

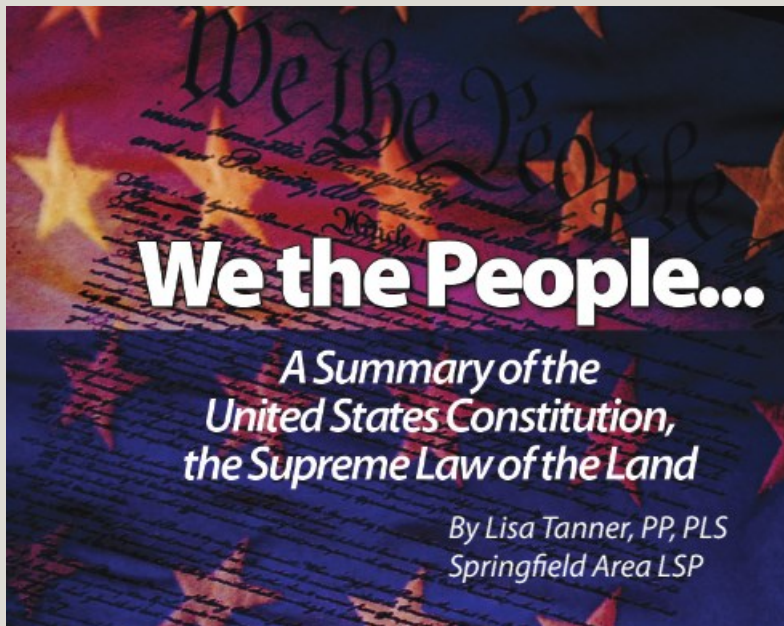


LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote



The first and foremost law of the land of the United States is the U.S. Constitution. Considered the supreme law of the land, its tenets formed some 200 years ago still stand, though often challenged by time and opinion. Surely, the Constitution is among those laws for which the citizens of this land are forever grateful. Review a summary of these common principles written down for posterity:

The Preamble

The Preamble lists the reasons that the 13 original colonies separated from their mother country and became an independent nation. "We the People of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to

(Continued on page 13)

SPOTLIGHT

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VERY, VERY CLOSELY.**



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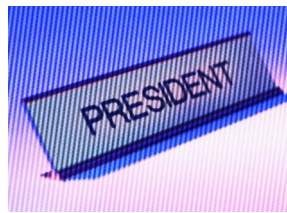
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Spotlight

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President's Report

by
Jan W. Berger, ALP
2014-2015 President

As I write this first report, I am overwhelmed with joy and pride to say that I am your LSPSC President for 2014-2015. It truly is an honor and a privilege to serve. Once you say "yes" to running for a position on the Board and get elected, it's all GREAT from that point forward. I have learned so much from past Presidents and Board members. I finally realized that no one knows "everything," so there really is no reason to be afraid. All you have to do is just say **yes** and let your fellow members help you along the way! Without you, I would not be writing this report.

If you weren't in Santee with us April 25-27, 2014, you missed a wonderful Annual Conference. The Charleston chapter hosted a great weekend of fun, fellowship, networking, and legal education. A special thank you to Attorneys Aylor and Kidd for their presentations. Hearing about cases from the sides of the defense and prosecution gave us critical insight into how both sides of the bench work together with the highest levels of diplomacy and ethics.

A special thank you to my home chapter, Columbia, for their wonderful gifts, words, and music at the installation ceremony. The song was fabulous. So fabulous that Yvonne Fortner recorded it! So, we have it saved for posterity! Ya'll are the best and I really appreciate everything you did for me!

As many of you know, I LOVE frogs. It became a hobby, by accident, and now it's hard to pass them by in a store without slipping them in the shopping cart! I have a frog trash can, a frog plant stand, and frogs that sing and dance. I have frog pot holders, kitchen towels, frog books and, yes, I have frog fan. Yes, "Mr. Wendell" sits on my desk and cools me when needed.

So you might expect my theme this year has to do with a frog. There are acronyms everywhere for F-R-O-G. But I think I have the best acronym when thinking of LSPSC:

FIRMLY ROOTED ON GREATNESS

This year, we are going to talk about the roots of this association. What grounds us and keeps us steady. I want us to share what makes each of us a FROG!! We will look for ways to hop further along the path to greatness. We will continue to move forward confident that we can achieve great things.

We all lead such busy lives. We are overcommitted and overworked! So why am I asking you to add more to your plate? I'm asking because what rests upon our shoulders is the challenging future of LSPSC. We are capable of advancing the aims and purposes of our association. We can embrace the future with a positive spirit of cooperation. We can all work together to create solutions so that the growth of LSPSC and NALS will continue.

So . . . I ask each of you:

- ◆ To support each other this coming year
- ◆ To reach out to others and tell them of this great association
- ◆ To promote the ideals of NALS
- ◆ To participate in more programs offered by NALS
- ◆ To attend as many local, state, and national meetings as you can
- ◆ To say yes to something new this year to support of LSPSC
- ◆ To say yes to something new this year to support your local chapter
- ◆ To "HOP" with me as we move farther on our greatness.

I'm asking you TO BE A GREAT FROG THIS YEAR AND STAY FIRMLY ROOTED ON OUR GREATNESS!!!

With all of us working together, I look forward to a successful year!!

Jan

MARKETING
www.nals.org



engage
inspire
enhance
promote

Hear ye, Hear ye. Have you heard? Check out LSPSC . . .

www.lspsc.org

Carolina Paralegal News
<http://nclawyersweekly.com/paralegal>



Legal Staff Professionals of South Carolina



Don't Worry . . . Be Happy

*Purchase a Happy Gram today
for the next Spotlight Issue.*

*Send Happy Gram to
mlazarski@haleandhalelaw.com*

en • gage | en'gāj |

- 1 [trans.] occupy, attract, or involve (someone) in interest or attention: NALS offers programs to engage members in their careers helping them advance in life.
- (engage someone in) cause someone to become involved in
 - arrange to employ or hire (someone): He was engaged as a paralegal.
 - date reserved (accommodation, a place, etc.) in advance: She had engaged the Online Learning Center.
- 2 [intrans.] (engage in) partcipate or become involved in: NALS members engage in a variety of activities.
- (be engaged in) someone actively engaged in leadership.
 - (engage with) establish a meaningful contact or connection with: New members can engage with local leaders in their profession.
 - (of a part of a machine or engine) move in to position so as to come into operation: Your career will engage.

More opportunities to engage NALS and your career!

- More CLE for your money.
- Online information at your finger tips.
- More CLE than you have ever seen at a conference.
- More active in social media.
- Area of law focused education.
- The same support you have grown to love.

in • spire | in spir |

- 1 fill (someone) with the urge or ability to do or feel something, esp. to do something creative: [trans.] His passion for justice inspired him to advance his career as a paralegal with NALS.
- create (a feeling, esp. a positive one) in a person: Their enthusiasm inspired those around them.
 - (inspire someone with) and make someone with (such a feeling): She inspired her co-workers as became certified with NALS.
 - of an idea to: The conference was successful enough to inspire people to register for the network.

More than 80 years of inspiring legal professionals will continue.

- Specialty specific education to broaden your knowledge.
- Online networking and communities for support.
- Two national conferences each year for a personal touch.
- Local and state chapters to keep you inspired.
- Three certifications to advance your career.
- Full-time professional staff to answer your questions.



engage
inspire
enhance
promote

en • hance | en hans |

[trans.] intensify, increase, or further improve the quality, value, or extent of: Her dedication and involvement will enhance her career. | Continuing legal education enhances the value of employees.

Enhance your career with education and certifications that fit your needs.

- Online CLE focused on practice areas.
- Three certifications to advance your career.
- Website access to a library of articles and resources.
- Conference schedules built around your specialties.
- Online communities of experienced legal professionals.
- Career Center linked to other legal associations.

pro • mote | prə'mōt |

- 1 further the progress of (something, esp. a cause, venture, or idea); support or actively encourage: Specialty area education helps promote advancement.
- give publicity to (a product, organization, or venture) so as to increase sales or public awareness: The NALS dodger is used to promote NALS members and their accomplishments.
 - chemistry act as a promoter of (a catalyst).
- 2 (to then be promoted) advance or raise (someone) to a higher position or rank: She was promoted to senior paralegal after she was certified by NALS.

Get help in promoting yourself by being a part of something greater.

- More than 80 years of serving legal professionals.
- Three certifications to help get that promotion.
- Leadership opportunities.
- Professional and personal development focused.
- Build your network of legal professionals.
- Career Center linked to other legal associations.

www.nals.org

**NALS Professional Development and Education Conference
February 27 – March 2, 2014**

Jan Berger, President-Elect

Thanks so much to LSPSC for allowing me to attend the NALS Professional Development and Education Conference in Tulsa February 27 – March 2, 2014. It's hard to believe that it was my first time attending. I can promise you, though, it won't be my last.

This conference is "perfect" for a first-timer, whether you are a new NALS member or 19 years a member like me. The focus on leadership development and education is right on point and you can't possibly leave without being motivated to share what you've learned with your chapter!

We started the conference on Friday with the keynote speaker, Kevin Barrett, Esq, of Graif, Barrett & Matura, P.C. (AZ). He shared the top ten things your attorney wishes you knew (about your attorney). My two favorites were: "I don't know everything even though I pretend I do," and "I notice more than you think I do." The session taught me that open communication is important and it builds a stronger and better working relationship with your attorney or supervisor.

Then I moved to a session with the new NALS Board. We discussed ways to move NALS in the forefront of technology. I saw the passion and love of the association from these Board members. I saw deep commitments from the Board to serve our association.

I then moved to a very informative session on influencing change through resistance, led by Mike Henry, Chief Instigator of Lead Change Group. We should all spend time considering techniques to influence people to consider life apart from the status quo. Don't settle for the comment, "No one does it that way anymore." Or "We tried that years ago and it didn't work." Face the naysayers with new energy and make a positive difference.

Next, I attended a workshop for Presidents. We had roundtable discussions sharing our highs and lows of being officers. I picked up some new ideas from many past Presidents in attendance.

Saturday morning was a day strictly on Leadership Training! I started the morning in a great session led by two of the NALS Board, Mimi Mangrum and Audrey Saxton, PP, PLS. We had open discussion of the importance of management of records – reporting, minutes, treasurer reports, and governing documents.

I next attended a session on how to be a successful President, led by Tara Hughes, PP, ACP and Amylyn Riedling, PP, PLS. Both presenters gave helpful advice on how to handle difficult situations, complaints, and how to give advice on handling difficult situations. It was a great learning experience for both the experienced and the inexperienced leader!

My next seminar was a joint officer training workshop on "Coaching." NALS leaders were dressed in their favorite sports team attire, reminding us that we are a team, working together for a common goal. We achieve more "together" than we do acting "alone."

I ended the training day with a session on hosting profitable meetings. Marcie Carter, PP, PLS and Debra Taylor, PP, PLS, shared information on how to read contracts so you aren't surprised at the end of a conference when you pay your bill. They also shared tips on preparing a budget, selecting meals, and preparing accounting information. All these things are so important to hosting a successful meeting.

Sunday morning was an early start for us with SNOW and ICE! Luckily, I was able to get out of the Tulsa airport 4 hours late. Many of my friends were not so lucky. They were stuck another day or two!

What a wonderful time! Attending this conference is pivotal for new members or new leaders! We must find ways to help fund the trip and make it financially possible for our members to attend. It stimulates excitement, passion, knowledge, and most of all, the love for NALS.

Jan Berger

THANK YOU!

