



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



**NALS**  
the association for legal professionals

engage | inspire | enhance | promote

## Stress Management

By: Mayo Clinic Staff

**Stress and depression can ruin your holidays and hurt your health. Being realistic, planning ahead and seeking support can help ward off stress and depression**

The holiday season often brings unwelcome guests — stress and depression. And it's no wonder. The holidays present a dizzying array of demands — parties, shopping, baking, cleaning and entertaining, to name just a few.

But with some practical tips, you can minimize the stress that accompanies the holidays. You may even end up enjoying the holidays more than you thought you would.

### Tips to prevent holiday stress and depression

When stress is at its peak, it's hard to stop and regroup. Try to prevent stress and depression in the first place, especially if the holidays have taken an emotional toll on you in the past.

**1. Acknowledge your feelings.** If someone close to you has recently died or you can't be with loved ones, realize that it's normal to feel sadness and grief. It's OK to take time to cry or express your feelings. You can't force yourself to be happy just because it's the holiday season.

**2. Reach out.** If you feel lonely or isolated, seek out community, religious or other social events. They can offer support and companionship. Volunteering your time to help others also is a good way to lift your spirits and broaden your friendships.

**3. Be realistic.** The holidays don't have to be perfect or just like last year. As families change and grow, traditions and rituals often change as well. Choose a few to hold on to, and be open to creating new ones. For example, if your adult children can't come to your house, find new ways to celebrate together, such as sharing pictures, emails or videos.

**4. Set aside differences.** Try to accept family members and friends as they are, even if they don't live up to all of your expectations. Set aside grievances until a more appropriate

*(Continued on page 2)*

SPOTLIGHT

(Continued from page 1)

time for discussion. And be understanding if others get upset or distressed when something goes awry. Chances are they're feeling the effects of holiday stress and depression, too.

**5. Stick to a budget.** Before you go gift and food shopping, decide how much money you can afford to spend. Then stick to your budget. Don't try to buy happiness with an avalanche of gifts.

Try these alternatives:

- o Donate to a charity in someone's name.
- o Give homemade gifts.
- o Start a family gift exchange.

**6. Plan ahead.** Set aside specific days for shopping, baking, visiting friends and other activities. Plan your menus and then make your shopping list. That'll help prevent last-minute scrambling to buy forgotten ingredients. And make sure to line up help for party prep and cleanup.

**7. Learn to say no.** Saying yes when you should say no can leave you feeling resentful and overwhelmed. Friends and colleagues will understand if you can't participate in every project or activity. If it's not possible to say no when your boss asks you to work overtime, try to remove something else from your agenda to make up for the lost time.

**8. Don't abandon healthy habits.** Don't let the holidays become a free-for-all. Overindulgence only adds to your stress and guilt.

Try these suggestions:

- o Have a healthy snack before holiday parties so that you don't go overboard on sweets, cheese or drinks.
- o Get plenty of sleep.
- o Incorporate regular physical activity into each day.

**9. Take a breather.** Make some time for yourself. Spending just 15 minutes alone, without distractions, may refresh you enough to handle everything you need to do. Find something that reduces stress by clearing your mind, slowing your breathing and restoring inner calm.

Some options may include:

- o Taking a walk at night and stargazing.

- o Listening to soothing music.
- o Getting a massage.
- o Reading a book.

**10. Seek professional help if you need it.** Despite your best efforts, you may find yourself feeling persistently sad or anxious, plagued by physical complaints, unable to sleep, irritable and hopeless, and unable to face routine chores. If these feelings last for a while, talk to your doctor or a mental health professional.

### Take control of the holidays

Don't let the holidays become something you dread. Instead, take steps to prevent the stress and depression that can descend during the holidays. Learn to recognize your holiday triggers, such as financial pressures or personal demands, so you can combat them before they lead to a meltdown. With a little planning and some positive thinking, you can find peace and joy during the holidays.

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**2019-2020 Editors:**  
**Susan Church**  
**Lois J. Belle, CLP**



# President's Report

by **Tara Brown, PP, PLS, SCCP**  
**2019-2020 President**

As we enter into a busiest time of the year, remember how important each one of you is to so many different people. Remember to take time for yourself this holiday season, to enjoy the time with your family. I look forward to spending the holidays with my husband and so thankful to have both my sons home for the first time in four years. I am so thankful for such wonderful friends, dedicated board members and our extended family. I wish each and every member a wonderful and joyous holiday. I hope to see everyone at our LSPSC Winter Membership Meeting on January 25, 2020 at Nelson Mullins in Columbia.

What does it mean to be part of a team? It means you are part of a group who has come together to achieve the same goals. All of the pieces, you, the chapters, the members, the board members, and even the families of our member –we must fit together to make the whole puzzle a team.

I hope that you have considered becoming engaged in our Association, and feel led to join the Board or one of our committees when asked this year. Each one of us has unique ideas and talents that are needed to come together for the good of the Association. You are needed to continue to help us grow and continue the momentum in accomplishing all that we have done.

Thank you once again for allowing me to serve as your President this year. I am truly honored.

Tara Jean Brown, PP, PLS, SCCP  
LSPSC 2019-2020 President





**President-Elect**  
**Meredith Lazarski,**  
 ACP, SCCP

**OFFICER & COMMITTEE REPORTS**

**Functional Director of**  
**Membership and Marketing**  
**Katherine Helms, PP, SCCP**

See Report on Page 12.

**Functional Director of**  
**Certification/Education**  
**Naomi Nation, PP,**  
**CLA, SCCP**



Winter is already here and big plans are in the making for 2020. As for education and certification, we have secured our ethics speaker for our Winter Education and Membership Meeting, which is Saturday, January 25, 2020, in Columbia, South Carolina. Congratulations to all those who sat for and passed any NALS certification. Special recognition to Legal Staff Professionals of the Midlands, with four members obtaining certification between September and November. **KUDOS!**

As mentioned at our summer meeting, Legal Staff Professionals of South Carolina (LSPSC) has launched its own **CLE Awards** program. Anyone can achieve this award by earning a total of seven or more CLE credits during the year by attending seminars sponsored by LSPSC, starting with the Summer CLEs and ending with the 2020 Annual Meeting CLEs. Get with any member of the Executive Board for more information.

Remember, NALS certification examinations are held the first of every month. Online study material is available as well. If interested, please give me a call or email.

Wishing all of you happy and safe holidays and much luck in your endeavors for certification.



Our membership continues to grow and I look forward to continuing efforts to retain and build our membership.

**PUBLICATIONS:** *Spotlight:* Please submit a new member for the upcoming March issue. The deadline is February 16th.

Carolina Paralegal News (“CPN”): If you have not subscribed to the CPN, please do so for your free online subscription at : [www.carolinaparalegalnews.com](http://www.carolinaparalegalnews.com)

**SOCIAL MEDIA:** Facebook/LinkedIn/Twitter: Please continue to like and follow our associations’ state and local social media pages and add anyone whom you believe would benefit or be interested in these pages. Also, please feel free to share posts, create your own postings and continue to interact with others.

**FUNDRAISERS:** Each chapter and individual members please continue to solicit Happy Grams, Spotlight Ads, and Chapter Sponsorships for the upcoming issues.

**MARKETING OPPORTUNITY:** If you have not received a phone back, please ask Tara Jean.

**LSPSC’S CURRENT ROSTER:** LSPSC-96; Greenville 28; Hilton Head 12; Lowcountry 12; Midlands 26; Orangeburg 6; Spartanburg 9; and Members at Large 3.

**MEMBERSHIP BROCHURE:** It has been updated and will be added to the LSPSC website.

**MORE TO COME:** I would like to encourage local chapters to reach out and obtain relationships with your local paralegal schools and encourage new student memberships.

I continue encourage each local chapter to bring a prospective member and/or current member who has not attended regularly to each of your local meetings.



## **Treasurer's Report** **Sonia L Hunt**



Thank you to all the Chapter Treasurer's for providing your chapter 990 information. All information for the Chapters and State have been forwarded to NALS to show that we are 100% compliant with our filings with the IRS.

Just wanted to take an opportunity to let you know about a few cybersecurity things that are happening.

