.

- **Aflac:** NALS is making Aflac's accident, cancer/specified-disease, and dental insurance policies available to its members. Aflac offers a distinct type of protection. Unlike major medical health insurance, Aflac pays you (unless otherwise assigned) not the doctor or hospital. You control the cash benefits and spend them as you like to help with financial challenges an accident or illness could have to your standard of living.
- **Avis Car Rental:** We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. NALS members can enjoy special member rates, considerable value-added discounts and the latest in technology, products, and services to make your car rental experience better than ever. Some of Avis' programs include: Complimentary Preferred® Service Enrollment, Where2™ GPS, and Avis e-Receipt.
- **Email Marketing by Constant Contact®:** Are you looking for an easy, effective, and highly affordable way to get your message out to your members and build strong, successful, and lasting relationships with them? With Email Marketing by Constant Contact, you'll create high-impact email newsletters and promotions in minutes, no technical expertise necessary. With more than 400 easily-customized templates, a simple point-and-click tool, and award-winning free customer support, you can create professional, compelling messages your audience will act on. And we make it easy for you to manage your contact lists, sign up website visitors, track your clicks and open rates, and send automated communications to new subscribers.
- **FedEx® Advantage Program:** By participating in the FedEx® Advantage Program, NALS members are eligible for the following discounts:
 - Up to 16% off select FedEx Express® U.S. shipping
 - Up to 12% off select FedEx Ground® shipping
 - Up to 20% off select FedEx Office® services
- **Hertz Car Rental:** Take advantage of special discounts available through NALS Hertz Member Savings program.
- **Liberty Mutual Insurance:** Liberty Mutual has partnered with NALS to offer member-exclusive savings on quality auto and home insurance. *(*Discounts and savings are available where state laws and regulations allow, and may vary by state. To the extent permitted by law, applicants are individually underwritten; not all applicants may qualify.)*
- **Hosted~FTP~:** Want more from FTP? Move to the Cloud! Hosted~FTP~ is an easy, secure way for businesses to share files and replace their FTP servers. Visit our website at hostedftp.com and take a Speed Test! Try it free for 21 Days. No credit card required, upgrade anytime.
- **UPS:** UPS was founded in 1907 as a messenger company in the United States. UPS has grown into a multi-billion-dollar corporation by clearly focusing on the goal of enabling commerce around the globe. Today, UPS serves more than 200 countries and territories, reaching 90% of the world's population. Whether you need a shipment to arrive the same day, the next day, or in a few days, UPS will get your package there on time – guaranteed. UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%.

LSPSC OFFICERS 2022-2023

President	Katherine R. Helms, PP, SCCP
President-elect	Traci B. Wolfe, PP
Secretary	Jamie I. Early, PP, PLS-SC Corporate, SCCP
Treasurer	Sonia L. Hunt
Functional Director – Certification/ Education	Susan L. Olmstead, PLS
Functional Director – Marketing/ Membership	Cheryl LeGrand
Immediate Past President	Stacy Russo Strobel, PP, PLS

LSPSC COMMITTEE CHAIRS 2022-2023

Annual Meeting	Meredith Lazarski, ACP SCCP and Betty Parks
Award of Excellence	Margaret “Peggy” E. Marstin
Bar Liaison	Traci B. Wolfe, PP
Community Projects	Christine G. Vandenberghe
Credentials	Naomi W. Nation, PP, PLS, CLA, SCCP
Employment	Cathy Boggs
Finance	Terri J. Coker, ACP, SCCP and Kaye K. Mullinax, RP, SCCp
Financial Review	Debra H. Bailey, CLP
Handbook	Patti E. Bacon and Stacy Russo-Strobel, PP, PLS
Historian/Standing Rules and ByLaws	Stacy Russo-Strobel, PP, PLS
NALS Foundation	Mikki Hancock
Nominations and Elections	Tara Jean Brown, PP, PLS, SCCP
Publication	Meredith Lazarski, ACP, SCCP and LaDonna Falvey
Scholarship	Lucinda Jordan
Scrapbook	Stephanie A. Jones, PP, SCCP, Kristen Barry, and Michael Howell, Jr.
Technology	Tim Thames and Tara Jean Brown, PP, PLS, SCCP





Legal Staff Professionals of South Carolina
2022-2023 Calendar*
 *subject to change