Thank you for being a friend

Traveled down the road and back again
your heart is true you're a pal and a confidant

I'm not ashamed to say
I hope it always will stay this way
My hat is off, won't you stand up and take a bow

And if you threw a party
Invited everyone you knew
You would see, the biggest gift would be from me
and the card attached would say,

Thank you for being a friend

Thank you for being a friend

Thank you for being a friend

Thank you for being a friend

If it's a car you lack
I'd surely buy you a cadillac
Whatever you need, anytime of the day or night

I'm not ashamed to say
I hope it always will stay this way
My hat is off, won't you stand up and take a bow

And when we both get older
With walking canes and hair of gray
Have no fear, even though it's hard to hear
I will stand real close and say,
Thank you for being a friend

(I want to thank you)

Thank you for being a friend

(I want to thank you)

Thank you for being a friend

(I want to thank you)

Thank you for being a friend

(I want to thank you)

Let me tell you bout a friend

(I want to thank you)

Thank you for being a friend

(I want to thank you)

~Andrew Gold

Submitted by Lois J. Belle

Social Networking



Come Join Us Online!



www.lspsc.org

www.lspg.org (Greenville Chapter)

You can now enjoy LSPSC on Facebook! Just search for our name once you've signed on.



www.facebook.com

Get Linked-In or Ning'd with **NALS** by searching for us on:

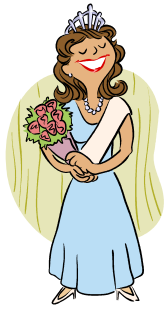
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www.nals.org

Click on "NALS Community"

OFFICER & COMMITTEE REPORTS



President-Elect Camilla G. Pitman, MMC, PLS

Words cannot express my appreciation to the members of LSPSC for your confidence in me as I serve as President-Elect for the coming year. I am honored and humbled by the opportunity to serve you and this wonderful organization. I want to personally thank the members of LSPG for your hosting – and roasting – of the President-Elect’s Luncheon during the Annual Meeting. I have worn a few titles in my lifetime, but the title of “Our Divine Miss C” will always be special. You ladies rock!

I want to thank you for allowing me to represent LSPSC at the NALS Conference in October. I look forward to traveling with President Jan and other LSPSC members to Houston and enjoying the training and hospitality NALS has to offer – *Deep in the Heart of Texas!*

Now, on to the work at hand. I have already contacted our local Chapter Presidents to schedule LSPSC Officer Visitations for July and August. If you have not confirmed a meeting date with me, please contact me at cpitman@greenville.gov. Also, all Chapter Presidents are asked to forward their local chapter lists of 2014-2015 Officers and Committees to NALS and to the LSPSC Handbook Chairman before the end of May. Thanks for your assistance with these requests.

I look forward to seeing you at the LSPSC Summer Membership Meeting in Columbia on Saturday, July 26. Have a wonderful summer!



Functional Director of Certification Carlene B. Kilgore, PLS

Thank you so much for allowing me to serve as your 2014-15 Functional Director of Certification.

To update you on our certification news, see below: **Congratulations** to Camilla Pitman, MMC, PLS for obtaining her original CLE award and to Tara Brown, PP, PLS for obtaining her PP recertification.

ALP, PLS, PP Exams. The next testing will be Saturday September 27, 2014. The deadline to submit your application is Friday, August 1, 2014. Applications can be obtained at www.nals.org/certification. If you have any questions, don’t hesitate to contact me at ckilgore@mcnair.net.

Total NALS Certifications as of May 13, 2014:

Professional Paralegal	574
Professional Legal Secretary	5,742
Accredited Legal Professional	3,215

Upcoming WebEd sessions: Note: WebEd sessions are now offered at different times of the day. Be sure to click on the “TIME” column when you register. You must register by Noon on the day of the session. Registration Fees are \$35 for members and \$50 for non-members. Please note some sessions are free for members.

06/12/14

1 CLE 7:00 p.m. CDT The Basics of Bankruptcy

Exam Administrators.

NALS is always in need of qualified Exam Administrators to give the ALP, PLS and PP exams. You must register your exam site annually. I will be forwarding all Chapter Presidents the Exam Administrator registration form or you can register online at NALS.org. This is also a great way to obtain CLE credit toward your recertification.

Proposed SC Certified Paralegal Program. As many of you heard at our annual meeting, there seems to be interest again in instituting the above through the SC Bar. At the present time, our NALS certification is not a recognized certification program. I will be in touch with NALS and other representatives to follow through on this very important matter. Stand by.

I look forward to seeing everyone at our summer meeting on July 26, 2014, in Columbia. Stay cool!



Functional Director of Education Sharon K. Wotherspoon, PLS

Thank you for your vote of confidence that I can handle a position on the state board (again). One day I’ll learn to say no – oops wait, I did tell you folks “There is no “I” in Team” so guess

that's out. I am looking forward to another great year for LSPSC and with President Jan at the helm we shall continue to move in a fast forward positive way. I am trying to get speakers lined up for our meetings this year and would really appreciate topic suggestions from anyone – please!! So once again, thank you for letting me “sit up front” again and please email me some topic suggestions. Sharon.wotherspoon@nelsonmullins.com Looking forward to seeing many of you in July in Columbia.



Functional Director of Marketing
Meredith Lazarski, ACP

First and foremost, I would like to thank the members of Legal Staff Professionals of South Carolina for the opportunity to serve as this year's Functional Director of

Marketing. I am looking forward to continuing to promote LSPSC over the next year and helping both our state and local chapters grow.

A big THANK YOU to those members and chapters who have helped promote LSPSC by purchasing shirts, blankets, Happy Grams and *Spotlight* advertisements, and those who have provided information to Carolina Paralegal News, Facebook and other media publications and social media

outlets. It is my goal to promote our members and local chapters as much as possible in the next year through as many media publications and social media outlets as I can.

If you have any information (and pictures) regarding your chapter, including installation of officers, community service events, certifications, guest speakers, etc., please send them to me. The LSPSC Board will discuss promotional opportunities and logo items during the retreat in June. We still have LSPSC shirts and blankets for sale. If you have an idea for a logo promotional item, please feel free to share it with me. And don't forget, if you have an item you would like monogrammed, please contact me and we'll arrange it. Cost for the monogram on any item provided by a member is \$10.00.

Each chapter is encouraged to solicit one advertisement to run three times a year in the *Spotlight*. A free website link is provided for each sponsor purchasing a full page advertisement. Don't forget to think outside the box – they don't need to be legal related. The advertising form can be found in this issue of the *Spotlight*.

Did you or a fellow member recently celebrate a birthday or anniversary, get married, have a baby, become a grandparent, receive a promotion or certification, do something wonderful for the community? Share your happiness or celebrate a fellow member by purchasing a

How are you promoting your local chapter?

Write an article for a publication?

Attend a local chapter meeting?

Attend a LSPSC meeting?

Attend a NALS meeting?

Tell anyone about local/state/NALS today?

Invite someone to your local/state/NALS meeting?

Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large. What better way to value your profession – promote !

If you have a great idea for promoting that has worked for you and your chapter, pass it along to Meredith at mlazarski@haleandhalelaw.com

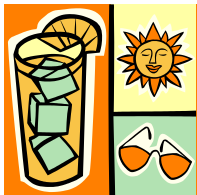
Happy Gram! The Happy Gram form can also be found in this issue of the *Spotlight*.

Lastly, don't forget to check out the listing of NALS Affinity Providers found in this issue of the *Spotlight* for information regarding the special discounts they provide NALS members.



Functional Director of Membership
Dee Dee Callison

Our time at the Clark's Inn in Santee, South Carolina is behind us and a new year is before us! I would like to thank you all for allowing me to serve the members of the Legal Staff Professionals of South Carolina as the Functional Director of Membership for 2014-2015. I know I have much to learn and covet all of your wisdom as I seek to fill this position in a way in which you have become accustomed by those who preceded me. As of April 29, 2014 LSPSC has 73 members. That number is represented by the local chapters as follows: Members At Large has 2; Legal Staff Professionals of the Midlands has 9; Legal Staff Professionals of Greenville has 28; Legal Staff Professionals of the Lowcountry has 9; Hilton Head Legal Staff Professionals has 8; Spartanburg County Legal Staff Professionals has 13; and Legal Staff Professionals of Orangeburg has 4. That is an increase of 4 members since January of this year; or 4 members in 3 months; or 4 members in 1 quarter! Let's see if we can increase our memberships each quarter of this year at this rate! How exciting would that be! Let me know what I can do to help you as we seek together to empower the legal staff of South Carolina!



Immediate Past President/Parliamentarian
Lois J. Belle, PLS

Time surely did not stand still this past year. My term as LSPSC 2013-2014 President has come and gone and I have mixed emotions about the swiftness of my year. It was truly my pleasure to serve with all of you. You believed in me and I thank you for that. You gave me confidence, inspiration, energy, encouragement, support and guidance to lead our association. And, if you will allow me, I have to say thank you one more time for the generosity of giving your time,

experience and efforts during my presidency. I am forever grateful for the 2013-2014 board, our committee and our members. It has been my honor to serve you.

Now I am here to serve you as LSPSC 2014-2015 Immediate Past President/Parliamentarian. I look forward to working closely with our President, Jan Berger and the 2014-2015 board. It is truly a privilege to continue serving on the board. Please make plans now to attend our summer membership meeting in Columbia, SC. It's just a short drive and you will be happy you took the time to participate! See you in Columbia!



Finance
Mary F. Brant
Sonia L. Hunt

Take a slow ride on a turtle's back or go get on the fast track with a frog upon your back.

Hop through the garden with a bunny on your trail, or waddle through the yard with the ducks. It will be a fun time, sun time, Summer time and garden time at the Summer Membership meeting.



LSPSC is "Going to the Great Outdoors" this summer. What lawn ornaments, outdoor flags, outdoor lights and other outdoor decorations can you find? Will they have frogs, turtles, ducks, butterflies or bunnies on them? Will it be summer fun items, grilling items for the great outdoors or those backyard picnic items?



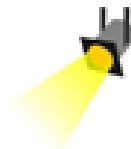
So get hopping, we want to see what great outdoor items you can provide for the Summer Membership Meeting.





LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

SPOTLIGHT
ADVERTISEMENT FORM



A publication of Legal Staff Professionals of South Carolina

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____

EMAIL: _____

WEBSITE: _____

Circle desired advertisement:

	Full Page *	Half Page	Quarter Page	Business Card
Three Issues	\$125	\$75	\$40	\$25
Two Issues	\$85	\$50	\$25	
One Issue	\$50	\$20	\$10	\$10

* Full Page advertisements include a web link to the business's webpage.

The SPOTLIGHT is published three times per year: March, June and December.
Advertisements must be provided in camera ready format.

Email advertisement and mail payment to:

Meredith Lazarski, ACP
Functional Director of Marketing
Hale & Hale, PA
PO Box 22561
Hilton Head Island, SC 29925
mlazarski@haleandhalelaw.com

Payment Enclosed: \$ _____

Visit our website at www.lspsc.org.

(Continued from page 1)

ourselves and our posterity, do ordain and establish this Constitution for the United States of America.”

The Seven Articles of the Constitution

The Constitution is our plan for government. The Articles of the Constitution talk about the duties of the three main parts of government: the Executive Branch, the Legislative Branch, and the Judicial Branch. The Articles also talk about the separate powers of the federal and state governments and how to change the Constitution.

Article 1. Legislative Branch. The U.S. Congress makes the laws for the United States. Congress has two parts called “Houses,” the House of Representatives and the Senate.

Article 2. Executive Branch. The President, Vice President, Cabinet, and Departments under the Cabinet Secretaries carry out the laws made by Congress.

Article 3. Judicial Branch. The Supreme Court decides court cases according to the Constitution. The courts, under the Supreme Court, decide criminal and civil court cases according to the correct federal, state, and local laws.

Article 4. States’ Powers: States have the power to make and carry out their own laws. State laws are related to the people and problems of their area. States respect other states’ laws and work together with other states to fix regional problems.

Article 5. Amendments. The Constitution can be changed. New amendments can be added to the Constitution with the approval by a two-thirds vote

in each house of Congress (67, 281) and three-fourths vote by the states (38).

Article 6. Federal Powers. The Constitution and federal laws are higher than state and local laws. All laws must agree with the Constitution.

Article 7. Ratification. The Constitution was presented to George Washington and the men at the Constitutional Convention on September 17, 1787.

Representatives from 12 out of the 13 original states signed the Constitution. From September 1787 to July 1788, the states met, discussed, and finally voted to approve the Constitution.

The 27 Amendments to the Constitution

1st: People have freedom of religion, freedom of speech, freedom of the press, freedom of assembly, and the right to petition the Government (1791).

2nd: People have the right to have a weapon to protect themselves (1791).

3rd: Soldiers cannot take or live in a person’s house (1791).

4th: The government cannot arrest a person or search their property unless there is “probable cause” (1791).

5th: The government must follow the law (due process) before punishing a person (1791).

6th: A person has the right to a fair and speedy trial by a jury (1791).

7th: A person has the right to a jury trial for civil cases (1791).

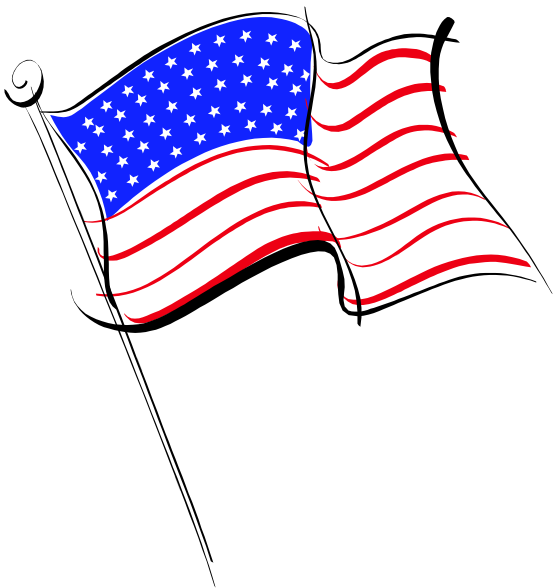
- 8th:** The government cannot demand excessive bail or fines, or any cruel and unusual punishment (1791).
- 9th:** The Constitution does not include all of the rights of the people and the states (1791).
- 10th:** Any powers that the Constitution does not give to the federal government belong to the states (1791).*
- 11th:** Citizens cannot sue states in federal courts (1795). (There are some exceptions.)
- 12th:** The President and Vice President are elected on a party ticket (1804).
- 13th:** Slavery is illegal in the United States (1865).
- 14th:** Every person born in the United States is a citizen. An immigrant can become a naturalized citizen (1868).
- 15th:** All male citizens have the right to vote (1870).
- 16th:** Congress can tax income (1913).
- 17th:** The people can elect senators (1913).
- 18th:** Alcohol is illegal (prohibition) (1919).
- 19th:** All female citizens have the right to vote (1920).
- 20th:** The President is inaugurated in January. Congress begins to meet in January (1933).
- 21st:** Alcohol is legal. Each state can make laws about making, selling, and drinking alcohol (1933).
- 22nd:** The President cannot serve for more than two terms (1951).
- 23rd:** The citizens in the District of Columbia have the right to vote for President (1961).
- 24th:** It is illegal to make a citizen pay a voting fee or take a reading test to vote (1964).
- 25th:** If the President dies or cannot serve, the Vice President becomes President. If both die, the Speaker of the House becomes President (1967).
- 26th:** Citizens who are 18 years old or older have the right to vote (1971).
- 27th:** Congress must limit when and how much its members are paid (1992).
- *The first ten Amendments are referred to as the "Bill of Rights."**

[Timely reprinted from
The NALS docket, October 2011.]





Meet **Mikal Brown Dobbins**
 LSPSC 2013-2014 Scholarship Recipient
 (Presented by Lois J. Belle, PLS)



Look what we
 have for
YOU!

JAFRA
 Susan Olmstead
 Skin Care Consultant
 843-338-3313 (cell)
 843-681-5540 (home)
 susano@hargray.com
 www.myjafra.com/susanolmstead

HOSTESS REWARDS
 July 1, 2013 - Feb 28, 2014

Free Products | Product Credits | Great Savings | 50% Off Products | Booking Offer

With every NALS member's Jafra order, the NALS Foundation will receive a 25% donation from me on your behalf.

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**Hilton Head Legal Staff
 Professionals raised over
 \$1,400 for the American
 Heart Association at this
 year's Lowcountry Heart Walk**

HAPPY GRAM

DON'T WORRY, BE HAPPY

*AND MAKE SOMEONE ELSE HAPPY BY PURCHASING
A HAPPY GRAM*



Congratulate, recognize, or encourage your fellow chapter members in the *Spotlight* and support Legal Staff Professionals of South Carolina while sending out good thoughts to those who deserve them.

Business Card	\$ 5.00
Half Page	\$15.00
Full Page	\$25.00

1. Submit Happy Gram camera ready to
Functional Director of Marketing at: mlazarski@haleandhalelaw.com
2. Submit payment and this form by mail to: Functional Director of Marketing
Meredith Lazarski, ACP
Hale & Hale, PA
PO Box 22561
Hilton Head Island, SC 29925
3. Deadline for Happy Grams: November 15, 2014 (for December issue)
February 9, 2015 (for March issue)

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: \$ _____

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2014 Summer Membership Meeting Registration
July 26, 2014
Meridian Building
1320 Main Street, 17th Floor, Columbia, SC

Deadline for Registration: July 18, 2014 (Add \$10.00 after this date)
NO REFUNDS AFTER JULY 21, 2014

SCHEDULE

9:30am–10:00am Registration
10:00am–11:00am Seminar
11:00am–11:15am Break
11:15am–12:45pm Seminar
12:45pm–1:45pm Lunch
1:45pm–3:00pm Membership Meeting and Chinese Auction

Name: _____ Nickname for Badge: _____

Chapter: _____

Official Office (if any): _____

Daytime Phone Number: _____

Email Address: _____

\$45 Full Registration (including lunch) \$15.00 Membership Meeting Only

REMINDER: Full registration does not include the separate seminar registration
~~~~~

**PLEASE MAKE CHECKS PAYABLE TO LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA (LSPSC) AND MAIL TO:**

Debra Bailey, PLS  
Nelson Mullins Law Firm  
PO Box 11070  
Columbia, SC 29211  
(803) 255-9345 or (800) 237-2000  
Email: [debra.bailey@nelsonmullins.com](mailto:debra.bailey@nelsonmullins.com)

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
CONTINUING LEGAL EDUCATION SEMINAR  
SATURDAY, JULY 26, 2014

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

**Deadline for Registration (with handouts): July 10, 2014**  
**(Registration is accepted after July 10, 2014, but without handouts**  
**unless you specifically request them to be e-mailed to you)**  
**No refunds for cancellation after July 17, 2014**

**10:00 a.m. – 11:00 a.m.**

**TOPIC:** “The Culture of Homelessness”  
**SPEAKER:** Julie Ann Avin, President/Executive Director, MIRIC  
Kristin Horne, Esq.

Ms. Avin is the President and Executive Director of the Mental Illness Recovery Center, Inc. (MIRCI). She has a BS in Business Administration from Charleston Southern University and an M.Ed in Counseling from Clemson University.

Ms. Horne is an attorney with Nelson Mullins Riley & Scarborough LLP practicing primarily in the areas of insurance coverage and bad faith claims, business litigation, and FINRA broker-dealer arbitrations. She graduated from the University of Virginia with a degree in Foreign Affairs and received her J.D. from the University of South Carolina School of Law.

**11:15 a.m. – 12:45 p.m.**

**TOPIC:** “Environmental Law and the Current Administration”  
**SPEAKER:** Stacy Taylor, Esq.

Mr. Taylor is a partner with Nelson Mullins Riley & Scarborough LLP whose practice focuses on toxic materials, the related impacts to human health, and the environment. He received his J.D. from the University of North Carolina School of Law.

-----  
I will be attending the following seminar(s):

“The Culture of Homelessness”

\_\_\_\_\_ Please e-mail the speaker’s handouts prior to the meeting

“Environmental Law and the Current Administration”

\_\_\_\_\_ Please e-mail the speaker’s handouts prior to the meeting

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

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

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

FEE ENCLOSED:

|           |                    |                     |
|-----------|--------------------|---------------------|
| Member    | \$20 for one _____ | \$30 for both _____ |
| Nonmember | \$25 for one _____ | \$40 for both _____ |

**NOTE: This registration covers the seminar only. Membership meeting registration is separate.**

Make check payable to *Legal Staff Professionals of South Carolina* and mail with registration form to:

Sharon K. Wotherspoon, PLS  
P.O. Box 11070  
Columbia, South Carolina 29211-1070  
(803) 255-9424; FAX (803) 255-9333

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.



## 2014 Wish List

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| Alarm Clocks                         | Hanging Pictures                      |
| Baby Food                            | Ironing Boards                        |
| <b>Baby Wipes*</b>                   | Irons                                 |
| Baseball Gloves, Bats, Balls         | Laundry Baskets                       |
| Basketballs                          | Light Bulbs                           |
| Bath Towels                          | Mops                                  |
| <b>Baby Bath Products*</b>           | <b>Nonperishable Food*</b>            |
| Board Games (New)                    | <b>Paper Towels*</b>                  |
| Book bags                            | <b>Pillows*</b>                       |
| Calculators                          | Plastic Cups & Eating Utensils        |
| Calendar Organizers                  | Pots & Pans                           |
| Cameras (disposal)                   | School Supplies                       |
| Car Seats                            | <b>Sheets (twin &amp; double)*</b>    |
| <b>Cell Phones*</b>                  | Shower Curtains                       |
| <b>Cleaning Agents (Ajax, etc.)*</b> | Slippers                              |
| Coffee Maker                         | Soccer Balls                          |
| Cookware                             | Strollers                             |
| Curtains                             | Tablecloths                           |
| Diaries and Journals                 | Teen Books and Magazines              |
| Dish Sets                            | Toasters                              |
| <b>Diapers (of all sizes)*</b>       | <b>Toilet Paper*</b>                  |
| DVDs                                 | <b>Trash Bags (extra-large)*</b>      |
| Flatware                             | Umbrellas                             |
| Footballs                            | Strollers                             |
| Gas Cards                            | <b>Vehicles (used &amp; running)*</b> |
| Glassware                            | Wash Cloths                           |
| Hair Care Products                   | <b>Washing Detergent*</b>             |
| <b>Hair Relaxers*</b>                | Watches                               |
| Hanging Mirrors                      | Water Hoses                           |

Our summer meeting community service beneficiary is SCADVASA. Please be generous and support this wonderful charity. In addition to the above items, a check payable to SCADVASA is also an acceptable form of giving.

Respectfully submitted,  
 Susan Olmstead, PLS and Betty Parks  
 Co-Chairs for Community Service Committee

# Chapter Reports



**Legal Staff  
Professionals  
of Greenville**  
Vickie A. Halstead

On November 16, 2010, I became a member of Legal Staff Professionals of Greenville. It has been a rewarding and memorable three and a half years. From attending my first LSPG meeting as a visitor and on to attending state and national conferences I continue to stay amazed and reenergized by the compassion and dedication of our organization's members. After serving two years as LSPG Secretary I am stepping up to the plate to the role of President and I am excited and a little scared. I am excited to have the opportunity to serve our members but it is a little scary as I try to fill the shoes of the great leaders that have gone before me.

April 16, 2014 marked a change in leadership. The new LSPG Board:  
>President: Vickie A. Halstead, Email: vickie.halstead@nelsonmullins.com  
>President-Elect: Dee Dee Callison, Email: mdjcall@gmail.com  
>Vice President – Membership: Katie Johnson, Email: katie.johnson@nelsonmullins.com  
> Treasurer – Tara Brown, Email: tara@davidgreeneattorney.com  
> Secretary – Michelle Dender, Email: michelled@tracestaffing.com  
> Parliamentarian – Debbie Reynolds, Email: debbie.reynolds@nelsonmullins.com

I would like us to make this a year of education and accreditations. In addition to the continuing legal education that is provided by our speakers at the monthly membership meetings, I would like us to begin taking steps toward providing more support and opportunities to LSPG members to study and work on earning their certifications. I would also like us to set up a mentoring program for new members to provide support and encouragement to the newer members. Please keep in mind that employers are impressed and do provide more opportunities to those individuals who participate in legal associations, attend legal conferences, and earn legal certifications to enhance professional growth.

I would also like us to make this a year of giving and sharing more among our members. My theme this year is the "Power of Words." We all have great power within us and this power can be used and shared with our words. We become stronger and wiser when we help each other. Please let this be a year of asking for help, offering to help and helping each other. Sometimes just by telling some of our story and sharing what we have learned through the years of working in the legal community helps others and sometimes listening with an understanding heart helps. I encourage each member to set a goal this year to help at least one member deal with a difficult situation and/or work toward achieving a specific goal. I also encourage you to write a small article and have it published in our publications. We are among kindred spirits and I know there is a wealth of information and wisdom to be shared among us.



**Upcoming Charity Event:**  
LSPG and SCUPA have joined to host a benefit to raise money for The Green Beret Foundation. This event is to be held in honor of SFC James Davenport, who

was injured in 2012 while serving in Afghanistan. He sustained countless injuries, including the loss of a leg. The Green Beret Foundation showed a tremendous amount of support to James's family in the wake of his injuries. This event, "Greenville's First Annual Professional Soldiers Soirée," will be a formal event on Saturday, **July 19, 2014** from 6 -10 p.m. at the Poinsett Club. We will begin with a cocktail hour and silent auction with live entertainment by pianist, Eric Barnhart. We will follow with dinner and presentations. All proceeds from this event will be donated to the Green Beret Foundation in honor of James.



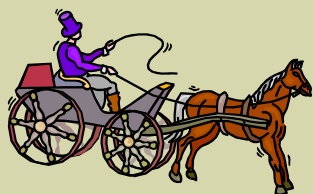
**Hilton Head Legal Staff Professionals**  
Betty Parks

Our Chapter met February 11, 2014 with a very interesting and informative speaker, The Honorable Heather R. Galvin, Beaufort County Probate Court Associate Judge.

April 4, 2014, we had six team members participate in the American Heart Walk and raised over \$1800 for this charity. We all enjoyed the walk and talk together.

March meeting, our speaker was The Honorable Jerri Ann Roseneau, Beaufort County Clerk of Court. She gave us statistics and information about the job of the Clerk of Court. We also elected officers.

April 8, 2014 at the Going Law Firm, Robert Going, Esq. installed officers for the year 2014-2015 as follows: President – Susan L. Olmstead, PLS; President Elect/Parliamentarian – Betty M. Parks; Secretary – Carolyn Fender; Treasurer – Betty M. Parks; FD/Membership – Rebekah Shoup; FD/Certification – Carlene B. Kilgore, PLS; FD/Education – Meredith Lazarski, ACP and FD/Public Awareness/Marketing – Lu Hansen with food and fellowship afterwards.



**Legal Staff Professionals of the  
Lowcountry**  
Chrisanne T. Porter, PLS,

**WHAT A WEEKEND!** The 49<sup>th</sup> Annual Meeting and Educational Conference for Legal Staff Professionals of South Carolina (LSPSC) is over, but the great memories remain.

Legal Staff Professionals of the Lowcountry (LSPL) thank all of the members of LSPSC for supporting us during our hosting of the Annual Meeting at Clark's Restaurant, April 25-27, 2014. We especially appreciate the surprise 50<sup>th</sup> anniversary celebration---what fun!

Special congrats to our own Naomi Nation, PP PLS CLA for receiving the 2014 Award of Excellence. Many thanks to Tamme Suggs, PLS, for her submission of the package. NALS has notified Naomi regarding the National Award and she is getting her information ready for the July 2014 deadline.

We are currently working on our final accounting of the 2014 Annual Meeting, and hope to come out on top. We ask for your patience in rebates and reports. This will be our main focus at our next local "gathering of the minds" in June.

LSPL also offers congratulations to newly installed State President, Jan Berger, and we wish her and her Board a successful term. We look forward to the 2014 officer's visitation.

Thank you again to all of you for all that you have done and all of your words of encouragement. See you soon at the 2014 Summer Meeting.



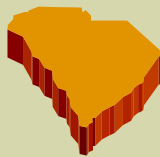
**Legal Staff Professionals of the Midlands  
Debra Bailey, PLS**

Our new year is off to a quick start. We had five members attend the Annual Meeting in Santee in April. We were excited to watch our own Jan Berger, ALP installed as State president! Thank you to LSP of the Lowcountry for hosting the annual meeting this year. We enjoyed the excellent hospitality, great seminar speakers, delicious food, and lots and lots of door prizes!

We also installed our local officers in April. Our 2014-15 slate of officers are:

- President – Debra Bailey, PLS
- President-Elect – Jamie Early, PP, PLS
- Functional Director-Education – Maris Cannon, CM
- Functional Director-Membership – Myriam Brown, PLS
- Secretary/Treasurer – Sharon Wotherspoon, PLS

At our May membership meeting we viewed a NALS webinar entitled: "Dealing with Difficult People" (not that we have any of them we deal with on a daily basis)! It gave us some great tips and insight on how to handle difficult and negative people in the workplace and in our everyday lives. We look forward to hosting the LSPSC Summer meeting in July. See you all then!



**Legal Staff Professionals of Orangeburg  
Lauritza S. Hill**

Orangeburg has held our annual elections and the following have been re-elected to serve as officers for the 2014-15 year:

- President – Mary Kay Oliver
- Vice President – Mary F. Brant
- Secretary/Treasurer – Sonia L. Hunt
- Chapter Liaison – Lauritza S. Hill

We all got to attend various portions of the recent LSPSC Annual Meeting hosted by the Charleston Chapter in Santee at Clark's Inn and really enjoyed our weekend there. Many thanks to the Charleston Chapter for the work they did to make this an enjoyable time.

We are looking forward to scheduling officer visitation and look forward to seeing everyone in July in Columbia for the Summer Membership Meeting. We are also looking in to doing a community project for The Samaritan House or CASA Women's Shelter.

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

**NOTICE is hereby given that the Summer Membership Meeting for 2014-2015  
will be held on Saturday, July 26, 2014 at 1:45 p.m.**

**At:**

**Nelson Mullins Riley & Scarborough LLP  
17<sup>th</sup> Floor Conference Center  
1320 Main Street, Meridian Building  
Columbia, South Carolina  
(Dress is business attire)**

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

**Legal Staff Professionals of South Carolina**

*/s/ Vickie Halstead*

**Vickie Halstead  
Secretary**



**Conference Registration:**

On-line at [www.nals.org](http://www.nals.org)

Or print a pdf registration form from website and mail to NALS

Early Bird Deadline: Postmarked before July 1, 2014 - \$299.00

Regular Deadline: Postmarked before August 1, 2014 - \$329.00

Late Registration: Postmarked after August 1, 2014 - \$355.00

**Register now to get the discount!**

**Hotel Information:**

Crowne Plaza Houston Near Reliant-Medical  
8686 Kirby Drive, Houston, TX 77054

**\$109 Single & Double Rate**

For reservations call 713-748-3221 or (800) 227-6963 and ask for the NALS group rate. Group code is TAL. Available dates for the NALS rate are September 25 – October 9, 2014, based on availability. Make your reservations now! *Deadline for making room reservations at the NALS group rate is September 16, 2014, or whenever block is full. If reservations are made after this date, the room rate cannot be guaranteed.*



**LSPSC**

*Engage / Inspire / Enhance / Promote*

Contact Meredith at (843) 837-3000 or  
[mlazarski@haleandhalelaw.com](mailto:mlazarski@haleandhalelaw.com)



**ORDER YOUR LSPSC SHIRT OR BLANKET TODAY!**

|                                    |               |
|------------------------------------|---------------|
| <b>Blankets</b>                    | <b>\$20</b>   |
| <b>Shirts</b>                      | <b>\$20</b>   |
| <b>Monogram only</b>               | <b>\$10 *</b> |
| <i>(* item provided by member)</i> |               |



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE 2013-2014 OUTGOING MEETING  
OF THE BOARD OF DIRECTORS  
APRIL 25, 2014  
SANTEE, SOUTH CAROLINA**

President Lois J. Belle, Certified PLS, called the outgoing meeting of the 2013-2014 Board of Directors of Legal Staff Professionals of South Carolina to order on Friday, April 25, 2014, at 2:06 p.m. at The Clark's Inn in Santee, South Carolina.

President Lois welcomed everyone and reminded them that matters discussed in the board meeting stay in the board meeting.

**Roll Call.** The following board members were in attendance:

|                          |                                                |
|--------------------------|------------------------------------------------|
| President                | Lois J. Belle, PLS                             |
| President-elect          | Jan W. Berger, ALP                             |
| Secretary                | Tara Jean Brown, PP, PLS                       |
| Treasurer                | Jimi L. Bullard, ALP                           |
| Membership               | Meredith Lazarski, ACP                         |
| Marketing                | Camilla G. Pitman, MMC, PLS                    |
| Education                | Carlene B. Kilgore, PLS                        |
| Certification            | Robin C. Deming, PLS                           |
| Immediate Past President | Stephanie A. Saporita, PLS [Not in attendance] |

**Secretary – Tara Jean Brown, Certified PP, PLS.**

Tara stated that the Consent Agenda will be distributed at the Annual Membership Meeting on Saturday, April 26, 2014, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain the 2013-2014 Treasurer's Third Period Report. The 2013-2014 Minutes of the Winter Board Meeting and the 2013-2014 Winter Membership Meeting were published in *Spotlight* and are no longer included in the Consent Agenda. The 2013-2014 Minutes of the Summer Board Meeting and Membership Meeting were corrected to reflect the changes requested at the Winter Membership meeting and were presented to the Board for approval. Reports of Officers and Committee Chairs will also be distributed. Tara will remind the members to submit all signed, original reports to her for the association's permanent records.

Upon motion duly made by Tara and properly seconded by Jan, the board unanimously approved the minutes of the 2013-2014 Winter Board Meeting, the 2013-2014 Winter Membership Meeting, the 2013-2014 Amended Summer Board Meeting and the 2013-2014 Amended Summer Membership Meeting.

**Treasurer – Jimi L. Bullard, ALP.**

Jimi distributed the 2013-2014 Treasurer's Third Period Report for review by the board. She noted that the interest from the CD will be rolled over to the savings account in May. Jimi noted that she had obtained money for the cash incentives for the meeting. President Lois reminded Jimi that she will count the auction money with the President and Finance Chair at Saturday's meeting.

Upon motion duly made by Tara and properly seconded by Jan, the 2013-2014 Treasurer's Third Period Report was approved, subject to financial review.



**President – Lois J. Belle, Certified PLS.**

President Lois asked for proofreaders of the minutes of this outgoing meeting of 2013-2014 Board of Directors of April 25, 2014 and the Annual Membership Meeting of April 26, 2014. Camilla and Robin volunteered to do so.

The NALS Foundation Grant deadline of June 1 will be announced by President Lois at Saturday's meeting. LSPSC will donate the usual amount to the Florence Crittenton Programs of SC as the designated charity for the meeting as approved by the board.

President Lois then advised that she received Grant reports from Charleston, Columbia and Greenville and gave a brief summary of their final reports. She will have a representative from each chapter give a brief report to the membership at the meeting.

President Lois advised that there is a winner for the Award of Excellence and Susan L. Olmstead, Certified PLS will present the award at the membership meeting. It was brought to the Board's attention that this award was originally presented at the Saturday night Installation banquet. The Board then discussed bringing that back to the Saturday night banquet. President Lois mentioned that the S.R. Article IV, 4.8 does state that the award would be presented at the Annual Meeting and Educational Conference, and that no changes would be needed to the Standing Rules. The Board will take it to the membership for further discussion and a final decision.

President Lois then informed the Board that we have a winner for the Scholarship; her name is Mikal Brown Dobbins from Anderson, South Carolina. She attends Greenville Technical College. President Lois stated that Lauritza S. Hill did invite the recipient to the meeting.

The fundraiser for Saturday's meeting will be the Chinese Auction "A Few of my Favorite Things." President Lois then mentioned that maybe we should change the name of the Chinese auction and there was discussion about a name that means Chinese auction. The Board decided to take it to the membership for further discussion and a final decision.

President Lois announced that she has received 13 Member/Chapter Outreach Program forms; and will be prepared to give the logo lunch bags at the membership meeting. She then reminded the officer's to exchange tote bags, title badges, thumb drive and notebooks/files after the Annual Membership Meeting.

**President-Elect – Jan W. Berger, ALP.**

Jan reported that, as incoming President, she had attended the NALS Education Conference in Tulsa in March 2014 and participated in the leadership development arenas. She stated that she had a wonderful time and that we need to get members to Tulsa. She noted that Dee Dee had also attended as incoming Functional Director of Membership. Jan stated that she will give a report to the members at Saturday's meeting. Her written report will be in the June *Spotlight*.

**Functional Director of Membership – Meredith Lazarski, ACP.**

President Lois asked Meredith to lead the Pledge of Allegiance at the Winter Membership Meeting on Saturday. Meredith will also report on the breakdown of current membership numbers. The current statewide membership is 72. Meredith will also report on the incentive programs for membership currently offered by NALS, including the "Engage 5" which has been extended until January 31, 2015. She reported that she will follow up with new members regarding the new member questionnaires.

**Functional Director of Marketing – Camilla G. Pitman, MMC, Certified PLS.**

Camilla will remind the members to send articles and pictures to the *Carolina Paralegal News* (CPN). She contacted CPN for updated submission information and will advise members there are no hard deadlines. Camilla also reported that she will remind the chapters to submit pictures of their Installation from this month. Camilla will continue to encourage the members to obtain advertisements and Happy Grams for the *Spotlight* with a reminder that each chapter should secure at least one ad annually. Camilla will promote the monogrammed logo items that are still available and will remind the chapters about the Belk charity day fundraiser coming up in May.

**Functional Director of Education – Carlene B. Kilgore, Certified PLS.**

President Lois asked Carlene to read the NALS Code of Ethics at the Winter Membership Meeting on Saturday. Carlene will give a report on the number of seminar attendees, amount of seminar fees collected, and the speakers' charities of choice. Carlene advised that seminar registrations for this Saturday's meeting, thus far, include 23 members for the first seminar and 24 members for the second seminar. She will remind members of the CLE award and will recognize Camilla for receiving her original CLE award.

**Functional Director of Certification – Robin C. Deming, Certified PLS.**

Robin stated she will recognize all new ALP/PLS/PP certifications and re-certifications at the Membership Meeting. The only new certification Robin is aware of is Darlene Lewis, a non-member in Greenville. Robin will also report that Tara has recertified as a PP and will ask if any other members have recertified any of their certifications. Robin will remind members of the next examination date of September 27 with an application deadline of August 1. She will also announce the current numbers for each NALS certification and specialty area, as well as the certification numbers for LSPSC.

**Immediate Past President / Parliamentarian – Stephanie A. Saporita, Certified PLS.**

In Stephanie's absence, Tara will present the revisions, deletions and/or clerical changes for approval. She will remind the members that the Standing Rules were emailed of the members 30 days prior to the meeting.

There being no further business to be discussed, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

---

Tara Jean Brown, Certified PP, PLS  
Secretary

Approved:

---

Lois J. Belle, Certified PLS  
President



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE 2013-2014 ANNUAL MEMBERSHIP MEETING  
APRIL 26, 2014  
SANTEE, SOUTH CAROLINA**

The Annual Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2013-2014 was held on Saturday, April 26, 2014, at 1:25 p.m. at The Clark's Inn and Restaurant in Santee, South Carolina.

**Call to Order.** President Lois called the 2013-2014 Annual Membership Meeting of Legal Staff Professionals of South Carolina to order. She reminded everyone to check in with the Credentials Chairperson, Patti E. Bacon. She asked members to turn off all cell phones and electronic devices. Each chairperson or officer giving a report was asked to make it from the lectern. She also requested members addressing the meeting to stand and give their name, certification and chapter. President Lois introduced herself to the membership.

**Thought for the Day.** President Lois introduced Jamie I. Early, Certified PP, PLS, to give the Thought for the Day. Jamie gave a meaningful lesson entitled, "Let your Attitude follow the Beatitudes". The word attitude means disposition or matter of the mind and the beatitude means supreme blessingness or perfect happiness. Jamie discussed how the two might intertwine. Jamie quoted Proverbs 23:7 and Philippians 2:5 and gave steps to be more positive. Jamie then recognized President Lois for making a positive impact on our Association with her gentle actions and genuine words. She has inspired positivity by treating us with respect, increased the flow of positive emotion among our members, listened with an open heart and mind and simply walked the walk as a humble role model.

**Pledge of Allegiance and Code of Ethics.** President Lois asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance was led by Meredith Lazarski, ACP, Functional Director of Membership. The NALS Code of Ethics was then presented by Carlene B. Kilgore, Certified PLS, Functional Director of Education.

**Welcome.** President Lois welcomed everyone to the Annual Membership Meeting for the year 2013-2014. She expressed a special thank you to Legal Staff Professionals of the Lowcountry for a wonderful weekend and asked them to stand and be recognized. She requested all members attending their first LSPSC annual membership meeting to stand and give their name, certification, and chapter. The members then welcomed DeAnne Moore of Legal Staff Professionals of Greenville and Maris Cannon of Legal Staff Professionals of the Midlands. President Lois then asked if there were any members-at-large in attendance, and there were none. She recognized the fourteen LSPSC Past Presidents in attendance.

**Introduction of LSPSC Officers for 2013-2014.** President Lois introduced the officers of LSPSC for 2013-2014:

|                                                    |                                                         |
|----------------------------------------------------|---------------------------------------------------------|
| Jan W. Berger, ALP                                 | President-Elect (Columbia)                              |
| Tara Jean Brown, Certified PP, PLS                 | Secretary (Greenville)                                  |
| Jimi L. Bullard, ALP                               | Treasurer (Greenville)                                  |
| Meredith Lazarski, ACP                             | Functional Director of Membership (Hilton Head)         |
| Camilla G. Pitman, MMC, Certified PLS              | Functional Director of Marketing (Greenville)           |
| Robin C. Deming, Certified PLS                     | Functional Director of Certification (Spartanburg)      |
| Carlene B. Kilgore, Certified PLS                  | Functional Director of Education (Hilton Head)          |
| Stephanie A. Saporita, Certified PLS [Not Present] | Immediate Past President / Parliamentarian (Charleston) |

**President's Remarks.** President Lois continued with her theme of "Attitude" by reminding the members of her pledge to the members last April that this Board would do their best for our members, for our Chapters and for Legal Staff Professionals of South Carolina. She stated proudly that we worked together, pulled out all the stops, engaged the members and the chapters, and used our strategic partnership program to work with each chapter offering any needed assistance. We provided Chapter Grants for Education, Certification, Marketing, Membership or any other project the chapter had and had three chapters take advantage of the Grants. Fifteen of our members filled out the Member Outreach chart and will receive the LSPSC logo lunch bag today. We have continually inspired our members to strive towards certification whether through NALS or other professional organizations and many members have achieved and maintained their certifications. We succeeded in enhancing our careers and our Association as we took advantage of continuing education opportunities. All of our achievements point back to having the right attitudes. She was grateful for and impressed by their positive attitudes. With their thoughts and efforts shining through our members, families and even strangers have helped both her and the Board reach many worthy goals. Let's keep the ripple effect going.

**Business Meeting.** President Lois reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and in the absence of Stephanie A. Saporita, Certified PLS, Parliamentarian, A. Yvonne Fortner, Certified PP, PLS, Acting Parliamentarian, has forms for that purpose.

**Roll Call.** President Lois asked Credentials Chairperson Patti E. Bacon, for roll call. Patti reported 30 members and 1 guest were present and 16, which was one member over one-half, represented a quorum. Two-thirds of the members present were 20.

**Consent Agenda.** President Lois 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 25, 2014. The packet included the 2013-2014 Treasurer's Second Period Report, and the minutes for the 2013-2014 Winter Board Meeting and the 2013-2014 Winter Membership meeting were published in *Spotlight* and were not included in the Consent Agenda. The Board also approved 2013-2014 Amended Minutes of the Summer Board Meeting and the 2013-2014 Amended Membership Meeting to reflect the corrections requested at the Winter Membership. There being no comments or objections, President Lois declared these items approved by consent.

The first incentive drawing was held, and Sharon K. Wotherspoon, Certified PLS of Legal Staff Professionals of the Midlands won the middle cash prize.

### **Reports from Elected Officers.**

***President Lois J. Belle, Certified PLS.*** President Lois reminded everyone to make sure NALS and LSPSC have their correct addresses if not receiving the @Law or *Spotlight*. NALS corrections can be made in the member log-in section of the NALS website.

President Lois reminded the members that the submission deadline for the NALS Foundation Grant is June 1. She advised that the charity for this meeting was the Florence Crittenton Programs of South Carolina, with LSPSC making the usual monetary contribution in addition to the members' donations.

President Lois asked the three chapters that received a Grant to stand and tell the members a little about the Grant and the outcome. Sharon K. Wotherspoon, Certified PLS, gave a brief summary for the Midland's chapter; she first thanked the board for the grant and then stated that they purchased CLEs from NALS along with membership brochures to promote certification and membership in the Columbia area.

Sharon further stated that they obtained a new member.

Naomi W. Nation, Certified PP, PLS, CLA, gave a brief summary for the Charleston chapter; she thanked the board and then stated that they had planned an Ethics seminar with Colver Kidd as the speaker. However, due to the lack of participation they postponed it for a later date so that they could market the seminar better for greater participation.

A. Yvonne Fortner, Certified PP, PLS thanked the board for the grant and then shared that Greenville sponsored a day in Court and had the Honorable Rochelle Conits, from the Family Court as the speaker. Yvonne further stated that Greenville purchased logo bags and goodies and gave them to each visitor. Yvonne stated that Greenville obtained several members from the event.

President Lois commented on the Chinese Auction continuing as a fundraiser at this meeting and thanked the committee for their hard work and great theme. President Lois mentioned that perhaps the name “Chinese Auction” was not politically correct and discussed a possible change to the name. She mentioned that she googled the phrase “Chinese Auction” and provided the list of names. After brief discussion with the membership there was consensus that the name should be changed. Carlene B. Kilgore, Certified PLS made a motion to change the name from Chinese Auction to Theme Auction, the motion was seconded by Susan L. Olmstead, Certified PLS and the motion carried.

President Lois reported that 15 members submitted their Member / Chapter Outreach form for monogrammed lunch bags. She stated that the members went above and beyond two checks per quarter, stating that many members added items to the sections. There were eight or nine members that had over fifteen check marks on their sheets. President Lois gave a quote by Thomas Jefferson; “Nothing can stop the women with the right mental attitude from achieving her goal. Nothing on earth can help the women with the wrong mental attitude”. President Lois then presented the following members with the logo lunch bags: A. Yvonne Fortner, Certified PP, PLS, Terri Coker, Vickie Halstead, Susan L. Olmstead, Certified PLS, Deborah J. Reynolds, Certified PP, PLS, Camilla G. Pitman, MMC, Certified PLS, Dee Dee Callison, Carlene B. Kilgore, Certified PLS, Tara Jean Brown, Certified PP, PLS, Jimi L. Bullard, ALP, Judy Morgan-Glenn, Patti E. Bacon, Jamie I. Early, Certified PP, PLS, Jan W. Berger, ALP, Lois J. Belle, Certified PLS.

President Lois mentioned that there is a winner for the Award of Excellence and that the winner would be presented during committee reports. However, she referred to the Award being presented during the banquet before and wanted to discuss with the membership about changing the presentation back to the banquet. After discussion it was decided that the new board would explore moving the presentation to the banquet in the future. It was recommended that the Award of Excellence committee chairperson make notes that we prefer to present at the banquet or in the event that the winner will not be attending the banquet it would be awarded at the meeting but recognized in the evening as well.

***President-Elect Jan W. Berger, ALP.*** As LSPSC President-Elect, Jan stated she attended the NALS Education Conference in Tulsa in March with Dee Dee Callison, and thanked the membership for allowing her to represent the state association at this conference. She gave a brief report of her attendance at the leadership development meetings and noted her full report would be in the next Spotlight.

***Secretary Tara Jean Brown, Certified PP, PLS.*** Tara reminded everyone again that all signed, original reports should be submitted to her for the association’s permanent records and thanked those who had done so. She expressed appreciation for the members allowing her to serve them once again on the LSPSC board.

**Treasurer Jimi L. Bullard, ALP.** Regarding the 2013-2014 Third Period Treasurer's Report. Jimi thanked the membership for the trust in her abilities for the association.

**Immediate Past President Stephanie A. Saporita, Certified PLS.** In the absence of Stephanie A. Saporita, Certified PLS, Immediate Past President, Tara Jean Brown, Certified PP, PLS, provided her report on the proposed revisions/corrections/additions to the LSPSC Standing Rules. Tara stated that the Standing Rules were presented to the members by email in early March. She stated that there were a few scribes' errors that were brought to the Board's attention that will also be made. Susan L. Olmstead, Certified PLS made a Motion that the changes to the Standing Rules be approved by the membership as distributed with the additional corrections, seconded by Deborah League Brown, Certified PLS and the Motion carried.

The second incentive drawing was then held, and Jimi L. Bullard, ALP, of Legal Staff Professionals of Greenville won the top cash prize.

**Committee Reports.** President Lois continued with the committee reports, asking each chairperson to stand and give a report.

**Annual Meeting 2013 [Legal Staff Professionals of the Lowcountry (LSPL)]. Naomi W. Nation, Certified PP, PLS, CLA and Chrisanne T. Porter, Certified PLS.** Naomi welcomed everyone to the Clark's Inn and Restaurant on behalf of Legal Staff Professionals of the Lowcountry and stated she hoped that all members were enjoying themselves. President Lois and the members expressed much appreciation to all the Legal Staff Professionals of the Lowcountry for a wonderful weekend.

**Award of Excellence. Susan L. Olmstead, Certified PLS.** Susan announced that there was a winner. She read some excerpts from the application and announced the winner, Naomi W. Nation, Certified PP, PLS, CLA as this year's LSPSC Award of Excellence.

**Certification. Robin C. Deming, Certified PLS.** Robin announced that Darlene Lewis from Greenville passed the PP exam, but advised she is not a current member. Robin congratulated Tara Jean Brown, Certified PP, PLS and Jamie I. Early, Certified PP, PLS on their PP re-certification. She stated that the next examination is scheduled for September 27, with the application being due by August 1, 2014. She then reported on both NALS and LSPSC certification numbers. Robin thanked the members for allowing her to serve and encouraged those not already certified to become certified, stating you don't know how bad you want it until you get it.

**Community Projects. Jamie I. Early, Certified PP, PLS and Vickie Halstead,** announced that the charity for this meeting was Florence Crittenton Programs of South Carolina. She reminded members that checks and cash would also be accepted.

**Continuing Legal Education. Carlene B. Kilgore, Certified PLS, Functional Director of Education,** reported there were 23 members signed up for the Criminal Defense and 24 members for Ethics. She also reported on the fees generated. The speakers' charities were Push up Charleston and Special Olympics. She thanked everyone for their support. Carlene promoted the CLE Award and reminded members of the 60 hours of credit required within a three-year period. Carlene congratulated Camilla G. Pitman, MMC, Certified PLS on her initial CLE award. Education is power!

**Credentials. Patti E. Bacon,** no further report.

**Employment.** *Deborah League Brown, Certified PLS and Betty Parks*, thanked the members for sending the information to share with friends, co-workers and others. She also mentioned that they started adding a tagline saying they heard about the job through Legal Staff Professionals of South Carolina.

**Finance.** *Mary Kay Oliver and Sonia Hunt*, reported the total funds generated from the Chinese Auction at today's meeting and stated that they went over the budgeted amount, and there were more tickets for sale.

**Financial Review.** *Deborah J. Reynolds, Certified PP, PLS and Paula M. Taylor, Certified PLS*, advised their report was in the Reports of Officers and Chairpersons.

**Handbook.** *Sharon K. Wotherspoon, Certified PLS*, advised that if anyone had updated information please get it to her so that she could pass it on to the next Handbook chairperson.

**Historian.** *Stephanie A. Saporita, Certified PLS*, had no report.

**Marketing.** *Camilla G. Pitman, MMC, Certified PLS*, promoted the monogrammed logo items still available and thanked everyone for purchasing the items this year. Camilla announced the participation for the Belk charity day fundraiser coming May 4. She reminded members to send articles and pictures to the Carolina Paralegal News (CPN). She stated that this is a good time to submit information on the chapter officer installations. She also reminded members that the Spotlight needs Happy Grams and ads from the chapters and thanked everyone for participating. Camilla mentioned the Foundation Grant that is available through NALS and showed the Business Magazine available in Columbia and Greenville and that they will be offering a legal subscription stating that more information will come for the next year.

**Membership.** *Meredith Lazarski, ACP*, stated that LSPSC has a total of 72 members. The current breakdown of membership is as follows: MALS 2, LSPO 4, LSPM 9, HHLS 8, LSPL 9, SCLSP 13, and LSPG 27. Meredith reported that LSPSC will continue to showcase the new members in *Spotlight* and will follow up with a few new members for the new member questionnaires. Meredith promoted the LSPSC Facebook page along with Hilton Head, Greenville and Spartanburg's Facebook pages and encouraged members to post events from their chapters and "like" things going on in your chapter and other chapters. She reminded the members about the hardship waiver offered by NALS if you are unemployed at the time your dues renew. She also reported that Engage 5 has been extended to January 31, 2015. She appreciated this opportunity of serving on the board.

**NALS Foundation.** *Naomi W. Nation, Certified PP, PLS, CLA*, had no report.

**Nominations and Elections.** *Debra H. Bailey, Certified PLS and Roxanne R. Reynolds, Certified PLS*, had no report.

**Publication.** *A. Yvonne Fortner, Certified PP, PLS and Dee Dee Callison*, had no report.

**Scholarship.** *Kerry Ann Waldrop and Lauritza S. Hill*, were pleased to report that LSPSC had a winner of the annual scholarship. The recipient of the 2013-2014 LSPSC Scholarship was Mikal Brown Dobbins from Anderson, South Carolina. Mikal is a student at Greenville Technical College in the paralegal program.

**Scrapbook.** *Deborah J. Reynolds, Certified PP, PLS and Tara Jean Brown, Certified PP, PLS*, asked members to send her pictures for the outgoing President's scrapbook. She reminded members about [www.Snapfish.com](http://www.Snapfish.com). Please contact the Functional Director of Marketing for the log-in and password.

**Technology.** *A. Yvonne Fortner, Certified PP, PLS*, reminded members that the password would be changing with the new President.

The third incentive drawing was held, and Jadi Martin, of Spartanburg County Legal Staff Professionals won the low cash prize.

**New Business.** President Lois stated the election the 2014-2015 LSPSC Officers was completed on March 5, 2014, by preferential voting. The ballots were counted and then destroyed. The following individuals will be installed as your 2014-2015 LSPSC Officers at tonight's Installation Ceremony:

|                                          |                                       |
|------------------------------------------|---------------------------------------|
| President                                | Jan W. Berger, ALP                    |
| President-Elect                          | Camilla G. Pitman, MMC, Certified PLS |
| Secretary                                | Vickie Halstead                       |
| Treasurer                                | Jamie I. Early, Certified PP, PLS     |
| Functional Director of Membership        | Mary D. [Dee Dee] Callison            |
| Functional Director of Marketing         | Meredith Lazarski, ACP                |
| Functional Director of Education         | Sharon K. Wotherspoon, Certified PLS  |
| Functional Director of Certification     | Carlene B. Kilgore, Certified PLS     |
| Immediate Past President/Parliamentarian | Lois J. Belle, Certified PLS          |

**Upcoming Meetings.** President Lois announced future meetings as follows:

*NALS 63<sup>rd</sup> Annual Education Conference and National Forum.* October 2-4, 2014; Crown Plaza Houston in Houston, TX.

LSPSC Annual Meetings. President Lois stated that the hosting chapters for the LSPSC Annual Meetings through the year 2020 were listed in the agenda.

The Premium Prize for the LSPSC Annual Membership Meeting 2013-2014 was then won by Robin C. Deming, Certified PLS of Spartanburg County Legal Staff Professionals. It was a beautiful pair of earrings provided by Spartanburg County Legal Staff Professionals.

**Adjournment.** There being no further business to come before the meeting, and there being no objection, the 2013-2014 Annual Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Lois at 3:05 p.m.

Respectfully submitted,

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Tara Jean Brown, Certified PP, PLS  
Secretary

Approved:

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Lois J. Belle, Certified PLS  
President



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE 2014-2015 INCOMING BOARD MEETING  
APRIL 25, 2014  
SANTEE, SOUTH CAROLINA**

The first regularly scheduled meeting of the 2014-2015 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President Jan W. Berger, ALP, on Friday, April 25, 2014, at 4:00 p.m. at Clark's Inn, Santee, South Carolina.

President Jan welcomed everyone and reminded them that matters discussed in the board meeting stay in the board meeting.

**Roll Call.** The following board members were in attendance:

|                                           |                                       |
|-------------------------------------------|---------------------------------------|
| President:                                | Jan W. Berger, ALP                    |
| President-elect:                          | Camilla G. Pitman, MMC, Certified PLS |
| Secretary:                                | Vickie Halstead                       |
| Treasurer:                                | Jamie I. Early, Certified PP, PLS     |
| Functional Director of Membership:        | Dee Dee Callison (not present)        |
| Functional Director of Marketing:         | Meredith Lazarski, ACP                |
| Functional Director of Education:         | Sharon K. Wotherspoon, Certified PLS  |
| Functional Director of Certification:     | Carlene B. Kilgore, Certified PLS     |
| Immediate Past President/Parliamentarian: | Lois J. Belle, Certified PLS          |

**Secretary – Vickie Halstead.**

Consent Agendas will be distributed at the Spring membership meeting on Sunday, April 27, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain the 2014-2015 LSPSC Budget, Committees, Calendar and Executive Committee. Vickie will remind the members to submit all signed, original reports to her for the association's permanent records.

**President – Jan W. Berger, ALP.**

President Jan welcomed the new board members, thanked them for their willingness to serve and said she looks forward to working together with each of them. President Jan handed out individual packets for each office and explained the contents.

President Jan asked for proofreaders of the minutes for the incoming board meeting of April 25, 2014, and the Spring membership meeting of April 27, 2014. Jamie and Lois volunteered to do so.

President Jan presented the proposed budget for 2014-2015 and noted a budget worksheet was used at the January board meeting to compare last year's budget line items and create the proposed budget for 2014-2015. After further review and discussion, and upon motion duly made by Jamie Early and properly seconded by Meredith Lazarski, the board unanimously approved the LSPSC Budget for 2014-2015.

President Jan stated she would like the President-elect to attend the NALS Education Conference in Houston, Texas October 2-4, 2014, in lieu of a region meeting, as the regions have been dissolved. Upon motion duly made by Sharon Wotherspoon and properly second by Vickie Halstead, the board approved to pay expenses for the President-elect to attend the NALS conference.

President Jan noted the deadlines for the Handbook and *Spotlight*. The chapter rosters of officers, members, and committees are due by May 15, 2014, to Debra H. Bailey, Certified PLS, for the LSPSC Handbook and should also be submitted electronically to NALS. The deadline for the June issue of the *Spotlight* is May 15, 2014, with submissions to Yvonne Fortner, PP, PLS.

President Jan reminded the board they should meet with the prior board members in their positions to exchange notebooks, files, position nametags, and duty summaries after the annual meeting.

Regarding the state officers' retreat, President Jan advised it would be held this year at the lake home of Jamie Early June 7-8, 2014. Annual chapter visitations by the state board will be discussed in detail at the retreat. President Jan stated she would like visitations to be done in July and August, if possible.

The board discussed the continuation of cash incentive drawings for the members at the meetings. Upon motion duly made by Sharon Wotherspoon and properly seconded by Carlene Kilgore, the motion was unanimously approved by the board to have cash incentive drawings of \$25, \$50, and \$75 at each of the membership meetings of Summer 2014, Winter 2015, and Annual 2015.

President Jan presented the list of LSPSC Officers, the LSPSC Committees, the LSPSC Executive Committee and the Calendar for 2014-2015. Upon motion duly made by Carlene Kilgore, and properly seconded by Lois Belle, the motion was unanimously approved by the board.

Regarding community service for the coming year, President Jan suggested, and the board agreed, to ask the community projects committee and the membership for new charity ideas for the Summer and Winter membership meetings. The annual meeting charity will be selected by the hosting chapter. President Jan also suggested continuing the \$100 cash donation by LSPSC to the charity chosen. This was unanimously approved by the Board. President Jan noted special events for community service will be brainstormed at the retreat.

President Jan began discussions on fundraisers and ideas for the Finance Committee. The board agreed to continue with the Chinese auction, (now named the Theme Auction) at each meeting as well as Happy Grams in the *Spotlight*. After discussion, and upon motion duly made by Meredith and properly seconded by Camilla, it was unanimously approved by the board to discontinue "Buck-a-Book."

**President-elect – Camilla G Pitman, MMC, Certified PLS.**

Camilla stated she will make sure the chapter presidents submit the new rosters of officers, members, and committees by May 15 to the LSPSC Handbook Chairperson and to NALS. She will also check with the individual chapters on possible dates for state officers' visitations. The dates, times, and places of meetings will be discussed at retreat, and Camilla will chart and advise each chapter of its specific date and officers making the visitation.

**Functional Director of Membership –Mary D. (Dee Dee) Callison (Absent).**

President Jan stated that Dee Dee will lead the Pledge of Allegiance at the Spring membership meeting on Sunday. She will bring membership ideas to the retreat.

**Functional Director of Marketing – Meredith Lazarski, ACP.**

Meredith stated that she will notify members of the deadline to submit articles/information to Carolina Paralegal News; she will promote monogrammed items, as well as Belk fundraiser; and bring marketing ideas to retreat.

**Functional Director of Education –Sharon K. Wotherspoon, Certified PLS.**

President Jan asked Sharon to read the NALS Code of Ethics at the Spring membership meeting on Sunday. Sharon is excited to begin searching for education speakers for the Summer 2014 meeting. She will also promote webinars and the CLE award.

**Functional Director of Certification – Carlene B. Kilgore, Certified PLS.**

Carlene stated she will recognize all new ALP/PLS/PP certifications and re-certifications at the Spring membership meeting and remind members of the upcoming application deadline and next examination date. She will advise NALS requires an annual filing of the exam site and administrator for each chapter or region of the state, and she will remind the membership to submit applications to her and NALS. Promote certification.

**Treasurer –Jamie I. Early, Certified PP, PLS.**

Jamie stated that she will handle changing signatures for the checking and savings accounts. She will also help with the transition of the annual meeting account checkbook/signature cards from the Charleston chapter to the Midlands chapter, the 2015 hosting chapter. Jamie will also count monies, get the cash incentives, etc. for the Summer meeting and thereafter.

**Immediate Past President/Parliamentarian – Lois J. Belle, Certified PLS.**

Lois stated she will review and update the Bylaws and Standing Rules as needed. She will write her 2013-2014 President history and complete the 2012-2013 missing President history. She will also work on the annual meeting template forms.

There being no further business to be discussed, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

\_\_\_\_\_  
Vickie Halstead  
Secretary

\_\_\_\_\_  
Transcribed by Jan W. Berger, ALP  
President

Approved:

\_\_\_\_\_  
Camilla C. Pitman, MMC, Certified PLS  
President-elect

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE  
2014-2015 SPRING MEMBERSHIP MEETING  
APRIL 27, 2014  
SANTEE, SOUTH CAROLINA**

The Spring Membership Meeting of Legal Staff Professionals of South Carolina for the year 2014-2015 was held on Sunday, April 27, 2014, at 10:00 a.m. at The Clark's Inn and Restaurant in Santee, South Carolina.

**Call to Order.** President Jan W. Berger, ALP, called the 2014-2015 Spring Membership Meeting to order. She reminded everyone to check in with the Acting Credentials Chairperson, Mary Brant. She asked members to turn off all cell phones and electronic devices. Each chairperson or officer giving a report was asked to make it from the lectern. She also requested members addressing the meeting to stand and give their name, certification and chapter. President Jan introduced herself to the membership as the new 2014-2015 President.

**Thought for the Day.** Susan L. Olmstead, Certified PLS, gave the Thought for the Day. Susan gave a meaningful talk on how we all should recognize and honor each other for the unique gifts and talents we possess. We should celebrate and share our unique gifts and talents with others. By doing so, this can only further the greatness of our association.

**Pledge of Allegiance and Code of Ethics.** President Jan asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance was led by Dee Dee Callison, Functional Director of Membership. The NALS Code of Ethics was then presented by Sharon K. Wotherspoon, Certified PLS, Functional Director of Education.

**Welcome.** President Jan welcomed everyone to the Spring Membership Meeting for the year 2014-2015. She expressed a special thank you to Legal Staff Professionals of the Lowcountry for a wonderful weekend and asked them to stand and be recognized. She requested all members attending their first LSPSC membership meeting to stand and give their name, certification, and chapter. Although recognized at the 2013-2014 Annual Meeting the day before, members again welcomed DeAnne Moore of Legal Staff Professionals of Greenville and Maris Cannon of Legal Staff Professionals of the Midlands. President Jan then asked if there were any members-at-large in attendance, and there were none. She recognized the fourteen LSPSC Past Presidents in attendance.

**Introduction of LSPSC Officers for 2014-2015.** President Jan introduced the officers of LSPSC for 2014-2015:

|                                       |                                                       |
|---------------------------------------|-------------------------------------------------------|
| Jan W. Berger, ALP                    | President (Columbia)                                  |
| Camilla G. Pitman, MMC, Certified PLS | President-elect (Greenville) (absent)                 |
| Vickie Halstead                       | Secretary (Greenville)                                |
| Jamie I. Early, Certified PP, PLS     | Treasurer (Columbia)                                  |
| Dee Dee Callison                      | Functional Director of Membership (Greenville)        |
| Meredith Lazarski, ACP                | Functional Director of Marketing (Hilton Head)        |
| Carlene B. Kilgore, Certified PLS     | Functional Director of Certification (Hilton Head)    |
| Sharon K. Wotherspoon, Certified PLS  | Functional Director of Education (Columbia)           |
| Lois J. Belle, Certified PLS          | Immediate Past President/Parliamentarian (Greenville) |

**President's Remarks.** President Jan began by saying that today marks a new beginning in the history of LSPSC. She offered thanks to past presidents by reminding members of past president themes. Continuing that rich history this year leads to the theme for 2014-2015: F-R-O-G, which stands for Firmly Rooted on Greatness. President Jan asked each of us to stand firm and support each other this year; reach out to others and tell them of this great association; promote the ideals of LSPSC and NALS; participate in as many meetings and programs as possible; say "yes" to something new this year in support of LSPSC; and support their local chapters. She ended by asking each member to "HOP" with her and stay firmly rooted in this association's greatness.

Continuing on her theme from the Officer Installation Ceremony on Saturday evening, presided over by her twin sister Evan W. Eadon, President Jan next invited members to view a photo of Jan and her sister when they were 2 years old. Members could guess whether Jan was on the right or left in the photo by placing their name on the slip of paper and writ-

ing "left or right." At the end of the meeting, Jan would announce which side of the photo she was on and then those who guessed correctly would be placed in a drawing for 2 winners of the small gifts she had available. Members were urged take a guess at any time during the meeting.

**Business Meeting.** President Jan reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Lois J. Belle, PLS, Parliamentarian, has forms for that purpose.

**Roll Call.** In the absence of Credentials Chairperson, Mary Kay Oliver, President Jan asked Mary Brant, Acting Credentials Chairperson, for roll call. Mary reported 25 members and 1 guest were present and 14, which was one member over one-half, represented a quorum. Two-thirds of the members present were 17.

**Consent Agenda.** President Jan stated that all members were provided with the consent agenda packet of items that were approved by the board on April 25, 2014. The packet included the list of LSPSC Officers, the LSPSC Committees, the LSPSC Executive Committee and the Calendar for 2014-2015. President Jan noted that the budget was up slightly from last year and stated that with there being no region meetings any longer, the President-elect did not have an opportunity to attend a conference to represent LSPSC. The budget included monies for the President-elect to attend the NALS Education Conference in Houston, TX (along with the President). The President-elect attended the 2013-2014 NALS Education Conference in Atlanta, GA during the past 2013-2014 year. There being no comments or objections, President Jan declared these items approved by consent.

### **Reports from Elected Officers**

***President Jan W. Berger, ALP.*** President Jan reminded everyone to make sure NALS and LSPSC have their correct addresses if not receiving the @Law or *Spotlight*. She also reminded chapters that all Officer Rosters need to be updated with NALS for the 2014-2015 year by May 15, 2014. All updates can be made in the member log-in section of the NALS website.

President Jan reminded members that the deadline for the next issue of *Spotlight* is May 15, 2014.

The 2014-2015 Officers' Planning Retreat will be held Saturday, June 7, 2014 at the lake home of Jamie Early. President Jan asked members to contact any officer with ideas or concerns that should be discussed at the retreat. Top priority will be placed on ideas to grow membership and market the association.

The 2014-2015 LSPSC Handbook will be completed in June. Copies of the handbook will be available on CD and each Chapter President will receive a CD for distribution. Deadline to update your Chapter's Officer and Committee rosters is May 15, 2014. Please send all information to Debra Bailey, PLS, Handbook Chairperson.

President Jan reminded members that the deadline to submit an application for a NALS Foundation Grant is June 1, 2014. Also, the deadline for nomination forms for the NALS Award of Excellence is May 1, 2014.

President Jan mentioned that the Board had discussed opportunities to open up the community service donations to a larger number of charities. At present, the Annual Meeting hosting chapter chooses the charity for donations. LSPSC rotates between SCCADVASA and Harvest Hope Food Bank for the Winter and Summer meetings. After discussion, members wanted to take some time and think about other options/opportunities. This item will be discussed at the LSPSC Summer meeting in July.

***President-Elect Camilla G. Pitman, MMC, PLS.*** President-elect Camilla was unable to attend the meeting due to a prior commitment. In her absence, President Jan stated that Camilla wanted to thank the members for approving her attendance at the 2014 NALS Conference in Houston, TX. Jan also reminded chapters that the Board would like to continue Officer Visitations this year and Camilla would be contacting the Presidents to find a convenient meeting time for the visit.

***Secretary Vickie Halstead.*** Vickie reminded everyone that all signed, original reports should be submitted to her for the association's permanent records. She expressed appreciation to the members for allowing her to serve as a new member on the LSPSC Board.

**Treasurer Jamie I. Early, PP, PLS.** Jamie thanked the membership for the trust in her by electing her as Treasurer for the 2014-2015 year. Jamie informed members that the cash incentive drawings would continue this year.

**Immediate Past President/Parliamentarian Lois J. Belle, PLS.** Lois informed the members that she will review the Bylaws and Standing Rules for any changes that need to be made.

### **Committee Reports**

President Jan continued with the committee reports, asking each chairperson to stand and give a report.

**Annual Meeting 2014 [Legal Staff Professionals of the Lowcountry (LSPL)]. Naomi W. Nation, PP, PLS, CLA and Chrisanne T. Porter, PLS.** Naomi had no additional information to pass along to the members. On behalf of LSPL, she expressed appreciation to all chapters for their help in planning this conference and hoped everyone had a wonderful weekend.

**Annual Meeting 2015 [Legal Staff Professionals of the Midlands (LSPM)]. Debra H. Bailey, PLS.** Debra noted that the Midlands chapter was already in the preliminary planning stages for next year's Annual Meeting and hopes to have some information available at the Summer Meeting in July.

**Award of Excellence. Jimi L. Bullard, ALP.** No report.

**Certification. Carlene B. Kilgore, PLS.** Carlene thanked the members for allowing her to continue on the Board as Functional Director of Certification. Carlene will continue to promote the benefits of certification.

**Community Projects. Susan L. Olmstead, PLS, and Betty Parks.** Susan announced that the charity for the Summer Meeting in July will be SCCADVASA. Needed items for this charity will be published in the *Spotlight*. She reminded members that checks/cash would also be accepted.

**Continuing Legal Education. Sharon K. Wotherspoon, PLS.** Sharon asked members to contact her with any CLE topics of interest or the names of any specific speakers you would like to hear.

**Credentials. Mary Kay Oliver.** No further report.

**Employment. Deborah League Brown, PLS and Robin C. Deming, PLS.** Deborah asked that members continue to send any job openings of which they are aware to Robin and her for distribution to LSPSC members. Deborah also mentioned that if you pass along a job opening, please ask that person to say they heard about the job opening through Legal Staff Professionals of South Carolina – another way to market our association.

**Finance. Sonia Hunt and Mary Brant.** Mary stated that the auction theme for the Summer Meeting in July will be announced in the *Spotlight*.

**Financial Review. Deborah J. Reynolds, PP, PLS and Tara Jean Brown, PP, PLS.** No report.

**Handbook. Debra H. Bailey, PLS and Linda W. Wilson, PLS.** Debra reiterated the deadline to submit chapter officer rosters and committees is May 15, 2014.

**Historian. Lois J. Belle, PLS.** The history of the 2013-2014 year will be included in the 2014-2015 Handbook.

**Marketing. Meredith Lazarski, ACP.** Meredith promoted the monogrammed logo items still available. Meredith also mentioned that the Board will be discussing marketing ideas at the Officer Retreat in June, particularly the Belk Charity Days as well as the opportunity to advertise in the Columbia and Greenville Business Magazine.

**Membership. Dee Dee Callison.** Dee Dee thanked the membership for allowing her to attend the NALS Leadership Conference in Tulsa in February and spoke of the highlights of her trip.

**NALS Foundation. Chrisanne T. Porter, PLS.** No report.

**Nominations and Elections. Linda W. Wilson, PLS, Patti Bacon, and Naomi W. Nation, PP, PLS, CLA.** No report.

**Publication. A. Yvonne Fortner, PP, PLS.** No report.

**Scholarship. Kerry Ann Waldrop and Maris Cannon, CM.** No report.

**Scrapbook. Myriam Y. Brown, PLS.** In Myriam's absence, President Jan asked members to send Myriam any photos or other memorabilia for the President's scrapbook. If more convenient, Myriam will be happy to download photos from the snapfish account.

**Technology. A. Yvonne Fortner, PP, PLS and Katie Johnson.** Yvonne reminded members that the password for the members section on the LSPSC website, as well as the Snapfish account (where we upload our photos for sharing), would be changing with the new President.

**New Business.** President Jan noted that the Premium Prize for the Summer Meeting in July would be provided by Legal Staff Professionals of the Midlands.

**Upcoming Meetings.** President Jan announced future meetings as follows:

*NALS 63<sup>rd</sup> Annual Education Conference and National Forum.* October 2-4, 2014; Crown Plaza Houston in Houston, TX.

*LSPSC Annual Meetings.* President Jan stated that the hosting chapters for future LSPSC Annual Meetings were listed in the agenda.

At this time, Naomi Nation, PP, PLS, CLA, continued the giveaway drawings that occurred during the Annual Conference weekend. The Lowcountry chapter gave away many gifts to lucky winners!

President Jan then announced the winners of the photo guess. Jan was on the right side of the photo. Two lucky winners received a small gift from President Jan.

**Adjournment.** There being no further business to come before the meeting, and there being no objection, the 2014-2015 Spring Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Jan at 11:20 a.m.

Respectfully submitted,

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Vickie Halstead, Secretary

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Transcribed by Jan W. Berger, ALP, President

Approved:

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Camilla G. Pitman, MMC, PLS  
President-elect

## NALS AFFINITY PROVIDERS

Through outside sources NALS is able to bring members many services that otherwise might be substantially more expensive.

### Current NALS Affinity Providers

#### Aflac

NALS is making Aflac's accident, cancer/specified-disease, and dental insurance policies available to its members. For more information visit [www.aflac.com/nals/](http://www.aflac.com/nals/).

#### Avis Car Rental

We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. For personal and/or business rentals when making a reservation, use Avis Worldwide Discount number (AWD) **S018600**.

#### FedEx

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

There are two ways for NALS members to enroll in the Advantage Program — [apply online](#) using passcode **MW2LGZ** and your **NALS membership number** or call a FedEx Advantage enrollment specialist at 1.800.345.6227 and provide passcode MW2LGZ and your NALS membership number to enroll over the phone.

#### Hertz Car Rental

Take advantage of special discounts available through your organization's Hertz Member Savings program. [Your Association Hertz CDP# 1485573 is the key](#). Be sure to include it on all your reservations and be sure to present your membership card or Hertz discount card for identification at the time of rental. Visit [Hertz.com](http://Hertz.com) or call Hertz at 1-800-654-2210.

#### Liberty Mutual

##### **Special Offer on Auto and Home Insurance**

As an NALS member, you could receive exclusive savings on Liberty Mutual Auto and Home Insurance. You may visit a local office or call 1-800-524-9400 and mention client #4606.

#### UPS

UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%. For complete details or to let other members know how to sign up, visit <http://www.savewithups.com/nals/> or call (800) 325-7000. Use **promo code WES403 to enroll**.





## LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

### 2014-2015 ELECTED AND APPOINTED OFFICERS

|                                                                                                                                                                                                                                   |                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>PRESIDENT</b><br>Nelson Mullins Riley & Scarborough, LLP<br>Post Office Box 11070<br>Columbia, SC 29211<br>Email: <a href="mailto:jan.berger@nelsonmullins.com">jan.berger@nelsonmullins.com</a>                               | <b>Jan W. Berger, ALP</b><br>Office (direct) 803.255.9314<br>Fax 803.255.9008<br>Home 803.788.0057<br>Cell 803.331.5101         |
| <b>PRESIDENT-ELECT</b><br>City of Greenville<br>Post Office Box 2207<br>Greenville, SC 29602<br>Email: <a href="mailto:cpitman@greenville.gov">cpitman@greenville.gov</a>                                                         | <b>Camilla G. Pitman, MMC, PLS</b><br>Office 864.467.4431<br>Fax 864.467.5725<br>Home 864.895.5473<br>Cell 864.608.1893         |
| <b>SECRETARY</b><br>Nelson Mullins Riley & Scarborough LLP<br>104 South Main Street, Ninth Floor<br>Greenville, SC 29601<br>Email: <a href="mailto:vickie.halstead@nelsonmullins.com">vickie.halstead@nelsonmullins.com</a>       | <b>Vicki Halstead</b><br>Office 864.250-2337<br>Fax 864.250-2394<br>Cell 304.543-0975                                           |
| <b>TREASURER</b><br>124 Mariners Pointe Road<br>Prosperity, SC 29127<br>Email: <a href="mailto:jpie1802@gmail.com">jpie1802@gmail.com</a>                                                                                         | <b>Jamie I. Early, PP, PLS</b><br>Office (direct) 803.264-3555<br>Fax 803.736-2713<br>Cell 803.422-6813                         |
| <b>Functional Director – MEMBERSHIP</b><br>400 Falling Rock Way<br>Greenville, SC 29615<br>Email: <a href="mailto:mdjcall@gmail.com">mdjcall@gmail.com</a>                                                                        | <b>Mary D. Callison (Dee Dee)</b><br>Office 864.233.8888<br>Fax 864.233.8889<br>Cell 864.325-1459                               |
| <b>Functional Director – EDUCATION</b><br>Nelson Mullins Riley & Scarborough LLP<br>P.O. Box 11070<br>Columbia, SC 29211<br>Email: <a href="mailto:sharon.wotherspoon@nelsonmullins.com">sharon.wotherspoon@nelsonmullins.com</a> | <b>Sharon K. Wotherspoon, PLS</b><br>Office (direct) 803.255-9242<br>Fax 803.255-9333<br>Home 803.438-0343<br>Cell 803.237-3873 |
| <b>Functional Director – MARKETING</b><br>Hale & Hale, PA<br>Post Office Box 22561<br>Hilton Head Island, SC 29925<br>Email: <a href="mailto:mlazarski@haleandhalelaw.com">mlazarski@haleandhalelaw.com</a>                       | <b>Meredith Lazarski, ACP</b><br>Office 843.837.3000 x3<br>Fax 843.837.3001<br>Home 843.815.3628<br>Cell 843.816.3015           |
| <b>Functional Director - CERTIFICATION</b><br>McNair Law Firm, P.A.<br>Post Office Drawer 3<br>Hilton Head Island, SC 29938<br>Email: <a href="mailto:ckilgore@mcnair.net">ckilgore@mcnair.net</a>                                | <b>Carlene B. Kilgore, PLS</b><br>Office (direct) 843.341.4945<br>Fax 843.686.5991<br>Home 843.785.4766<br>Cell 843.290.5276    |
| <b>PAST PRESIDENT/PARLIAMENTARIAN</b><br>Womble Carlyle Sandridge & Rice, LLP<br>Post Office Box 10208<br>Greenville, SC 29603<br>Email: <a href="mailto:lbelle@wcsr.com">lbelle@wcsr.com</a>                                     | <b>Lois J. Belle, PLS</b><br>Office (direct) 864.239.5990<br>Fax 864.255.5440<br>Home 864.268.1009<br>Cell 864.979.7180         |

## LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

### 2014-2015 COMMITTEE CHAIRS

|                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| <p><b>COMMUNITY PROJECTS</b><br/>                     2 Coopers Hawk<br/>                     Hilton Head Island, SC 29926<br/>                     Email: <a href="mailto:susan@goinglaw.com">susan@goinglaw.com</a></p>                                                                                                     | <p><b>SUSAN L. OLMSTEAD, PLS</b><br/>                     Office: 843.682-2111<br/>                     Fax: 843.682-2112<br/>                     Home: 843.681.5540<br/>                     Cell: 843.338.3313</p>                                                      |
| <p>Wiseman &amp; Reilley, LC<br/>                     Post Office Box 7605<br/>                     Hilton Head Island, SC 29938<br/>                     Email: <a href="mailto:betty@wr-lawfirm.com">betty@wr-lawfirm.com</a></p>                                                                                           | <p><b>BETTY M. PARKS</b><br/>                     Office: 843.842.2750<br/>                     Fax: 843.842.2760<br/>                     Home: 843.837.4511</p>                                                                                                          |
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
2014 – 2015 CALENDAR**

**MAY 2014**

- 1 Deadline for NALS Award of Excellence Nomination
- 9 *Carolina Paralegal News* Deadline (May)
- 15 Deadline for LSPSC Chapter Rosters to NALS
- 15 LSPSC Handbook Deadline
- 15 Deadline for LSPSC *Spotlight* (June)
- 26 NALS Closed for Memorial Day

**JUNE 2014**

- 1 Deadline for NALS Foundation Grant
- 2 Mailing of NALS Summer @Law
- 7 NALS ALP Examination Date (National)
- 7-8 LSPSC Officer Retreat, Columbia, SC

**JULY 2014**

- 1 Early Registration Deadline for NALS 63<sup>rd</sup> Education Conference & National Forum in Houston, TX (October 2-4, 2014)
- 4 NALS Closed for Independence Day
- 13 *Carolina Paralegal News* Deadline (July)
- 18 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 25 LSPSC Summer Board Meeting, Columbia, SC
- 26 LSPSC Summer Membership Meeting in Columbia, SC

**AUGUST 2014**

- 1 Regular Registration Deadline for NALS 63<sup>rd</sup> Education Conference & National Forum in Houston, TX (October 2-4, 2014)
- 1 NALS September ALP/PLS/PP Exam Application Due

**SEPTEMBER 2014**

- 1 NALS Closed for Labor Day
- 1 Deadline for NALS Foundation Grant
- 2 Mailing of NALS Fall @Law
- 12 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 16 Hotel Reservation Deadline for NALS 63<sup>rd</sup> Education Conference & National Forum in Houston, TX (October 2-4, 2014)
- 27 NALS ALP/PLS/PP Examination Date

**OCTOBER 2014**

- 2-4 NALS 63<sup>rd</sup> Education Conference & National Forum in Houston, TX
- 13-18 NALS Court Observance Week
- 15 NALS December ALP Exam Application Due
- 31 *Carolina Paralegal News* Deadline (Nov.)

**NOVEMBER 2014**

- 3 Call for Nominations of LSPSC Officers for 2015-2016
- 14 Close of Nominations of LSPSC Officers for 2015-2016

- 15 Deadline for LSPSC *Spotlight* (December)
- 27-28 NALS Closed for Thanksgiving

**DECEMBER 2014**

- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2015)
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Winter @Law
- 5 Dissemination of Acceptance and Qualification Forms to LSPSC Nominees for 2015-2016 officers
- 6 NALS ALP Examination Date (National)
- 15 Deadline for return of Acceptance and Qualification Forms by LSPSC Nominees for 2015-2016 officers
- 22-1/1 NALS closed for Holidays

**JANUARY 2015**

- 1 NALS March ALP/PLS/PP Exam Application Due
- 9 *Carolina Paralegal News* Deadline (Jan.)
- 15 Regular Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2015)
- 15 Distribution of Rules and Applications for LSPSC Scholarship Award for 2015-2016
- 15 Distribution of Rules and Applications for LSPSC Award of Excellence for 2015-2016
- 23 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 30 LSPSC Winter Board Meeting in Columbia
- 31 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

**FEBRUARY 2015**

- 5 Dissemination to Members of Ballots to Elect LSPSC 2014-2015 Officers
- 9 Deadline for LSPSC *Spotlight* (March)
- 25-28 NALS Professional Development and Education Conference in Tulsa, OK

**MARCH 2015**

- 1 Deadline for NALS Foundation Grant
- 2 Mailing of NALS Spring @Law
- 13 *Carolina Paralegal News* Deadline (March)
- 28 NALS ALP/PLS/PP Examination Date

**APRIL 2015**

- 14 Registration Deadline for LSPSC Annual Meeting hosted by LSP Midlands Chapter (Columbia)
- 15 NALS June ALP Exam Application Due
- 24 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Columbia, SC
- 25 LSPSC Annual Education Conference and 2015-2016 Officer Installation in Columbia, SC
- 26 LSPSC Spring Membership Meeting in Columbia, SC

# 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**

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**TO:**