1. I did have a chapter contact me to indicate that they had been receiving emails from the IRS about their 990 filing not have been done. Please know that the IRS will not contact you by email. If you receive these emails, please report them to [phishing@irs.gov](mailto:phishing@irs.gov). Do not open them or click on any links under any circumstance as they could contain a ransom malware.
2. There is currently a "Tokenization Scam" where fraudsters spoof the phone numbers of well-known companies or organizations and then call consumers to gain access to payment information. They will identify themselves as a representative from the company and ask the victims to verify a transaction that has supposedly been attempted on their account. To deny the transaction and protect from future fraud, the fraudster says the victim must read out a code they will be provided to confirm their card. The fraudster, who has actually already stolen the victim's card, then enrolls the card in Apple Pay or Samsung Pay which generates a passcode to the victim. When the victim reads the code to the fraudster, the fraudster enrolls the stolen debit card in Apple Pay or Samsung Pay and starts using the card to make fraudulent purchases. If you receive such a call and it sounds suspicious, hang up and call the organization at the phone listed on their website.
3. Credit Card Skimming + "Confirming" CVV is another currently active scam in the Southeast. This scam occurs when a skimmer has been installed on a gas pump or vending machine in order to steal debit card information. The skimmers will allow criminals to steal the card numbers. They then spoof the bank phone number and make a call to potential victims claiming to be a bank representative to obtain

the CVV code on the bank of the card. They convince the victims that the CVV code is needed to freeze the account since it has been compromised. By providing the CVV Code to the criminals, you have now given them an active card that can be used to make purchases, withdraw money and sell things on the black market. Please know that your banking institution will never need the CVV Code on the back of your debit or credit card to access or service your account. If you receive a call from your bank or card company and it sounds suspicious, hang up and call the organization using the known customer service number.

With the upcoming Holiday Season, we all need to remain more vigilant in what we do to protect ourselves and our firms.

**Best wishes for a Merry Christmas and a Happy New Year.**

**Award of Excellence**  
**Susan Olmstead, PLS**



Members, on Pages 9-10 is the nomination form for the Award of Excellence. Please take a few minutes to nominate someone who has given unselfishly of themselves to our association as well as to her community. Three years of service to a local chapter, LSPSC or NALS qualifies them as a candidate.

It is important to take advantage of every opportunity to recognize talent and to say thank you to those who has given to us and others. Nothing says you are special as an award given by your peers. The most difficult part of submitting a nomination form is the selection of the nominee – you have over 90 EXCELLENT choices. March 15, 2020 is the deadline for nominee submissions. My contact information is on the nomination form as well as below.

Susan Olmstead, PLS  
LSPSC Award of Excellence Chairperson  
2 Coopers Hawk Road  
Hilton Head Island, SC 29926  
[susan@goingward.com](mailto:susan@goingward.com)  
843-682-2111 (o) 843-682-2112 (f)  
843-681-5540 (h) 843-338-3313 (c)

**Annual Meeting Report - 2020**  
**Naomi W. Nations, PP CLA SCCP**



Legal Staff Professionals of the Lowcountry will host the 2020 Legal Staff Professionals of South Carolina Educational Conference and Membership Meeting April 24-26, 2020, in Summerville, South Carolina. We have received a proposal from The Courtyard Marriott at 1510 Rose Drive, Summerville. Although room rates are steeper than our normal, about \$159 per night, this rate is the normal for the Charleston area during the month of April. The city of Charleston itself will be celebrating 350 years of existence all year long with different events. Thus making 2020 a very busy year for the tri-county area. We hope to finalize hotel plans in time enough to bring a report at the January 2020 Winter Meeting.

Our theme? *A New Vision; A New Era.* We are putting our thinking caps on for activities, speakers, and excursions. As always, we are reaching out to all of our chapters for any goodie bag items, sponsors, or any assistance you can provide. If you have questions, feel free to call or email Amy Baker, Amy Johnson, Cheryl LeGrand, Stacy Russo-Strobel, or Naomi Nation. More information to come at the January meeting.

**Employment**  
**Traci Wolfe, PP**

Thank you all for the opportunity to serve in this capacity at the state level.



There have been several employment opportunities that have been passed along to the chapter presidents and distributed to the members and members at large. These opportunities are to allow employers to get a quality candidate for job openings. Thank you

for allowing me to pair quality employers with quality candidates.

If you know of an opening, please send to me at [Twolfe@burnetteshutt.law](mailto:Twolfe@burnetteshutt.law)

**Finance**

**Deborah J. Reynolds, PP, PLS, SCCP, and Lois J. Belle, CLP**

To quote a line from an old song “time keeps on slippin’ slippin’ slippin’ into the future...” and so must we. The auction at our Summer meeting was very successful and we are on target to meet our goal. For our upcoming Winter meeting, the theme is 20/20, Looking into the Future. It’s not only a new year, it’s a whole new decade! We would suggest items that point us in that direction - calendars, planners, seeds, newly released books, movie tickets or DVDs, musical CDs. And as we anticipate a bright and blessed future, don’t forget sunglasses, fun glasses, binoculars, bright accessories, cards and plaques with promises. And we need to include some items that bring encouragement and comfort into the new year - chocolate anything, shawls, snack foods, coffee/teas, quips and quotes to hang or read. And most of all, anything that reminds us that things are not what matter, people are. If you think of something that reminds you of a friend or someone you love, bring it in. We look forward to seeing all of you in Columbia in January.



**NALS Foundation**  
**Winter Report**  
**Jan W. Berger, ALP**



NALS celebrated its 90th Year at the National Conference in Little Rock, AR in September. If you couldn't attend, I hope you followed along on Facebook and other social media sites and kept up with what was going on at the Conference.

How did South Carolina celebrate with NALS you might ask? Several chapters donated items towards the Sweeps Auction with the auction items valued at \$90 or more. THANK YOU, Greenville, Hilton Head and Midlands.

If that wasn't enough, we accepted the challenge and offered the MYSTERY SUITCASE filled with items that reflected the charm and grace of South Carolina!

**AND THE MYSTERY SUITCASE WINNER WAS:**

**Marcie Carter,**  
**PP, PLS, SC-Civil Lit**  
**Portland, OR**



**CONTRATS, MARCIE!!**

We celebrated with NALS with our Conference attendance. We met new people; earned CLE credit attending fantastic seminars, and we caught up with old friends and family.

As we reflect on November and the month of Thanksgiving . . .and are right in the Christmas season, I thank EACH OF YOU for your loyalty, dedication, and donations to support the NALS Foundation.

Marcie had a blast going through the items in the suitcase. We are so glad you love it, Marcie!

Peace to each of you as we as we look forward to the 2020 new year! See you in January!

Ways to give to the NALS Foundation

Monetary Contributions can be made at: <http://www.nals.org/donations>

**Gift in Kind Contributions can be made at AmazonSmile**

AmazonSmile is a simple and automatic way for you to support the NALS Foundation every time you shop, at no cost to you! When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection, and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. On your first visit to AmazonSmile, select a charitable organization (NALs Foundation) to receive donations from eligible purchases before you begin shopping. Amazon will donate 0.5% of the price of your eligible AmazonSmile purchase to the NALS Foundation. AmazonSmile will remember your selection, and then every eligible purchase you make at smile.amazon.com will result in a donation. Donations are made by the AmazonSmile Foundation and are not tax deductible by you.

**Nomination Committee**  
**Debra Bailey, CLP & Linda Wilson, PLS**

The call for nominations for elected officers of the Legal Staff Professionals of South Carolina 2020-2021 board was made on November 15, 2019 and was closed on November 29, 2019. Ballots, if necessary, are scheduled to be emailed to the membership on February 5, 2020 and the newly elected officers will be installed at the 2020 Annual Meeting in Charleston.

Please do not hesitate to contact us if you have any questions or concerns regarding the nomination and election process.





**Scrapbook**

**Lauritza S. Hill and Sonia L. Hunt**



We have been working hard on Past President Kerry’s scrapbook and almost have it finished. We have had a great time putting this book together for Kerry and hope that she will be excited to see the theme that was chosen for her year as President.

As we look to the planning stages for President Tara’s book, we have discussed an overall theme for the book which will remain our secret for now. Please be sure to send us copies of any pictures of events that your chapter has during the year as we would love to include them in the scrapbook. They can be emailed to us for printing if that makes it easier for you to send them or they can be uploaded to the state Snapfish account. We look forward to seeing this book of Tara’s year come together.





**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
NOMINATION FORM  
AWARD OF EXCELLENCE**

**Eligibility Requirements:** Must be a member of the tri-level association  
Must be active in the legal profession in accordance with the By-laws  
and Standing Rules of LSPSC  
Must have a minimum of three years service to a local chartered  
chapter, LSPSC, or NALS

**Deadline:** March 15, 2020

**Submit to:** Susan L. Olmstead, PLS  
LSPSC Award of Excellence Chairperson  
2 Coopers Hawk Road  
Hilton Head Island, South Carolina 29926  
Telephone: (843) 682-2111 (o)  
Telephone: (843) 681-5540 (h)  
Telephone: (843) 338-3313 (c)  
Facsimile: (843) 682-2112  
E-mail:susan@goingward.com

Nominee: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Local Chapter Affiliation: \_\_\_\_\_

Date: \_\_\_\_\_ Date Received by LSPSC Chairperson: \_\_\_\_\_

1. Experience and Achievements (NALS, LSPSC and Local Chapter)

A. Years of Experience in legal profession: \_\_\_\_\_

B. Years of membership in NALS: \_\_\_\_\_

C. List of elected or appointed positions held in a local chapter:

D. List all elected or appointed positions held in LSPSC:

E. List all elected or appointed positions held at the national level:

2. Professional Achievements (including years attained)

A. Professional Designations/Certifications:

B. Awards or recognitions received from any level of the tri-level organization

C. Recommendation (250-word limit)

I believe the above-named person should be considered for the LSPSC Award of Excellence for the following reasons:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Chapter: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

# Reports from NALS 68th Annual Meeting and Education Conference

Tara Jean Brown, PP, PLS, SCCP  
LSPSC President

Thank you for allowing me to represent LSPSC at the NALS 68th Annual Meeting and Educational Conference in Little Rock, Arkansas. I traveled to Little Rock early and drove over to see my brothers that I had not seen in years.

I spent the day Wednesday working with the Foundation and getting ready for the 90th Under the Big Top Party. Wednesday night we attended the NALS 90th Birthday Bash, sponsored by the NALS Board to celebrate 90 years of service and dedication to the legal profession. Thursday started out with keynote speaker Matthew Knight, Finding a Life More Remarkable. Mr. Knight talked about Intentional Goals. Stating that 60-70% of goals written down, in your own handwriting, are actually achieved. Give your goals your attention – make them intentional. After the keynote address, we broke off into the various seminars on tax law change, Job Acts and Modern day DNA. I attended the Exhibitor's Luncheon featuring the companies and organizations that partner with NALS to hear about their services. After the seminars ended, Meredith, Sharon, Jamie, our new friend Pat and I, loaded into Julie's BIG TRUCK and went to downtown Little Rock to have dinner and see what we could find.

On Friday, I attended the Elder Law seminar, West Memphis 3, the Defense, West Memphis 3, the Prosecution and the Alford Plea and Cyber Security. That evening, I attended the NALS *Under the Big Top: Celebrating 90 Years* hosted by the Foundation. We walked around under the "Big Top" eating carnival type foods and playing carnival games to win NALS 90th swag. On Saturday, I attended more seminars like, Roles of a Guardian Ad Litem and Ethics. I attended the Recognition Luncheon where NALS recognized all national volunteers, all certifications and Kathy Sieckman, PP, PLS, SC, ACP was named as the winner of the NALS Award of Excellence. NALS also recognized Tammy Hailey for her 40 years of service to NALS. We ended the evening with all of us loading back into Julie's truck and going back to downtown Little Rock to take in the sites and eat.

Mark your calendars now because the NALS 69th Annual Meeting and Educational Conference will be in September 2020 in Detroit, Michigan. Again, Thank you for allowing me to attend this conference on behalf of LSPSC.





**Meredith Lazarski, ACP**  
**President-Elect,**

Thank you to LSPSC for allowing me the opportunity to attend NALS 68<sup>th</sup> Annual Conference in Little Rock, Arkansas. President Tara and Past Presidents Sharon Wotherspoon and Jamie Early and I had a great time at this year's conference



Both our opening keynote speaker, Matthew Knight, and our closing keynote speaker, Lori Randell, were excellent. Mr. Knight gave an inspirational and motivating talk on setting healthy goals for success and happiness. Ms. Randell's session was filled with laughs as we learned what kind of "shoe" we were and how to get along with the other "shoes" in our office and organizations. As usual I decided that instead of following one particular education track, I was going to attend the sessions that sparked my interest. The topics ranged from the recent changes in tax law to the West Memphis 3. The speakers were enthusiastic, and the topics were interesting.

Wednesday evening LSPSC members enjoyed appetizers and birthday cake at NALS 90th birthday bash. Friday night we enjoyed fun and games Under the Big Top at NALS Foundation's event.



(Continued)



During the Recognition Lunch on Saturday, the NALS Award of Excellence was presented to Kathy Sieckman PP PLS-SC ACP of Arizona. During our down time, we explored downtown Little Rock.



# THANK YOU NOTE

## MYSTERY SUITCASE FROM SOUTH CAROLINA

**“South Carolina: From the Mountains to the Sea. There’s so much to See.”**

*I just wanted to let you know that I finally took the time to go through the Mystery Suitcase I won at the National Conference. South Carolina did an amazing job with the suitcase. My husband was so excited to see all the stuff and it was fun pulling it out one at a time to fully see what was in there. Thanks SO much for all the hard work and donations for the suitcase. I’m so happy that I won it.*

*Take care.*

*Marcie Carter, Certified PP, PLS-SC Civil Litigation*





# Winter Meeting



## **NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

**NOTICE is hereby given that the 2019-2020 Winter Membership Meeting will be held on Saturday, January 25, 2020 at 1:30 p.m.**

**At:**

**Nelson Mullins Riley & Scarborough  
1320 Main Street, 17<sup>th</sup> Floor  
Columbia, SC  
(*Dress is business attire*)**

**Exact meeting information is available on the meeting registration form**

**Legal Staff Professionals of South Carolina**

*/s/ Ann Marie Minerva*

**Ann Marie Minerva, PP, SCCP  
Secretary**



**Legal Staff Professionals of South Carolina  
2020 WINTER MEMBERSHIP MEETING & CLE REGISTRATION FORM**

**Saturday, January 25, 2020**

Nelson Mullins Riley & Scarborough LLP  
Meridian 1320 Main Street, 17<sup>th</sup> Floor, Columbia, South Carolina 29201

**Deadline for Registration: Wednesday, January 15, 2020  
(Add \$10.00 if payment is not postmarked by this date)  
NO REFUNDS AFTER JANUARY 17, 2020**

**MEMBERSHIP MEETING (\*FULL REGISTRATION DOES NOT INCLUDE CLE)**

**SATURDAY SCHEDULE**

8:45 a.m. – 9:15 a.m.	Registration	— \$45 Meeting Registration & Lunch*
9:15 a.m. – 10:45 a.m.	Seminar	— \$15 Membership Meeting Only
10:45 a.m. – 11:00 a.m.	Break	
11:00 a.m. – 12:30 p.m.	Seminar	
12:30 p.m. – 1:30 p.m.	Lunch	
1:30 p.m. – 3:30 p.m.	Membership Meeting and Theme Auction	

\*\*\*\*\*

**CONTINUING LEGAL EDUCATION**

**9:15 a.m. – 10:45 a.m.      TOPIC: ETHICS IN INTELLECTUAL PROPERTY LAW  
Speaker: Jeremy Stipkala, Attorney at Law**

Jeremy specializes in intellectual property legal services relating to chemistry, pharmaceuticals, software, medical devices, and simple mechanical inventions. He manages Thrive IP, a growing intellectual property law firm headquartered in North Charleston, South Carolina.

**11:00 a.m. – 12:30 p.m.      TOPIC:      TBA  
Speaker:      TBA**

*Registration and attendance at the LSPSC seminars, meetings, events and other activities constitutes 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.*

	<b><u>MEMBER</u></b>	<b><u>NON-MEMBER</u></b>
<b>I will be attending the following seminars:</b>		
_____ Intellectual Law: Ethics	_____ \$20 for one CLE	_____ \$25 for one CLE
_____ TBA	_____ \$30 for both CLEs	_____ \$40 for both CLEs

\*\*\*\*\*

\_\_\_\_\_ \$10 LATE FEE

**TOTAL AMOUNT:    \$ \_\_\_\_\_**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CHAPTER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

Please make check payable to: **Legal Staff Professionals of South Carolina** and return completed form to:  
Sonia L. Hunt, Treasurer  
Post Office Box 124  
North, South Carolina 29112-0124  
[slhunt1963@gmail.com](mailto:slhunt1963@gmail.com)

**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 CPE credits by the South Carolina Paralegal Certification Board.**



# Winter Meeting-Community Project

## JOIN THE FIGHT TO END HUNGER IN SOUTH CAROLINA Food Donation to HARVEST HOPE FOOD BANK

- Canned Food
- non perishable foods [Peanut butter, macaroni and cheese, spaghetti & sauce]
- baby supplies (diapers, wipes, formula, foods- No jars
- hygiene supplies (soap, deodorant, toothbrush, toothpaste, shampoo, conditioner)
- feminine hygiene products (tampons, pads)
- adult diapers
- paper products (paper towels, toilet paper, napkins)
- cleaning supplies (Clorox wipes, sprays, toilet items, dish detergent, etc.)



# Food Collection



Legal Staff Professionals of South Carolina  
is sponsoring a

## NALS FOUNDATION FUNDRAISER

Enter for you chance to win

Tagetes Marigold Autumn Flowers Canvas Wall Art  
(3) 16"x24"x3 Panels



1 ticket for \$2.00

3 tickets for \$5.00

Winner will be drawn at our Winter meeting  
on Saturday, January 25, 2020

\*If you are unable to attend our Winter meeting and would still like to  
purchase tickets, please mail your check made payable to  
NALS Foundation to:

Meredith Lazarski, ACP SCCP  
LSPSC President-Elect  
26 Pine Ridge Drive  
Bluffton, SC 29910







## **THE LEGEND OF THE CANDY CANE**



**Look at the Candy Cane  
What do you see?  
Stripes that are red  
Like the blood shed for me  
White is for my Savior  
Who's sinless and pure!  
"J" is for Jesus, My Lord, that's for sure!  
Turn it around  
And a staff you will see  
Jesus my shepherd  
Was born for me!**

Many years ago, a candy maker wanted to make a candy at Christmas time that would serve as a witness to his Christian faith. He wanted to incorporate several symbols for the birth, ministry and death of Jesus. He began with a stick of pure white hard candy; white to symbolize the Virgin Birth and the sinless nature of Jesus; hard to symbolize the solid rock, the foundation of the Church; firmness to represent the promise of God. The candy maker made the candy in the form of a "J" to represent the name of Jesus, who came to earth as our Savior. He thought it could also represent the staff of the Good Shepherd, with which he reached down into the ditches of the world to lift out the fallen lambs who, like all sheep, have gone astray. Thinking that the candy was somewhat plain, the candy maker stained it with red stripes. He used three small stripes to show the stripes of the scourging Jesus received, by which we are healed. The large red stripe was for the blood shed by Christ on the cross so that we could have the promise of eternal life. Unfortunately, the candy became known as a candy cane—a meaningless decoration seen at Christmas time. But the true meaning is still there for those who have eyes to see and ears to hear.

**Author Unknown**



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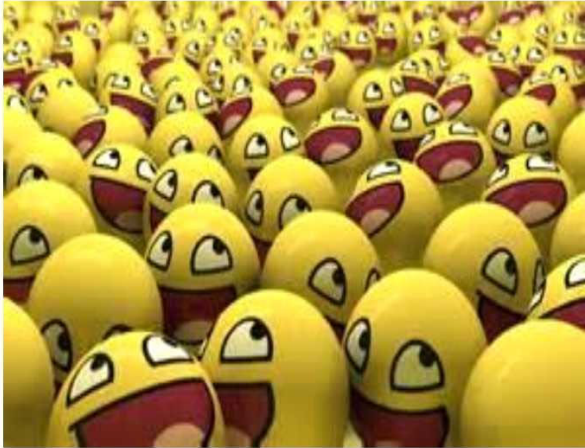
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# Chapter Reports

## Legal Staff Professionals of Greenville

**Lois Belle, CLP**  
**LSPG 2019-2020**  
**President**



We had a very busy Fall and are thankful the temperatures have dropped from being 80-90 every day! Now as we enter into the Christmas season our chapter will be hosting our 2nd Annual Ugly Sweater Christmas party. But, more importantly, in December we will choose a charity to support in 2020. This year we chose *Let There Be Mom*, a nonprofit organization dedicated to serving local moms and dads who are battling a life-threatening illness. And while we didn't have a lot of tangible ways to support LTBM we participated in their fundraiser, Dine Out For Mom, in October by eating out at participating restaurants that donated 20% of their sales to LTBM on that day.

In October, Legal Staff Professionals of Greenville celebrated Court Observance Week with The Honorable A. Marvin Quattlebaum, Jr., a United States Circuit Judge of the United States Court of Appeals for the Fourth Circuit (and aka Debbie Reynolds' boss!) as our speaker at our lunch and learn. He spoke to us on the history of the "Rules of Law" and was very complimentary of our association. We had over 40 members and guests in attendance which resulted in two new members at the time of press. **Justin Smith** with Freeman and Moore (guest of member **Libby Holleman** – way to go Libby!) and long-time guest and supporter, **Stacy Davis** with Legal Eagle. We also would like to welcome **Jessica Costlow** (who has already attended LSPSC summer meeting) who works with Tara Brown, and **Miranda Gatlin**, a Greenville Technical College student member.

We had various speakers ranging from Ethics, Active shooter training and look forward to Probate, Common law marriages and estate and charitable planning. We anticipate seeing our state officers before the year closes out.

Before I close out this column, I would be remiss if I didn't say **CONGRATULATIONS** to Michelle!

Michelle (Dender) was married to Chace Campbell in September and now we call her **Michelle Campbell**. All the best to you both!

**We wish you, your chapters and families a very Merry Christmas and a Happy New Year. See you next year at our Winter Membership Meeting. Happy 2020!**

## Hilton Head Legal Staff Professionals **Meredith Lazarski, ACP SCCP, President-Elect**

Members met in July at Burr Forman McNair. Our guest speaker was Attorney Charles H. Wiseman of Wiseman Law Firm, LLC, who gave an informative presentation on a general overview of 1031 Tax Exchanges. We also had one guest: Joanna Albertson of Wiseman Law Firm, LLC. Also in July, HHLSP was approved as an accredited sponsor for Continuing Paralegal Education through the South Carolina Bar.

In August members met at Going Law Firm. Our guest speaker was realtor Charles Sampson of Charter One Realty who spoke about transitional housing, and "moving" into retirement.

Members met at Hale & Hale, P.A. for a general business meeting in November. During the meeting members filled out, discussed, and had a lot of great laughs from the "What Shoe Are You?" questionnaire from NALS 68th Annual Conference's closing keynote speaker, Lori Randell.

Hilton Head Legal Staff Professionals' annual holiday celebration will be held in December at Mulberry Street Trattoria restaurant in Bluffton.

We look forward to seeing everyone again in Columbia on January 25th. We wish everyone a happy, healthy, and blessed holiday season.



**Legal Staff Professionals of the Lowcountry**  
**Amy Baker, C{. SCC{**  
**2019-2020 President**

**THE LOWCOUNTRY HAS BEEN FALLING INTO LEARNING**

What a wonderful summer and fall the Lowcountry has had! Our chapter has busy learning, growing, and planning.

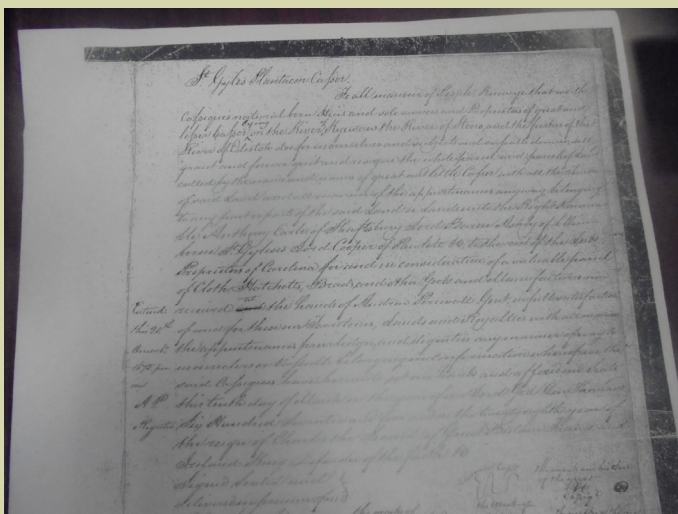
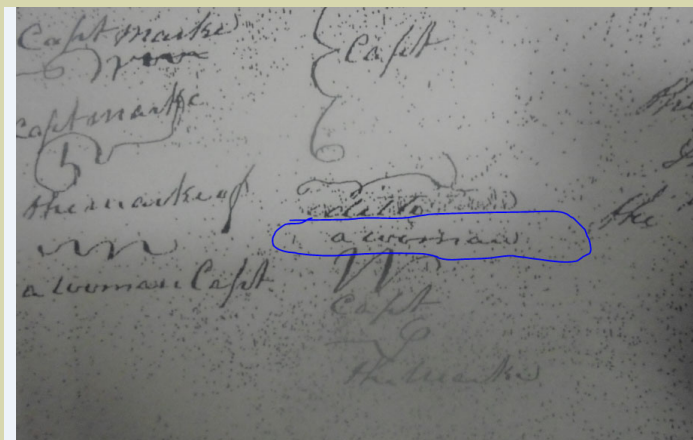
We are proud to announce our chapter has been accredited for CPE hours by the South Carolina Bar, and what amazing CLE we've had the past several months! This summer we enjoyed CLE in such topics as the "Role of the Family Law Paralegal," "Divorce Financials," and "Who Owns the Property? A Lesson in Title Searching" by Lowcountry legend, Howard Yates, Attorney at Law. Howard gave each member a copy of one of the first property deeds in the Charleston area (see pictures at end of article). If you look closely, you can see that "a woman" was one of the signers. How cool!

We have enjoyed seeing some new faces at our meetings---we love having visitors. We are truly hopeful they will keep coming. In honor of our new friends, and of Thanksgiving, the auction theme for our November 18 meeting was "Friendsgiving" and we spent time enjoying some fellowship and working on some planning for the Chapter Holiday Gathering and the 2020 Annual Meeting.

Our Christmas party is set for Sunday, December 8, 2019, 3 p.m. at Stacy Russo-Strobel's lovely home. We always look forward to see a couple of our state officers at this gathering.

Speaking of planning, we have CLE presenters locked in for the Annual Meeting, and we hope everyone will be excited and enlightened. Please make plans to join us in the Charleston area for the 2020 Annual Meeting, April 24-26, 2020.

Hoping the end of the year brings safety, peace, and joy to all of you!



*Copy of one of the first deeds in the Charleston area. Compliments of Attorney Howard Yates*

**Legal Staff Professionals of the Midlands**  
**Debra Bailey, CLP, President**

Congratulations to four of our current members who have recently passed certification exams!! We are so proud of them: Ashley Haworth, PP; Lenette Pauley, PP; Alicia Silldorff, CLP, ALP; and Traci Wolfe, PP.

We have had so many excellent speakers during the summer and fall months. In June we welcomed Meta James with The Stanley Group who spoke on real estate law and its contractual relationships. In July we had James Shadd, Esquire speak on the Nuts and Bolts of a criminal law practice. August brought Shannon Geary speaking on Identify Theft – she had all of us thinking hard about how we



handle our personal information! In September Patrick McCabe, Esquire from the SC Department of Revenue spoke on the Unauthorized Practice of Law. Our October speaker was hospitalized the day of our meeting after an unexpected bicycle accident, so we had a great planning session that evening. November brought Jack Swerling, Esquire speaking on Courtroom War Stories, what Paralegals need to know when preparing for Trial. We had over 20 visitors who came to hear Mr. Swerling speak!

In August we had a great Saturday family social at Sharon and Rick Wotherspoon's home. Rick was the grill master with hamburgers, hot dogs, pork tenderloin and all the fixings, and we had cornhole and several other games. It was a little warm outside, but everyone had a great time.

We also held a Krispy Kreme doughnut fundraiser during the late summer and replenished our treasury! We were able to sell 43 BOGO cards.

And finally, we did a presentation to paralegal students at South University about our Association and the benefits of membership. We were able to get two new student members from that event.

We are looking forward to two upcoming community projects: first is our annual Thanksgiving meal service at the Finlay House – it's always great to see the resident's smiling faces; and second, we are having a work day in December at Hannah House (a Christ Central Ministry providing transitional housing for women and children) to help them decorate for the holidays and have a light dinner and smore's around a campfire! Looking forward to those events.

### **Legal Staff Professionals of Orangeburg** **Lauritza S. Hill, Chapter Liaison**

The Legal Staff Professionals of Orangeburg have been very busy since the August meeting. We were happy to have Katherine Helms, PP, SCCP in August for Officer

Visitation. We had a great time at the Chestnut Grill restaurant. We certainly enjoyed having her in Orangeburg.

Thanks to Mary Kay Oliver, we have accomplished much with our education CLEs. The speaker for our September meeting was Tanisha Bellinger, from Orangeburg Department of Public Safety, who spoke about Violence in the Workplace. Our speaker for October was Patricia Funderburk, RN, CPST, who spoke on Healthcare Tips for the Working Professional. We plan to jazz it up in November and will have Alexis B. Cope, a Paparazzi Jewelry Consultant talk to our group about how to coordinate jewelry for professionals.

Thanks to Dee Dee Prickett and the rest of the members, we have collected items for CASA and school items for two of the of the local schools, Edisto Elementary and Sheridan Elementary for the last couple of months. Our next project, hopefully, will be completed for Christmas wherein we are collecting items for the Samaritan House, a local homeless shelter that is being re-opened. Our own Mary Brant is on the Board.

Our Chapter looks forward to meeting everyone in January. We pray that everyone will have a safe holiday and a prosperous New Year.







# Meet Our Members



Name: Stacy Davis

Local Chapter: Legal Staff Professionals of Greenville

Join Date: I think my official date is 11/4/19 (that's the date on my receipt)

Position/Occupation: Litigation Support Manager / Paralegal / Appellate Support

Firm/Company: Legal Eagle

Current Certifications: \_\_\_\_\_

Education/Legal Experience: AS in Criminal Justice / over 25 years paralegal experience with over 20 years Appellate experience

Positions held on the local, state and national level: \_\_\_\_\_

How did you become involved working in the legal profession? Started doing project work for attorney's in the early 1990's as a college student and decided I liked it

What do you enjoy most about working in the legal profession? I love working at Legal Eagle and helping other paralegals and attorneys make complex litigation task simple. I love helping Attorneys navigate the Appeals process.

If you were not working in the legal profession, what would you be doing? Working in Law Enforcement

Spouse/Significant Other/Children (Family): Husband is Aaron Davis, Have 3 children Jenna (27), Jared (26), and Caitlin (22) and one grandson Matthew (18 months)

Hobbies/Extracurricular Activities: I love being a Memaw, hosting family get togethers, Clemson Football, cooking for large groups, and volunteering with various ministries at Marathon Community Church

Where do you see yourself in five years? I have been with Legal Eagle since 2001, and plan to stay here forever or until I retire. Our company is growing and expanding into areas of advanced technology and I see myself having the ability to help attorney's and paralegal with additional support services and technical tasks. On a personal level, I hope for more grandbabies!



# Meet Our Members-Continued



Name: Tabitha Hanna

Local Chapter: Midlands-Member at Large

Join Date: June 22, 2019

Position/Occupation: Legal Assistant

Firm/Company: Honda North America Law Division

Current Certifications: \_\_\_\_\_

Education/Legal Experience: Master's Degree- Law Regent University School of Law

Positions held on the local, state and national level: None

How did you become involved working in the legal profession? I started working at SCDSS/Child Support Services in 1998 by providing legal support to Attorneys serving children/families in South Carolina

What do you enjoy most about working in the legal profession? Always learning about the vast areas in law. There is something new you learn each day.

If you were not working in the legal profession, what would you be doing? Business/Property Management or Local or State Level Agency Director

Spouse/Significant Other/Children (Family): Spouse-Darren Children: Terrance, Keenan, Darren II, and Camryn

Hobbies/Extracurricular Activities: Walking, Reading inspirational books.

Where do you see yourself in five years? In a leading role of a business/corporate entity. SC



# Meet Our Members-Continued



Name: Lenette Pauley

Local Chapter: NALS

Join Date: \_\_\_\_\_

Position/Occupation: Pro Bono Paralegal

Firm/Company: South Carolina Bar

Current Certifications: Professional Paralegal

Education/Legal Experience: Associate Degree in Legal Studies

Positions held on the local, state and national level: Lawyer Referral Service, Pro Bono Panel

How did you become involved working in the legal profession? I went online after I completed my classes and applied for different positions in the legal field. Then I was called in for an interview for LRS at the SC Bar.

What do you enjoy most about working in the legal profession? Helping clients/people

If you were not working in the legal profession, what would you be doing? Working in customer service

Spouse/Significant Other/Children (Family): 2 boys, Tyler and Cameron Harrison

Hobbies/Extracurricular Activities: Going to my son's football and baseball practices and games. Also, going to the movies with them.

Where do you see yourself in five years? In five years, I see myself in a higher position within the company.