May 2022 1 Online Exam ALP, CLP, PP 1 American Bar Association Law Day; Theme: "Towards a More Perfect Union: The Constitution in Times of Change" 15 Deadline – LSPSC Chapter Rosters to NALS 15 Deadline – LSPSC <i>Spotlight</i> (July) 31 Deadline – NALS Award of Excellence	November 2022 1 Online Exam ALP, CLP, PP 1 Call for Nominations – 2023-2024 LSPSC Officers 15 Close of Nominations – 2023-2024 LSPSC Officers 18 Deadline – LSPSC <i>Spotlight</i> (December) 25 Nominations Acceptance and Qualification forms for 2023-2024 sent to qualifying nominees.
June 2022 1 Online Exam ALP, CLP, PP 1 Open Registration for NALS 2022 National Conference-Charlotte, NC (September 15-17) 24-26 LSPSC Officer Retreat (Gilbert) 30 Deadline – Renew SCCP Accredited Sponsorship	December 2022 1 Online Exam ALP, CLP, PP 5 Deadline to return Nominations Acceptance and Qualification Forms for 2023-2024 LSPSC Nominees
July 2022 1 Online Exam ALP, CLP, PP	January 2023 1 Online Exam ALP, CLP, PP 8 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting * 20 LSPSC Winter Board Meeting (location TBD)* 21 LSPSC CLE Seminars and Winter Membership Meeting (location TBD)* 22 Distribute – 2022-2023 LSPSC Scholarship Award Application 22 Distribute – 2022-2023 LSPSC Award of Excellence Application
August 2022 1 Online Exam ALP, CLP, PP 12 LSPSC Summer Board Meeting & Membership Social, Columbia, SC (Burnette, Shutt, McDaniel Law Firm) 13 LSPSC CLE Seminars and Summer Membership Meeting, Columbia, SC (Strom Law Firm, Barrister Hall)	February 2023 1 Online Exam ALP, CLP, PP 5 Prepare official ballots for mailing (if applicable) 15 Deadline to Vote/Return Ballots (if applicable) 15 Deadline – LSPSC <i>Spotlight</i> (March)
September 2022 1 Online Exam ALP, CLP, PP 15 Deadline – File IRS Form 990N 15-17 NALS 2022 National Conference - Charlotte, NC	March 2023 1 Online Exam ALP, CLP, PP 1 Deadline – Submit 2022-2023 LSPSC Scholarship Award Application 1 Deadline – Submit 2022-2023 LSPSC Award of Excellence Application 15 Deadline – Submit completed 2022-2023 LSPSC Scholarship Award Applications to Judges 15 Deadline – Submit completed 2022-2023 LSPSC Award of Excellence Applications to Judges
October 2022 1 Online Exam ALP, CLP, PP 9-15 NALS Court Observance Week; Theme: TBD	April 2023 1 Online Exam ALP, CLP, PP 1 Deadline – Judges to determine 2022-2023 LSPSC Scholarship Award Winner 1 Deadline – Judges to determine 2022-2023 LSPSC Award of Excellence Winner 9 Deadline – Registration for LSPSC 58th Annual Meeting and Educational Conference (location TBD) [hosted by Hilton Head LSP]* 21 LSPSC Outgoing Board and Incoming Board Meetings 22 LSPSC 58th Annual Meeting and Educational Conference and 2023-2024 Officer Installation * 23 LSPSC 2023-2024 Spring Membership Meeting*



Mission: engage | inspire | enhance | promote

- ♦ Engage legal professionals on their terms;
- ♦ Inspire legal professionals to want more;
- ♦ Enhance the careers of legal professionals;
- ♦ Promote legal professionals and the legal support industry.

Vision: NALS...the association for legal professionals is the trendsetter for providing information and education through its worldwide partnership with all related professional associations.

NALS Code of Ethics & Professional Responsibility

Members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession. Every member shall:

- ♦ Encourage respect for the law and the administration of justice;
- ♦ Observe rules governing privileged communications and confidential information;
- ♦ Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- ♦ Perform all duties of the profession with integrity and competence; and
- ♦ Pursue a high order of professional attainment.



Legal Staff Professionals of South Carolina

NALS



SPOTLIGHT

July 2022

**LEGAL STAFF PROFESSIONALS OF
SOUTH CAROLINA**

TO: