



Legal Staff Professionals of South Carolina



SPOTLIGHT

AI and The Bluebook: Why ChatGPT Falls Short of Traditional Algorithms for Bluebook Legal Citation Formatting

ChatGPT, an advanced AI language model developed by OpenAI, has made significant strides in a wide array of applications, from creating engaging content to passing the bar exam. Despite its impressive achievements, however, ChatGPT is not currently suited for formatting legal citations in The Bluebook style.

Text Formatting Limitations

One of the primary reasons ChatGPT is not suitable for formatting legal citations in The Bluebook style is its inability to format text with italics, underlining, or small caps. These formatting options are essential for creating accurate citations that adhere to the rigorous standards set forth by The Bluebook.

For example, The Bluebook requires that case names be italicized or underlined. Similarly, some portions of citations, such as the names of certain authors, books, and periodicals, must be presented in small caps. Without these formatting options, a citation generated by ChatGPT would not conform to the proper style, rendering it incorrectly formatted.

Incorrect Abbreviations and Citations

Another issue with ChatGPT's handling of legal citations is its tendency to incorrectly abbreviate party names in court case citations. For example, when citing the case of *Wisconsin Packing Co. v. Indiana Refrigerator Lines, Inc.*, GPT-4 incorrectly abbreviates the states in the party names to *Wis. Packing Co. v. Ind. Refrigerator Lines, Inc.*, a notable deviation from the extensive and exacting Bluebook formatting rules.

Moreover, and more seriously, ChatGPT may generate incorrect or non-existent reporter volumes and numbers. This is a crucial issue, as accurate citations are vital for legal professionals to locate and reference the appropriate sources. An example of this issue is GPT-3.5 citing a Pennsylvania state court decision, *Commonwealth v. Ferrone*, as 595 Pa. 291 when, in fact, the correct citation is 302 Pa. Super. 282. This kind of error can have severe and disastrous consequences in legal writing, where precision is paramount.

To its credit, rather than fabricating a non-existent citation, the updated GPT-4 now simply refuses to answer the question, instead replying that “as an AI language model, I do not have access to specific case information,” and advising the “need to search a legal database or use a search engine to access the case details.”

The Achievements of ChatGPT

Despite these limitations, ChatGPT has achieved remarkable success in numerous fields. It has even managed to pass the bar exam, demonstrating a deep understanding of legal principles and an ability to reason effectively. Its capacity to generate engaging content and provide insights on various topics is a testament to its versatility and potential for future growth in the legal sphere.

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President's Report

**By: Traci B. Wolfe, PP
2023-2024 President**

Let me begin by thanking you for your vote of confidence in leading our association for the 2023-2024 year. I am honored and humbled in your vote of confidence. I will do my best to lead our association forward, influence, and inspire each of you, and help each of you be the best you are! To start, I am excited for the board retreat in June. We will spend the entire weekend planning for the upcoming year and getting to know each other on a personal level as well. Then, July 21-22, we will meet in Columbia for our Summer meeting and CLE's. Then, August 21-23 we go to Texas! Please try and make plans to attend the NALS conference, it will certainly be a very memorable experience and a wonderful time to get to know fellow NALS pals.

President-Elect, Meredith Lazarski, ACP, SCCP will be reaching out to each chapter to begin scheduling the Officer visitation. The board looks forward to spending time with each chapter and getting to know the members we do not get to see often. Please be on the lookout for Meredith when she calls you to get them scheduled.

Also, have you seen it? Please take a moment to check out our newly formatted website www.lspsc.org. Past President Katherine Helms, PP, SCCP had a vision to update our website, and with the help of Cassandra Furtick, that site is now up and active. Thank you, Katherine, for your vision, and seeing the site to completion.

My theme this upcoming year is Charting your Course. During this year, I, along with the Board want to be your guide by providing personalized assistance in devising your course of action and effectively complete your self-development journey with

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Spotlight

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Legal Staff Professionals of
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2023-2024 Editors:

**Meredith Lazarski, ACP, SCCP
Katherine R. Helms, PP, SCCP**

CHART YOUR COURSE



President's Report continued

By: Traci B. Wolfe, PP

2023-2024 President

our association. I encourage each of you to identify your goals in our association, craft a workable plan, and navigate around any obstacles that will allow you to successfully achieve the advancement you desire.

To help begin your course, the State chapter will again continue to pay for local chapters to continue the SC Bar Paralegal Certification Accredited Sponsors. The State Chapter will also continue to offer its members the study materials for certification exams. This is an extremely helpful tool to have at your fingertips. Will this be the year you finally get that certification? We want to give you all the resources necessary to reach your goal.

July 21-23, 2023, we will have our summer meeting. This year, we will meet at Homewood Suites off Greystone at the zoo. Plan to come early or stay later on Sunday, so you can visit the zoo. Visiting this time of year, is perfect to catch a glimpse of your favorite animal. FD of Education, Ann Marie Minerva, PP, EP/P SCCP is working on some fantastic speakers, and they will be announced soon. Sorry for the delay.

I look forward to a new and exciting year, and I have one question, have you charted your course yet?



AI and The Bluebook:

Why ChatGPT Falls Short of Traditional Algorithms for Bluebook Legal Citation Formatting con't

For instance, ChatGPT can help legal professionals draft persuasive arguments, analyze complex legal scenarios, and even aid in drafting contracts and other legal documents. However, when it comes to The Bluebook citations, its limitations currently preclude its use as a reliable citation generator.

In conclusion, although ChatGPT has proven its value in several domains, it is not currently suitable for formatting legal citations in The Bluebook style. The lack of text formatting capabilities, such as italics, underlining, and small caps, as well as its tendency to create incorrect or non-existent citations, make it an unreliable option for this specific task.

While ChatGPT's advancements are undeniably impressive, traditional algorithms remain the best choice for creating accurate and compliant Bluebook legal citations. As AI technology continues to evolve, future iterations of language models like ChatGPT may eventually overcome these limitations. Until then, legal professionals should continue to rely on established and dedicated Bluebook legal citation tools to ensure the accuracy and integrity of their work.

Excerpts from:

Law Next, published in Analyses & Trends

By: Ethan Isaacson, Founder & CEO, LegalEase Citations

March 26, 2023

President-Elect
Meredith Lazarski, ACP, SCCP

First and foremost, I would like to thank the members of Legal Staff Professionals of South Carolina for the opportunity to serve again as your President-Elect.

I also want to thank you for allowing me to represent LSPSC at the 2023 NALS National Legal Education Conference in August. I look forward to traveling with President Traci and other LSPSC members to Houston, Texas and taking part in all that NALS has to offer during this awesome annual conference.

Thank you to those chapters that have uploaded/ inputted your chapter's officers' roster on the NALS website. If you haven't already done so, the link is to upload/input your local chapter officers' roster is - <https://www.nals.org/page/chapterroster>.

Thank you also to those who have forwarded your 2023-2024 officer, committee (if applicable), and membership rosters to the Handbook Committee Chairperson Susan Olmstead, PLS. If you have not already done so, please forward these at your earliest convenience. Please also copy me on the email when sending your rosters.

In the next couple of weeks, I will be reaching out to the local chapter Presidents to get your chapter's availability for LSPSC Officer Visitation. President Traci's plan for this year is to have officers visit before the holidays so please start looking at your calendars for possible dates.

I look forward to seeing everyone at the LSPSC Summer Meeting in Columbia in July. I hope everyone has a happy, healthy, and safe summer! Stay cool!!



OFFICER & COMMITTEE REPORTS

Functional Director of Certification/Education
Ann Marie Minerva, PP-SC EP/P, SCCP

Thank you for allowing me to serve as your Functional Director of Certification/Education for 2023-2024. As I was pondering what to "report" to the membership in the Spotlight, several thoughts resonated with me as we arrived at the unofficial start of summer with Memorial Day weekend.

Firstly, I cannot help but remember all those brave souls who have sacrificed for the betterment of society and people they have never met or never will meet. Not only our servicemen, but our firefighters, police, doctors, nurses....and the list is endless.

Secondly, all those who choose a life of service take an oath. Servicemen pledge their fidelity and service to the Army, Marines, Navy, Air Force, Coast Guard, etc. Police pledge to serve their communities. Doctors take the Hippocratic Oath. Even our attorneys take an Oath.

So that got me to really thinking about a life of service. Are those professions the only professions of service? No. We are called to live a life of service, whether it is as a parent, a child of an aging parent, as a spouse, a sibling, a neighbor, as well as in our chosen profession, whatever it may be.

At our installation as LSPSC officers, we took an Oath or Pledge to be of service and perform to the best of our abilities. The first time I was installed as an LSPSC officer, the words of the Oath/Pledge I took were a powerful statement of my promise to serve the association and its members.

I ask you, have you really considered the words of the NALS Code of Ethics & Professional Responsibility? When we attend our LSPSC meetings and the NALS Code of Ethics is read aloud, do you really consider the depth of what each of us individually represents as a member of the association, to our attorneys, to our clients, to our co-workers?

Do you know the 10 Canons of the NALS Code of Ethics & Professional Responsibility?

Canon 1. Members of this association shall maintain a high degree of competency and integrity through continuing education to better assist the legal profession in fulfilling its duty to provide quality legal services to the public.

Canon 2. Members of this association shall maintain a high standard of ethical conduct and shall contribute to the integrity of the association and the legal profession.

Canon 3. Members of this association shall avoid a conflict of interest pertaining to a client matter.

Canon 4. Members of this association shall preserve and protect the confidences and privileged communications of a client.

Canon 5. Members of this association shall exercise care in using independent professional judgment and in determining the extent to which a client may be assisted without the presence of a lawyer and shall not act in matters involving professional legal judgment.

Canon 6. Members of this association shall not solicit legal business on behalf of a lawyer.

Canon 7. Members of this association, unless permitted by law, shall not perform legal functions except under the direct supervision of a lawyer and shall not advertise or contract with members of the general public for the performance of paralegal functions.

Canon 8. Members of this association, unless permitted by law, shall not perform any of the duties restricted to lawyers or do things which lawyers themselves may not do and shall assist in preventing the unauthorized practice of law.

Canon 9. Members of this association not licensed to practice law shall not engage in the practice of law as defined by statutes or court decisions.

Canon 10. Members of this association shall do all other things incidental, necessary, or expedient to enhance professional responsibility and participation in the administration of justice and public service in cooperation with the legal profession.

The first canon directly relates to the position of Functional Director of Certification/Education. I would like to encourage everyone in our association to continue to attend the educational seminars, study for your first NALS certification or a second, or a Specialty Certification. We can only be of service to our association, our profession, and to each other if we never stop improving ourselves.

The last canon directly relates to each and every one of us to be mindful of how even the smallest task performed in our work lives strives to “enhance profes-

sional responsibility” and “public service” of the legal profession.

Functional Director of Membership/Marketing **Cassandra Furtick**

Membership organizations rely on a strong membership base to achieve their goals and fulfill their mission. But how do you build and maintain a thriving membership program in today's fast-changing landscape? It can be challenging for us to adapt to new trends and technologies while staying true to our core values and mission. However, by charting a course for success and taking a strategic approach, we can navigate change while maintaining our identity and purpose.

Our identity is our members. What do our members stand for? What, as a whole, are our core values? As Functional Director of Membership and Marketing, my goal is to reach out to every chapter to learn about what drives them to be a leader. Our goal is to shed a shining light on what each chapter is doing in their community. Bring a light to what drives each of us to hold the torch high and keep it burning. As a state chapter, how are we helping our members hold their torch high when life makes it heavy? Charting your course means helping others find their path when they are having trouble lighting the torch. During this year, we are hoping to build on the lessons those who came before us laid, while gaining new knowledge to help each of us. We will be using technology to expand our reach and grow our platform. Knowing that our members learn at different levels will help us teach, mentor, and lead better.

To help to shine the light on our members, please remember to utilize our spotlight advertisement forms as well as the Happy Grams. Happy Grams are a special way to congratulate, recognize, or encourage your fellow chapter members in the Spotlight while supporting our state chapter. Encourage your employers to participate in the Spotlight with advertising. If you own your own business, you can advertise as well. We want to share everything about our members, including any businesses you may own, or even special interests you have.

To date we have 103 members! Our family will continue to grow and like every family, we welcome new

members with open arms. Let's all welcome our new members who have joined since March: Catharine Butler and Elizabeth Ramsey.

While we continue to grow, we encourage everyone to share our organization with others and invite them to your local meetings and our state meetings. On the state level, we are reaching out to other firms to inform them of our growing family and to invite their staff to attend a meeting. Our social media presence has grown as well. If you haven't already, please check out our Facebook, Twitter, LinkedIn, and Instagram pages. Share them with your colleagues and encourage them to like our pages as well.

In conclusion, thank you all for everything you have done and continue to do with NALS, our local chapters, our state chapter. We could not do it without you. We are only as strong as our members. I look forward to continuing to work with each one of you to help our family grow. Please feel free to reach out to me if you have any questions, concerns, ideas, or even if you have anything you like more information on. We have a growing family and a wealth of information to share.



Immediate Past-President/Parliamentarian
Katherine R. Helms, PP, SCCP

Thank you LSPSC members for allowing me to serve you as your president this past year. Thank you to Hilton Head Legal Staff Professionals for hosting this year's Annual Meeting and Education Conference in Beaufort. It was a wonderful weekend getaway.

Congratulations to Traci B. Wolfe, PP, as our new president, her new board, and committee chairs and members! I'm looking forward to helping see her theme, Chart Your Course, to fruition.

Annual Meeting Committee
Sonia L. Hunt, Mikki Hancock, PP, SCCP,
and Keisha Shuler-Johnson

Mikki, Keshia and I are already looking at potential locations. Mikki has already talked to one company that is willing to be a sponsor. We hope to keep the momentum going and will certainly have more to report at the LSPSC Summer Meeting.



Community Projects Committee
Victoria Mayfield

LSPSC would like to extend a huge thank you to everyone who donated to the Palmetto Animal League (P.A.L.) at our 2023 Annual Membership Meeting. We appreciate everyone's generosity.

The Legal Staff professionals of Orangeburg have chosen The William J McCord Treatment Facility/ The Dawn Center as their charity for our 2023 Summer Membership Meeting.

The William J McCord Treatment Facility is the in-house treatment center that provides high quality care to children, adolescents, and their families for substance abuse and/or behavioral disorders. These services can include daily monitoring by nursing staff, medical and psychiatric evaluations, medication management, counseling services, social/recreational therapy, homebound educational instruction, and discharge planning.

The Dawn Center an outpatient treatment center for adults in an attempt to avoid the dangers of using alcohol, tobacco, and other drugs by use of prevention services. The Dawn Center provides services to individuals and their families experiencing a wide range of substance abuse problems and/or emotional difficulties. The Dawn Center also provides specialized programs including: Alcohol and Drug Safety Action Program (A.D.S.A.P.), Employee Assistance Program (E.A.P.), Drug Screening, Medication Assisted Treatment, and other additional medical services for vaccinations, or routine physicals.

Please consider the list of current needs for the William J. McCord Treatment Facility as well as

gift cards for gas so that patients of the Dawn Center can be sure to make it to their appointments. Please be sure to donate to these wonderful facilities before or at our Summer Membership Meeting on July 22, 2023. Any monetary donations will also be accepted. By donating to these facilities, you could be helping someone get their life back from battling addiction.

If you have any questions or if you would like for Legal Staff Professionals of South Carolina to highlight a community service or charity, please reach out to me by e-mail at vjmayfield1@gmail.com.

Employment Committee
Sonia L. Hunt

Upon returning from Annual Meeting, I was contacted by Mary Brant about a position in her firm. Please let me know of any positions that you hear of and I will get that sent out to our chapters. Please make sure you provide me with details of the position as I would also like to get them posted to the Facebook pages for the state and others throughout the state. I would also like to see if we cannot start posting them on our LinkedIn page.



Finance Committee
Mikki Hancock, PP, SCCP, Debra Bailey, CLP and Angel Reid, PP, SCCP

A new year is upon us once again, and welcome to our new board members! Thank you for placing your trust in me this year to serve on the Finance Projects Committee!

Legal Staff Professionals of Hilton Head hosted the LSPSC 58th Annual Meeting in beautiful Beaufort, South Carolina. Congratulations to Michael Howell and Necchia Middleton, both of LSP Orangeburg, for winning the drawing to attend the meeting as first-time participants. A great time was had by all, and seeing the Blue Angels fly over was the best! The themed auction, “Spring It On!” raised over \$700 for the

budget. Thank you everyone who donated items and purchased tickets.

Our Summer Membership Meeting is scheduled for July 22, 2023, and the LSPSC Summer Board Meeting and Membership Social on July 21, 2023. Details will follow as to the location and agenda for the meeting.

The theme for the summer auction is, “Summer Luau!” Bring your items for a backyard luau and great summertime fun! Ideas can include anything from leis and flamingos to pineapples and sand buckets.



Handbook Committee
Susan L. Olmstead, PLS

Thanks to all the chapter presidents who have sent me their updated handbook information as well as updating their chapter officers at NALS.org. Once I have all the handbook updates, I will review and revise the handbook for Board review and approval at their retreat this summer.

The current Handbook is available under the Members Only page on the lspsc.org website. The password is our president’s surname followed by the current year of service. My contact information is: suanolmstead369@gmail.com or susan@goingward.com. Cell: 843-338-3313.

I would also like to know of any changes in certifications earned as well. You deserve to be recognized in print. Looking forward to seeing you at the summer



NALS Foundation Committee **Matthew James**

The NALS Foundation is currently accepting Gift-in-Kind Donations for "Sweeps" in preparation for the upcoming annual conference in Houston, Texas, beginning on August 21, 2023. To support this event, as the upcoming conference is a significant event for the Foundation, it is recommended that plans be made now for donations. To ensure you don't miss out on the excitement, purchase your sweepstakes tickets before August 15th. After this date, tickets will be available for purchase at the conference. For just \$20, you can get 25 tickets. Visit www.nals.org to get your tickets and be ready to participate in the Sweepstakes at the conference.

The NALS Foundation is always looking for ways to make their Sweepstakes even more thrilling. To achieve this, we encourage you to team up with your friends, family, law firms, employers, vendors, suppliers, local chapters, and state associations to gather exciting items for the sweepstakes. Additionally, you can ask for donations from anyone you know or do business with. You can also reach out to your local communities to request donations to support the NALS Foundation. If you have a creative side, consider crafting unique items to donate; your time and skills are valuable contributions.

The NALS Foundation offers various donor programs, including the Full Circle Donor, One-Time Monetary Donor, Organizational Circle Donor, and Honorary and Memorial Gifts Donor. The Full Circle donor program allows for a monthly gift to the Foundation for a year, while the Honorary and Memorial Gifts Donor program provides a generous and thoughtful way to recognize an individual's life and accomplishments. Donations can be mailed to the NALS Foundation at 3502 Woodview Trace, Ste 300, Indianapolis, IN 46268. By contributing to the Foundation, you can help make the upcoming conference a success and support the Foundation's mission to promote greatness in the legal profession.

The NALS Foundation, a 501(c)(3) non-profit educational foundation, was established in 1989 with the aim of providing educational opportunities in the legal support profession. In partnership with the National Association for Legal Support Professionals, the foundation works tirelessly to enhance the knowledge and skills of legal support professionals across the country.

The foundation's commitment to education is reflected in its provision of grants and contributions to state and local chapters, which are utilized to benefit and enhance educational purposes. These resources are vital in ensuring that legal support professionals have access to the latest developments and best practices in their field.

The NALS Foundation's impact on the legal support profession is akin to that of a sturdy oak tree, deeply rooted in its mission and steadfast in its growth. Its branches extend far and wide, providing a wealth of educational opportunities to those who seek to advance their careers. The foundation's continued success is dependent on the generosity of donors who share its vision of promoting education and excellence in the legal support profession.

If you have any questions, please don't hesitate to call me at (864)-331-9609 or email me at aea-glguy@gmail.com. You can also send an email to the NALS Foundation chair at foundation@nals.org.

Please note: All donated items will be used for NALS Foundation fundraising purposes. This means that your donation may be allocated to special fundraising projects, and not necessarily in the sweepstakes auction. We appreciate your donations.



2022-2023 Scholarship Committee **Lauritza S. Hill**

I am happy to report that the 2023 LSPSC Scholarship winner was Angel Salita Jackson, a student at South Carolina State University in Orangeburg, SC. She is from Yemassee, SC. She was presented with the certificate at the Annual Meeting and her information has been sent to the current LSPSC treasurer so that a check can be sent to the University as soon as possible. Angel is majoring in Criminal Justice. Angel is also a first-generation college student. Join me in congratulating Angel on her future endeavors. It gives me pleasure in knowing that our organization can make a difference in her life.

Scrapbook Committee

Stephanie Jones, PP SCCP, Jenny Leininger and Colleen Qunell

Hey, y'all!! The Legal Staff Professionals of South Carolina Scrapbook Committee needs your help!! Do you have pictures from local, state, or even national LSPSC/NALS meetings? Do you have pictures from charity events, get-togethers, etc.? Send them to us! Pretty please!! Do you have extra craft supplies (who doesn't) that you can donate? Do you have swag from any LSPSC/NALS events? Send them to us!! Pretty please!! With sugar on top!!

Email pictures to: Stephanie Jones at stephanie.jones7009@gmail.com; Jenny Leininger at jleininger@stromlaw.com; Colleen Qunell at cqunell@stromlaw.com.

If you would like to donate craft/scrapbook supplies and/or swag, please bring them to the summer meeting or send them to Stephanie at:

Strom Law Firm
6923 N. Trenholm
Suite 200
Columbia, SC 29206

And finally, are you artsy and maybe a little bit fartsy? Join the Committee!! If you are interested, please email any of the above committee members. We would love any and all help we can get!



Technology

Cassandra Furtick and Colleen Qunell

Technology is ever so changing! We are happy and pleased to announce that our first project of the year is up and running. Yes, the new webpage is up and running. Please be on the lookout for an email to create your password for the members only section of our page. If you haven't received it, please let us know.

To continue on growth for technology, we have ideas of creating virtual events, community service drives, and so much more to discuss with the board and the chapter. For now, we will continue to utilize our social media platforms, emails, and text messages to spread knowledge. As you may have already seen, we will utilize Loom for sharing processes, quick "how-to", and even a simple hello. This also allows us to connect to our members who learn visually. For our members who would rather have a quick text, we will utilize a group chat app that will send group reminders, or if we need to have a quick update from the state. We will try to send less emails this year but share more information.

One big important project this year is to better utilize Zoom. While we love to see everyone in person, scheduling sometimes doesn't allow it. Being on the Zoom audience side, I know how frustrating it can be to not hear. As the technology committee, we will work with the state board to gather ideas and implement them to allow a Zoom option where you can not only see but hear as well.

We look forward to a bright year growing our technology for our members and taking LSPSC into the future.



Immediate Past President, Katherine R. Helms, PP, SCCP
58th Annual Meeting & Educational Conference Drawing Recipients Reports



Michael Howell
Legal Staff Professionals of Orangeburg

I attended my first-ever Legal Staff Professionals of South Carolina Education Conference and Annual Meeting held in Beau fort, SC. I attended the convention with my fellow Orangeburg Chapter. We had a blast spending the days listening to different stuff like Elder Law. Cathy West Olivetti, Esq talked about area of legal practice that specializes on issues that affect the senior population. The purpose of elder law planning is to prepare the elderly person for financial freedom and autonomy through proper financial planning and long-term care options. But as with anything in life as the day go by we had speaker State Senate Thomas C Davis. He talked about four topics: abortion, hate law, gun law and the transgender bill. Then after we had a banquet, where we present the past board into the new board. I really enjoyed attending my first conference experience and NALS. I could have planned a better experience using the takeaways above, but overall, it was an excellent weekend, and I learned so much. I'm excited to put these takeaways into action for my next conference.



Necchia Middleton
Legal Staff Professionals of Orangeburg

My name is Necchia Middleton and I am New Member to this amazing Organization. I would like to take this opportunity to highlight how giving, encouraging and supportive my new extended family within the legal field is. During my weekend in Beaufort I had great time. I am new to legal field and it's important to me that I learn, grow, and become a stronger Legal Assistant. Within my weekend amongst all the knowledgeable women and speakers that were present it made me not only feel welcome, but I was also able to experience that this Organization gives life to those in this line of work that chooses to serve and be apart of something bigger than themselves. Most of all, I am thankful for the experience because I learned a lot about myself. As an individual, a mother, and person and to never allow inadequacy to leak into the woman a legal professional I'm working to become. I thank everyone, especially my Orangeburg Chapter, along with Ms. Helms for their continued unmatched support in my journey.





William J. McCord Adolescent Treatment Facility

910 Cook Road, Orangeburg, SC 29118 PO Box
1166, Orangeburg, SC 29116
Phone: (803) 534-2328 ext.: 154

Thank you for collecting items for our inpatient program. Below is a list of the items that we use most often:

Please note that the first 3 ingredients cannot contain alcohol unless it is cetyl alcohol.

- Body Wash (*White Rain*)
- Shampoo (*White Rain*)
- Conditioner (*White Rain*)
- Men's 3 in 1 (bodywash, shampoo, conditioner) (*White Rain*)
- Men's deodorant (*Speed Stick*)
- Women's deodorant (*Power Stick*)
- Chap stick (*Chapstick brand, blue wrapper, NOT medicated*)
- Lotion (*Dermasil*)
- Hair Gel (*LA Looks*)
- Hair Grease (*Softee Indian Hemp*)
- Tooth paste (*Colgate, Crest*)
- Flip Flops M/L/XL
- Tampons (*unscented, plastic applicator*)
- Maxie Pads (*unscented*)
- Hair Brush
- Boar Brush
- Word Search
- Adult Coloring Books
- Crossword Puzzles

Every item excluding the feminine products can be found at the Dollar Tree. I have included the brands that we currently use.

Notice To All Members Summer Meeting

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Summer Membership Meeting for 2023-2024 will be held on Saturday, July 22, 2023, at 1:45 p.m.

AT:

**Homewood Suites by Hilton Columbia
230 Greystone Boulevard
Columbia, South Carolina 29210
*(Dress is business attire.)***

(Exact meeting information is available on the agenda/registration forms.)

Legal Staff Professionals of South Carolina

**By: _____ /s/ Stephanie A. Jones
Stephanie A. Jones, PP, SCCP
LSPSC Secretary 2023-2024**



Legal Staff Professionals of South Carolina
2023 SUMMER MEETING REGISTRATION FORM
Saturday, July 22, 2023
Hosted by Legal Staff Professionals of South Carolina
Homewood Suites Columbia
230 Greystone Boulevard, Columbia, SC 29210

Deadline for In-person Registration: Monday, July 10, 2023
NO REFUNDS After Monday, July 10, 2023

*Late fee of \$10.00 will apply to any registration not postmarked by **JULY 10th** *

Deadline for Virtual Registration: Wednesday, July 19, 2023, 5:00 p.m.*
***NOTE: Both payment AND registration form must be received by deadline.**

HOTEL RESERVATIONS: All Room Reservations should be made directly with
Homewood Suites Columbia, 230 Greystone Boulevard, Columbia, SC 29210
#803-239-4663 or see www.LSPSC.org for Hotel Link

By June 30, 2023. The Room Rate is \$124.00 per night plus applicable taxes.

FRIDAY NIGHT SOCIAL

Friday, July 21, 2023

6:30 p.m. – 8:30 p.m. Homewood Suites Columbia - 230 Greystone Blvd., Columbia

Attending Friday Night [Free Event] _____ YES _____ NO

MEMBERSHIP MEETING

Saturday, July 22, 2023

Saturday Schedule

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

(Full Registration Does Not Include CLE)

_____ \$45 Meeting Registration & Lunch OR _____ \$15 Membership Meeting Only

_____ IN-PERSON OR _____ VIRTUAL

NAME: _____ CERTIFICATIONS: _____

PHONE #: _____ EMAIL: _____



Scan. Pay. Go.

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

Tara Jean Brown, PP, CLP, SCCP - LSPSC Treasurer
11 McGee Street, Greenville SC 29601
864-350-0937 – cell phone
Tara@davidgreeneattorney.com - Email

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

Legal Staff Professionals of South Carolina
2023 SUMMER CLE REGISTRATION FORM
Saturday, July 22, 2023
Hosted by Legal Staff Professionals of South Carolina
 Homeward Suites by Hilton Columbia
 230 Greystone Blvd, Columbia, SC 29206

Deadline for In-person Registration: Monday, July 10, 2023
NO REFUNDS After Friday, July 14, 2023

Deadline for Virtual Registration: Wednesday, July 19, 2023, 5:00 p.m.*
***NOTE: Both payment AND registration form must be received by deadline.**

CONTINUING LEGAL EDUCATION
Saturday, July 22, 2023

- 9:30 a.m. – 10:30 a.m. TOPIC: Digital Forensics**
Evidence utilizing Digital Forensics could make or break a court case
Speaker: Heather Cortez
- 10:45 a.m. – 12:15 p.m. TOPIC: SC State Troopers Vital Roles to SC Citizens**
Specialized Units and their indispensable service to SC Citizens
Speaker: L/Cpl Tyler Tidwell

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

I will be attending the following seminars:

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>VIRTUAL</u>
_____ Digital Forensics	_____ \$20 for one CLE	_____ \$25 for one CLE	_____
_____ SC Troopers	_____ \$30 for both CLEs	_____ \$40 for both CLEs	_____

TOTAL AMOUNT: \$ _____

NAME: _____ CERTIFICATIONS: _____

PHONE #: _____ EMAIL: _____

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



Tara Jean Brown, PP, CLP, SCCP, Treasurer
 11 McGee Street
 Greenville, SC 29601
tara@davidgreeneattorney.com
 864-350-0937 – cell

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Chapter Reports

Legal Staff Professionals of the Midlands **Stephanie A. Jones, PP, SCCP**

What a great year we had with the 2022-2023 LSPSM Board Members. Traci Wolfe, PP, our past president was a great inspiration to us all and we thoroughly enjoyed being a part of another creative and exciting year. I want to congratulate the new 2023-2024 LSPM Board as we have several who are novel members holding positions: Cassandra Furtick, P-E; Colleen Qunell, Secretary/Treasurer; Jenny Leininger, FD of Membership/Marketing; and Morgan Rivers, FD of Education/Certification. I am encouraged by this as a new President and, frankly, a newish member myself. While our focus is always gaining members and growing as an association, I would like to emphasize our current members as well.

I am making it my personally goal to reach out to each member. I want to meet for lunch, get a drink, or just talk on the phone. I want to know more about what each member wants out of the association, what brought them to NALS, and how I can personally help them reach their goal. I think this is so important. One thing I've always loved about this chapter, and the state and national associations, is that we are so close – we are friends – not just colleagues. There's no reason at all we don't sit down and talk openly about the direction of our members and how each of us are proceeding in our personal goals. I want to get to know everyone and share with them the feeling I have as I move through my membership with NALS – pride.

This year will be a lot of fun. I have a lot of ideas of how we can get together and serve in our community as a group. We will have some very new and interesting community service projects that I am excited to announce as we move through the year. So, stay tuned to what we are doing in the Midlands! You will not be sorry!

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

March and April were very busy and exciting months for LSPG. During our March monthly luncheon, we held our elections for our board members and we had

a gift raffle. This gave us time to be able to network with one another and take home some really cute gifts. We installed our new board officers at our April monthly luncheon. The theme of our officer installation was Gardening for Growth. We all know how much work has to be put into a garden and how many different tools are required to do so. This year, the goal of LSPG is for all of us to work together to grow our membership.

We are very excited to announce all of our new board members for the 2023- 2024 year.

President – Tara Jean Brown, PP, CLP, SCCP
President-Elect - Terri Coker, ACP, SCCP
Treasurer - Audra Webb, CP, SCCP
Secretary - Matthew James
Vice-President for Marketing & Membership - Victoria J. Mayfield
Immediate Past President - Lois J. Belle, CLP

We are thrilled to have every position filled, and to have some of our newer members serving on our board this year and wish them all a very successful year.

During April, a several of our members attended the LSPSC Annual Meeting in Beaufort, hosted by LSP Hilton Head. During this meeting, we got to attend some great CLE's with Cathy West Olivetti on Elder Law and Thomas C. Davis on Hot Topics in South Carolina Legislation. On Sunday, we attended Leadership Round Tables; this hour gave new members and officers the opportunity to discuss the different state board and committee positions to help them understand what the different positions are and what they involve.

On May 6, 2023, we will have our annual planning meeting for LSPG and we hope to come up with some new creative ideas to try to grow our membership this year. We are anxious to see what this new year holds for LSPG.

During the month of May, our speaker for our monthly luncheon will be James Brammer with Guest and Brady and he will be talking to us about Real Estate. Our speaker for our June luncheon will be someone from Angell Maloney, LLC to teach us about legal asset portals.

See you at the Summer Membership meeting in Columbia in July.

Hilton Head Legal Staff Professionals

Birdie Sargent

It seems like yesterday we were discussing the transition of our incoming 2023-2024 HHLSP's Board Members. A lot has happened since that time! Our most important event was the 58th Annual Meeting and Education Conference held in Beaufort, SC on April 21 -23, Meeting on the Marsh. We owe the success of the conference to many dedicated members of our chapter as well as our supportive sponsors.

We are very appreciative of president elect, Christine Vandenberghe, for hosting a beautiful dinner in her home for our May, 2023 meeting. Our August meeting will be held at the home of Carlene Kilgore, which will be just as amazing.

As we move into summer weather and more traffic than we like to think about, be aware of the out-of-state drivers. Being a resort community, we expect this, but it is still difficult to handle at times. If that's the only issue we are confronted with then we will count our blessings! I, personally, cannot imagine living anywhere else. Looking forward to dipping my toes into the ocean!