# Meet Our Members-Continued



Name: Lucinda Deanna Jordan

Local Chapter: Midlands

Join Date: October 2019

Position/Occupation: Student

Firm/Company: South University, Columbia SC

Current Certifications: \_\_\_\_\_

Education/Legal Experience: Earning my Bachelors of Science in the legal field at South University, Columbia South Carolina campus

Positions held on the local, state and national level: Student

What do you enjoy most about working in the legal profession? \_\_\_\_\_

How did you become involved working in the legal profession? \_\_\_\_\_

I am in my second year at South University in the legal field. One of my main reasons I chose the legal field is because of my son. I always believed he was dyslexic and I have been asking the school system to test him since he was in kindergarten. Finally toward the end of third grade last year he was tested and it showed that he is dyslexic. My son struggles with reading and writing everyday due to the lack of information South Carolina has about dyslexia. He is finally getting the help he should have received years ago. In South Carolina dyslexia is under an umbrella of special education. They do not have a program strictly for kids with dyslexia so these kids are left behind. There are several different types of programs that can help children that have dyslexia. Several states have already placed dyslexia on its own and implemented programs strictly made for dyslexia. I want a program like that implemented in South Carolina. The most recent bill about dyslexia in South Carolina started out great but eventually it was watered-down and is not much different than what is already in place.

If you were not working in the legal profession, what would you be doing? I would have gone into crime scene investigating.

Spouse/Significant Other/Children (Family): A.J. Jordan - 9 is in the 4th grade

Hobbies/Extracurricular Activities: camping in a tent not a camper, hiking, archery and running 5k's. My son is a Webelo in Cub Scouts and I volunteer when I can. I also have a non profit organization that I am starting called Paws over Jordan it is for feral cats to have a safe home. A lot of the cats here are sick or blind. I recently started getting involved with advocate groups for children with dyslexia

Where do you see yourself in five years? In five years I will have graduated with my bachelor's taking my certification for paralegals. I would like to be working for a lawyer or firm that is working on changing the way schools look at children with dyslexia. Also, better over all educational system and better pay for teachers. I would also love to be working on changing laws on animal rights





# Meet Our Members-Continued



Name: Joanna Albertson

Local Chapter: Hilton Head Island/Beaufort County

Join Date: October 15, 2019

Position/Occupation: Legal Assistant—Real Estate Law—Post-Closer

Firm/Company: Wiseman Law Firm, LLC

Current Certifications: N/A

Education/Legal Experience: Technical College of the Low County - still going

Positions held on the local, state and national level: N/A

How did you become involved working in the legal profession? After my first semester in college, I began working at my law firm to get hands on experience while still in school.

What do you enjoy most about working in the legal profession? I love the steady work load and quick pace. Also love having a profession where I am always learning and challenged. It keeps me on my toes!

If you were not working in the legal profession, what would you be doing? I would probably work a regular office job.

Spouse/Significant Other/Children (Family): My wonderful boyfriend Rob and two stepdaughters—Madison-7 and Veronica-9.

Hobbies/Extracurricular Activities: Reading - being outdoors and active - going to festivals, car shows, town events, ect.

Where do you see yourself in five years? I see myself finishing school and progressing in my legal career as a paralegal.



# Meet Our Members-Continued



Name: McKela L. Simon

Local Chapter: Legal Staff Professionals of the Midlands

Join Date: March, 2019

Position/Occupation: Paralegal

Firm/Company: N/A

Current Certifications: N/A

Education/Legal Experience: Associate of Applied Science in Paralegal

Positions held on the local, state and national level: N/A

How did you become involved working in the legal profession? Decided to go to school for paralegal and not healthcare.

What do you enjoy most about working in the legal profession? Growth and opportunity. Also, the diverse practice area.

If you were not working in the legal profession, what would you be doing? Healthcare

Spouse/Significant Other/Children (Family): Son—19

Hobbies/Extracurricular Activities: N/A

Where do you see yourself in five years? I see myself in law school in five years.

Happy  
New Year!

# HAPPY GRAM

*Legal Staff Professionals of the Midlands would like to congratulate its following members for their new certifications:*

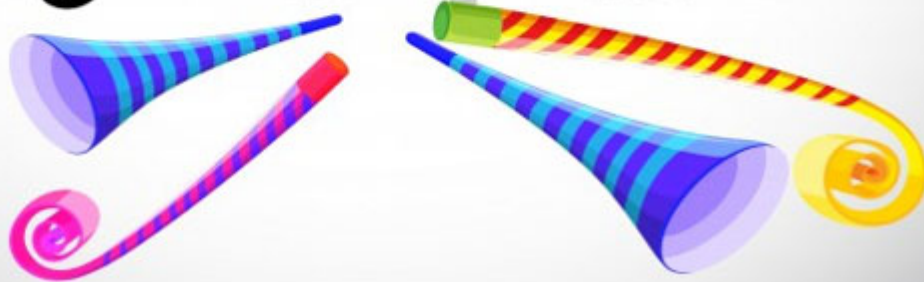
*Ashley Haworth, PP*

*Lenette Pauley, PP*

*Alicia Sieldorf, CLP, ALP*

*Traci Wolfe, PP*

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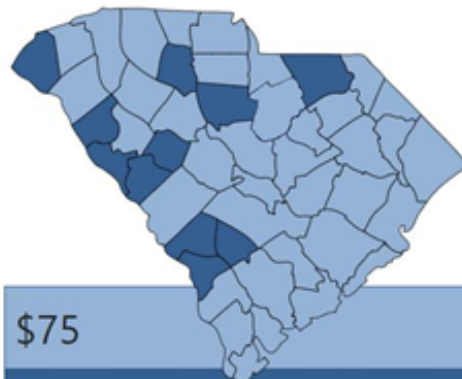
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**  
**2019-2020 SUMMER MEMBERSHIP MEETING**  
**Saturday, August 24, 2019**  
**CLARKS INN AND RESTAURANT**  
**SANTEE, SC**

**CALL TO ORDER**

President, Tara Jean Brown, PP, PLS, SCCP, called the second meeting of Legal Staff Professionals of South Carolina (LSPSC) to order at 1:49 p.m. She reminded everyone to check in with credentials, if they had not done so, and to please silence all electronic devices while in the meeting room.

President, Tara Jean Brown, PP, PLS, SCCP, asked that all officers and chairs giving reports to please come to the lectern. All members addressing the meeting are asked to please stand, give your name, certification, and chapter. Members were also asked to please speak loudly and clearly to ensure proper identification in the minutes of the meeting. President, Tara Jean Brown, PP, PLS, SCCP, introduced herself as LSPSC's President for 2019-2020.

**THOUGHT FOR THE DAY**

Our Thought for the Day was given by Naomi W. Nation, PP, PLS, CLA, SCCP, from Legal Staff Professionals of the Low Country (LSPL). The Thought for the Day was "To Simplify".

**PLEDGE OF ALLEGIANCE AND CODE OF ETHICS**

The Pledge of Allegiance was led by Katherine R. Helms, PP, SCCP, Functional Director of Membership and Marketing, and the NALS Code of Ethics was presented by Naomi W. Nation, PP, PLS, CLA, SCCP, Functional Director of Education and Certification.

**WELCOME**

On behalf of LSPSC, President, Tara Jean Brown, PP, PLS, SCCP, welcomed everyone to the 2019 Summer Membership Meeting. President, Tara Jean, asked if there were any members attending their first LSPSC membership meeting and, if so, to please stand and give their name, certification, and chapter. We had four new members, Jessica Costlow, a member of LSPG; Tabitha Hanna, a member-at-large from Florence; Karen Courtney Ready, a member of LSPM, and Lori Ignacio, PP, SCCP, a member-at-large from Myrtle Beach in attendance. President, Tara Jean, stated that there are now six members-at-large, Elaine Sumerel, PLS, Angel Reid, Jenni Ott, Lori Ignacio, PP, SCCP, Tabitha Hanna, and Samantha Beaver.

President, Tara Jean, asked if there were any other visitors. Ken Wolfe, husband of Traci Wolfe, a member of LSPM was in attendance and she thanked him for visiting.

President, Tara Jean, then acknowledged the past presidents of the association who were in attendance today and asked if they would please stand to be recognized. There were 11 past presidents in attendance.

**INTRODUCTION OF LSPSC OFFICERS FOR 2019-2020**

President, Tara Jean Brown, PP, PLS, SCCP, introduced the LSPSC Officers for 2019-2020 as follows:

President-elect .....	Meredith Lazarski, ACP, SCCP
Secretary .....	Ann Marie Minerva, PP, SCCP
Treasurer .....	Sonia L. Hunt
Functional Director – Education/Certification.....	Naomi W. Nation, PP, PLS, CLA, SCCP
Functional Director – Membership/Marketing.....	Katherine R. Helms, PP, SCCP
Immediate Past President.....	Kerry Ann Waldrop

## **PRESIDENT'S REMARKS**

President, Tara Jean, gave some brief remarks and reminded members of her theme: "What is Your Why." President, Tara Jean, asked some of the members to stand and share about themselves and why they became members.

Jessica Costlow said that the reason she became a member was for networking, to further her career, to meet new people and to overcome her shyness.

Karen Courtney Ready said that she is the only legal assistant in her office of 3 attorneys and 4 paralegals so she became a member to learn more and network.

Tabitha Hanna said that she first heard of LSPSC through her job and that she joined for the networking.

Jan Berger said that she continues as member for education, continued legal knowledge and friends/friendship.

## **BUSINESS MEETING**

President, Tara Jean, reminded members that any member of LSPSC may offer motions, second motions, and enter into discussions. All motions should be reduced to writing; and Kerry Ann Waldrop, Immediate Past President/Parliamentarian, has forms for this purpose.

## **ROLL CALL**

President, Tara Jean, stated that before we moved forward, Credentials Chairman, Lauritza Hill, will provide us with our roll call attendance. *"There are 22 members present and 12 represents a quorum, which is one member over one-half. Two-thirds is 14."*

## **CONSENT AGENDA**

President, Tara Jean, stated that members were provided with information in the Consent Agenda packet for review at the beginning of the meeting. The Board approved these items at its meeting on Friday, August 23, 2019:

- Minutes of Annual Membership Meeting (2018-2019)
- Minutes of Spring Membership Meeting (2019-2020)
- Treasurer's Supplemental Period Report (2018-2019)
- Treasurer's First Period Report (2019-2020)

President, Tara Jean, stated that the minutes were published in the June 2019 edition of the *Spotlight* and have also been posted to the Members Only Section of the LSPSC Website. President, Tara Jean, asked if there were any comments or questions regarding the items approved by the board. Hearing none, the above items were approved by consent. President, Tara Jean, reminded members that the Board Meeting minutes will continue to be made available to the board and members through the Members Only Section of the website.

**The FIRST INCENTIVE DRAWING was held and Katherine Helms, PP, SCCP was the winner of \$25.00.**

## **REPORTS FROM ELECTED OFFICERS**

**President, Tara Jean,** Brown, PP, PLS, SCCP, stated that if you are not receiving your @Law, NALS Docket, NALS Daily Digest, or your *Spotlight*, make sure your address is updated on the NALS website. Please visit [www.NALS.org](http://www.NALS.org) to update your membership profile and enter your CLE hours. Be sure that your address is accurate as well as your phone number(s) and email address. The *Spotlight* deadline for the December issue is November 15, 2019. The NALS Annual Conference is being held in Little Rock, AR in September. President, Tara Jean, thanked the membership for allowing her to attend. She also thanked everyone who attended the LSPSC

Friday Night Social Event.

**President-Elect**, Meredith Lazarski, ACP, SCCP, stated that her report was in the Spotlight and she encouraged each chapter to update their rosters on the NALS website and provide it to the LSPSC Handbook Chairperson. She also stated that when updating your profile, be sure to update your address and add your birthdate. President-Elect, Meredith, stated that the board members are planning to visit the chapters for various activities such as Christmas parties, etc. She reminded members that she serves as liaison with local chapters on behalf of the LSPSC Board and the board is there to assist. She encouraged members to consider service on the 2020-2021 LSPSC Board and Committees when the call for nominations goes out on November 1, 2019.

**Secretary**, Ann Marie Minerva, PP, SCCP, reminded members to mail or email their signed reports to her for the permanent records. With our minutes approved by consent, she will have them signed and scanned into the permanent records. The Board Minutes are posted on the Members Only Page of the Website. The Committee reports for the winter meeting will be due by Tuesday, January 21, 2020 (12 noon).

**Treasurer**, Sonia L. Hunt, gave an update on the Bank Account/Savings Account. She reminded chapters to make sure to send her copies of the IRS Form 990-N so that she could send to NALS. She also stated that the Annual Meeting Checking Account will be passed to LSPL. She also encouraged chapters to meet their deadlines, and to be sure to place their certifications on the registration forms for membership meetings and for the annual meeting.

**Immediate Past President/Parliamentarian**, Kerry Ann Waldrop – no report.

**Functional Directors** – President, Tara Jean, stated that these reports will be given with the Committee Reports.

**The SECOND INCENTIVE DRAWING was held and President, Tara Jean Brown, was the winner of \$50.00.**

## COMMITTEE REPORTS

President, Tara Jean, called for reports from our 2019-2020 LSPSC committees as follows:

**Annual Meeting 2020, Amy S. Baker, CP, SCCP/Naomi W. Nation, PP, PLS, CLA, SCCP** – Naomi stated the annual meeting is April 24, 2020 – April 26, 2020, and that the committee is researching an affordable location/hotel possibly Patriots Point.

**Award of Excellence, Susan L. Olmstead, PLS/Christine Vandenberghe** – Susan stated that the committee is obtaining judges, will publish the nomination form in the next *Spotlight* and put it on LSPSC website.

**Certification/Legal Education, Naomi W. Nation, PP, PLS, CLA, SCCP** – Naomi gave an update on topics for the winter meeting and encouraged members to check out the NALS website with the online webinars offered to members. She stated that the theme for Court Observance Week is, “Free Speech, Free Press, Free Society” to be held October 7-11, 2019. She reminded members of the CLE award and encouraged members to apply and that you need 60 hours of CLEs in a three-year period to qualify for the award. Naomi stated that 17 attended the 1<sup>st</sup> CLE and 21 attended the 2<sup>nd</sup> CLE. She announced the CLE/Membership drive in Myrtle Beach tentatively on February 22, 2020, from 10am to 2pm. Naomi also announced/discussed the LSPSC CLE award for any member who attends 7 CLEs during our fiscal year. Lori Ignacio, PP, SCCP, was pinned by Naomi. She reminded the membership that LSPSC is now an accredited sponsor with the SC Bar Paralegal Division and that today’s CLE’s will be submitted to Charmy Medlin for



approval and the hours will be added to their profiles.

**Community Projects, Angel E. Reid** – The report was in the *Spotlight*. Angel had a family emergency and could not attend, however, Lori Ignacio, PP, SCCP, will take the donations back and that there was a box in the back of the room for any further donations.

**Credentials, Lauritza S. Hill/Mary Kay Oliver**, reported earlier.

**Employment, Traci Wolfe** – Traci reported that she has joined with employment agencies across the state and report was in the *Spotlight*.

**Finance, Lois J. Belle, CLP/Deborah J. Reynolds, PP, PLS, SCCP**, Lois reported that we were nearing our goal but that tickets were still available.

**Financial Review, Judith Morgan Glenn/Jimi L. Bullard, ALP**, their report was in the committee reports.

**Handbook, Jasmine Y. Williams/ Tara Jean Brown, PP, PLS, SCCP**, Tara Jean reported that they are working on it.

**Historian, Kerry Ann Waldrop** – Kerry requested that the Past Presidents provide her with what were their themes.

**Marketing & Membership, Katherine R. Helms, PP, SCCP**, Katherine stated that her report was in the *Spotlight*, but she gave an update on the membership numbers for NALS/state/local chapters and that there are 100 LSPSC members (29 Greenville, 6 Orangeburg, need to check this number Lowcountry, 11 Hilton Head, 26 Midlands, 9 Spartanburg, and 7 Members-at-large). She reminded members to keep their information updated with NALS and their local chapters so that they receive their mailings promptly. Katherine reminded members to send Happy Grams and encouraged chapters to solicit one full page of ads to run three times a year. The ads are \$40 for a quarter page, \$75.00 for a half page, \$125.00 for a full page and \$25.00 for a business card. She stated that a free website link is provided for a full-page advertisement. (Other costs are in the Standing Rules). Katherine announced to the membership that the SC Bar has created a SCCP Badge that may be used in email signature lines, business cards, etc.

**NALS Foundation, Jan W. Berger, ALP**, Jan's report was in the *Spotlight*, however, she discussed NALS Foundation fundraising, the 90<sup>th</sup> Anniversary and the Mystery Suitcase that LSPSC is sponsoring for the NALS 68<sup>th</sup> Annual Education Conference and National Forum in Little Rock, AR in September.

**Nominations and Elections, Debra H. Bailey, PLS/Linda W. Wilson, PLS**, no report but, please consider taking a position on the board and/or committees.

**Publication, Susan Church/Lois J. Belle, CLP**, Lois Belle reported the deadline for the December issue of the *Spotlight* is November 15<sup>th</sup> and she thanked everyone for their cooperation thus far. She encouraged chapters and members to secure an ad or submit an article to her or Susan.

**Scholarship, Deborah League Brown, PLS/Kaylan M. Looper**, no report.

**Scrapbook, Lauritza S. Hill/Sonia L. Hunt**, Sonia reported that they are working on Kerry and Tara Jean's scrapbooks.

**Standing Rules and Bylaws, Kerry Ann Waldrop**, Meredith discussed the notification that was sent via email on July 24, 2019, to the membership, which contained the proposed changes for officer qualifications to

expand to include members-at-large. After membership discussion, Naomi W. Nation, PP, PLS, CLA, SCCP, made a motion to approve the Standing Rules as presented and amended with clarification. Stacy Russo Strobel, PP, PLS seconded. Motion carried – Standing Rules approved as presented and amended with clarification. Annual Meeting location/committee was tabled until Winter Meeting.

**Technology**, Katie M. Johnson, no report.

**The THIRD INCENTIVE DRAWING was held and Jessica Costlow was the winner of \$75.00.**

**The following are UPCOMING MEETINGS:**

**NALS 68<sup>th</sup> Annual Education Conference and National Forum**

September 25-28, 2019 – Little Rock, AR

**LSPSC Winter Membership Meeting – January 25, 2020**

Nelson Mullins Riley & Scarborough, 1320 Main Street, 17<sup>th</sup> Floor, Columbia, 8SC

**LSPSC Annual Education Conference – April 24-26, 2020**

TBD, Charleston, South Carolina

**Hosting Chapters for Annual Meetings**

2020	Legal Staff Professionals of the Lowcountry
2021	Legal Staff Professionals of the Midlands
2022	Legal Staff Professionals of Greenville
2023	Hilton Head Legal Staff Professionals
2024	Legal Staff Professionals of Orangeburg
2025	Spartanburg County Legal Staff Professionals

**NEW BUSINESS** - President, Tara Jean, announced that the Premium Prize for our Summer Membership Meeting is provided by Legal Staff Professionals of Orangeburg (LSPO). The Premium Prize for our Winter 2020 Membership Meeting will be provided by Spartanburg County Legal Staff Professionals (SCLSP).

President, Tara Jean, asked if there was any new business, or if any member had anything to share? There was none.

**ADJOURNMENT** - President, Tara Jean, stated that if there were no objections, the Summer Membership Meeting of Legal Staff Professionals of South Carolina for 2019-2020 is hereby adjourned. She stated that we look forward to seeing everyone in Columbia in January for our Winter membership meeting. Drive safe.

Respectfully submitted,

Ann Marie Minerva, PP, SCCP  
2019-2020 Secretary, LSPSC

Approved:

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Tara Jean Brown, PP, PLS, SCCP  
2019-2020 President, LSPSC

# LSPSC 2019-2020 Officers



Naomi Nation, PP, PLS, CLA, SCCP; Ann Marie Minerva, PP, SCCP; Kerry Waldrop; Tara J. Brown, PP, PLS, SCCP; Meredith Lazarski, ACP, SCCP; Sonia Hunt; Katherine Helms, PP, SCCP

*Merry Christmas*







**AVIS**

We try harder.

**FedEx**

**Hertz**



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](http://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 2019-2020

President .....Tara Jean Brown, PP, PLS, SCCP  
 President-elect.....Meredith Lazarski, ACP, SCCP  
 Secretary .....Ann Marie Minerva, PP, SCCP  
 Treasurer .....Sonia L. Hunt  
 Functional Director – Certification/  
 Education .....Naomi W. Nation, PP, PLS, CLA, SCCP  
 Functional Director – Marketing/  
 Membership.....Katherine R. Helms, PP , SCCP  
 Immediate Past President.....Kerry Ann Waldrop



# LSPSC COMMITTEE CHAIRS 2019-2020

Annual Meeting ..... Amy S. Baker, CP SCCP and  
 ..... Naomi W. Nation, PP, PLS, CLA, SCCP  
 Award of Excellence ..... Susan L. Olmstead, PLS, and  
 ..... Christine Vandenberghe  
 Bar Liaison ..... Meredith Lazarski, ACP, SCCP  
 Community Projects ..... Angela E. Reid “Angel”  
 Credentials ..... Lauritza S. Hill and Mary Kay Oliver  
 Employment ..... Traci Wolfe  
 Finance ..... Lois J. Belle, CLP and  
 ..... Deborah J. Reynolds, PP, PLS, SCCP  
 Financial Review ..... Judith Morgan-Glenn and  
 ..... Jimi L. Bullard, ALP  
 Handbook ..... Jasmine Y. Williams and  
 ..... Tara Jean Brown, PP, PLS, SCCP  
 Historian/Standing Rules and ByLaws ..... Kerry Ann Waldrop  
 NALS Foundation ..... Jan Berger, ALP  
 Nominations and Elections ..... Debra H. Bailey, CLP and  
 ..... Linda W. Wilson, PLS  
 Publication ..... Susan Church, and Lois J. Belle, CLP  
 Scholarship ..... Deborah League Brown, PLS and  
 ..... Kaylan M. Looper  
 Scrapbook ..... Sonia L. Hunt and Lauritza S. Hill  
 Technology ..... Katie M. Johnson





# Legal Staff Professionals of South Carolina 2019-2020 Calendar

\*subject to change



<p><b>May 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 1 American Bar Association Law Day <b>Theme: Free Speech, Free Press, Free Society</b></p> <p>12 Deadline – LSPSC Chapter Rosters to NALS 13 NALS 2019 Online Membership Meeting 13 Deadline – LSPSC <i>Spotlight</i> (June) 15 Deadline – NALS Award of Excellence 27 NALS closed for Memorial Day</p>	<p><b>November 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 1 Call for Nominations – 2020-2021 LSPSC Officers 11 NALS 2019 Online Membership Meeting 15 Close of Nominations – 2020-2021 LSPSC Officers 15 Deadline – LSPSC <i>Spotlight</i> (December) 24 Nominations Acceptance and Qualification forms for 2020-2021 sent to qualifying nominees 28-29 NALS closed for Thanksgiving</p>
<p><b>June 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 10 <i>SPOTLIGHT Published</i> 14 Deadline – LSPSC Handbook 15 Deadline – Early Registration NALS Educational Conference and National Forum (September 26-28)</p>	<p><b>December 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 1 Deadline – NALS Foundation Grant 4 Deadline to return Nominations Acceptance and Qualification Forms for 2020-2021 LSPSC Nominees 9 <i>SPOTLIGHT Published</i> 23-31 NALS closed for holidays</p>
<p><b>July 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 4 NALS closed for Independence Day 5 NALS 2019 Leadership Appreciation – THEME: We are Origi<b>NALS</b> 19-21 LSPSC Officer Retreat [Santee]</p>	<p><b>January 2020</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 15 Distribute – 2019-2020 LSPSC Scholarship Award Application 15 Distribute – 2019-2020 LSPSC Award of Excellence Application 10 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting in Columbia 24 LSPSC Winter Board Meeting in Columbia 25 LSPSC CLE Seminars and Winter Membership Meeting in Columbia</p>
<p><b>August 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 9 Deadline – Registration for LSPSC CLE Seminars and Summer Membership Meeting in Santee 12 NALS 2019 Online Membership Meeting 23 LSPSC Summer Board Meeting in Santee 23 LSPSC Summer Social Event in Santee 24 LSPSC CLE Seminars and Summer Membership Meeting in Santee</p>	<p><b>February 2020</b></p> <p>Online Exam ALP, PLS/CLP, PP 5 Prepare official ballots for mailing [If applicable] 14 Deadline – LSPSC <i>Spotlight</i> (March)</p>
<p><b>September 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 2 Deadline – Hotel Reservation for NALS Educational Conference and National Forum Little Rock, AR (September 26-28) 2 NALS closed for Labor Day 15 Deadline – File IRS Form 990N 26-28 NALS Educational Conference and National Forum Little Rock, AR</p>	<p><b>March 2020</b></p> <p>Online Exam ALP, PLS/CLP, PP 9 <i>SPOTLIGHT Published</i> 15 Deadline – Submit 2019-2020 LSPSC Scholarship Award Application 15 Deadline – Submit 2019-2020 LSPSC Award of Excellence Application</p>
<p><b>October 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 7-11 NALS Court Observance Week <b>Theme: Free Speech, Free Press, Free Society</b></p>	<p><b>April 2020</b></p> <p>1 Online Exam ALP, PLS/CLP, PP 9 Deadline – Registration for LSPSC 55th Annual Meeting and Educational Conference [TBD] (hosted by Charleston) 24 LSPSC Outgoing Board Meeting and Incoming Board Meeting 25 LSPSC 55<sup>th</sup> Annual Meeting and Educational Conference and 2019-2020 Officer Installation 26 LSPSC Spring Membership Meeting</p>



# NALS Code of Ethics

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  
Attn: Susan Church  
Post Office Box 10208  
Greenville, SC 29603**



**TO:**