Legal Staff Professionals of Orangeburg

Sonia L. Hunt

We have been busy in Orangeburg the last couple of months. We gained two new members from our membership drive in February. In March we met at The Dean Law Firm for election of our 2023-2024 officers. Many thanks to those who were willing to take on a position for the new year. After that we enjoyed our first "paint" party where members got to choose the project they were going to tackle.

In April, we met at the Orangeburg County Library where Stacy Russo-Strobel, PLS installed our officers. Officers for the coming year are as follows:

Sonia L. Hunt	- President
Mikki Hancock	- President-Elect
Keshia Shuler-Johnson	- Secretary/Treasurer
Michael Howell, Jr.	- Functional Director Certification/Education
Necchia Middleton	- Functional Director Marketing/Membership

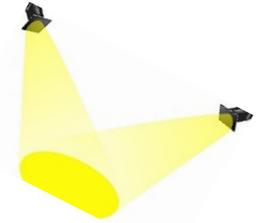
LSPO had five (5) members attend the annual meeting in Hilton Head. Many thanks to the Hilton Head chapter for a great "Meeting on the Marsh".

May will find us meeting at the offices of South Carolina Legal Services for our planning session for the year.





LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



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A publication of Legal Staff Professionals of South Carolina

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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.



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Happy 4th of July

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www.lspsc.org

www.lspg.org (Greenville chapter)

www.NALS.org

www.ning.com

LSPSC/NALS on Facebook

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**It was our pleasure to host
this year's LSPSC Annual
Meeting & Educational
Conference.**

**Thank you for your
participation and
kind words of praise.**

***Hilton Head Legal
Staff Professionals***



Chickpea Salad

Ingredients

FOR THE SALAD:

- 1 15-ounce cans chickpeas, drained and rinsed
- 6 oz. feta, cubed
- 1 English cucumber, cut into half moons
- 1 pt. cherry tomatoes, halved
- 1 orange bell pepper, diced
- 1/2 small red onion, thinly sliced
- 2 avocados, cubed
- 1 c. chopped Italian parsley
- 1/2 c. torn basil

FOR THE DRESSING:

- 1/3 c. olive oil
- 3 tbsp. red wine vinegar
- 2 tbsp. fresh lemon juice
- 1 grated garlic clove
- 1/2 tsp. kosher salt
- 1/4 tsp. ground black pepper
- 1/4 tsp. red pepper flakes

Directions

For the salad: In a large bowl, fold together the chickpeas, feta, cucumber, tomatoes, bell pepper, red onion, avocado, parsley, and basil.

For the dressing: In a medium bowl, whisk together the olive oil, vinegar, lemon juice, garlic, salt, black pepper, and pepper flakes until combined. Pour over the salad and gently fold to combine. Serve immediately.



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2022-2023 ANNUAL MEMBERSHIP MEETING
APRIL 22, 2023
1:45 p.m.
BEAUFORT, SOUTH CAROLINA**

The Annual Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2022-2023 was held on Saturday, April 22, 2023, at 1:45 p.m. at the Holiday Inn & Suites Beaufort at Highway 21, 2225 Boundary Street, Beaufort, South Carolina.

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

Thought for the Day. President Helms introduced Michael Howell, from Legal Staff Professionals of Orangeburg, to give the Thought for the Day.

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

Welcome. President Helms welcomed everyone to the Annual Membership Meeting of 2022-2023. She thanked the members of Hilton Head Legal Staff Professionals for hosting this year's annual meeting and all the weekend events. President Helms introduced and congratulated the winners of the Annual Meeting drawing, Necchia Middleton and Michael Howell, both from Legal Staff Professionals of Orangeburg. She recognized first-time member attendees, Necchia Middleton and Hailee Thorpe, both of the Orangeburg chapter, to an LSPSC membership meeting. President Helms welcomed five members-at-large (MALs) from the Charleston area: Stacy Russo-Strobel, PP, PLS; Naomi W. Nation, PP, CLA, SCCP; Chrisanne T. Porter, PLS; Paula M. Taylor, PLS; and Cheryl D. LeGrand. She also recognized and welcomed two visitors in attendance: Angel Jackson from Orangeburg and Teri Saylor from Carolina Paralegal News. President Helms then recognized the LSPSC Past Presidents in attendance.

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

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

President's Remarks. President Helms thanked the board members and committee chairs for their invaluable service. She encouraged newer members to join a committee to learn more about the association, network among members, and make lifelong friendships. President Helms reminded the members of her platform this year for encouraging student membership from paralegal and legal program schools. She was pleased to report presentations were made at Midlands Technical College, resulting in positive feedback. President Helms also thanked all members for their support of her as president this past year.

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

Roll Call. President Helms asked Credentials Chair, Naomi W. Nation, PP, CLA, SCCP, for roll call. Naomi reported 30 members were present, and 16, which was one member over one-half, represented a quorum. Two-thirds of the members present was 20.

Consent Agenda. President Helms stated that all members were provided at the credentials sign-in with the reports packet and the consent agenda packet of items that were reviewed and approved by the board on April 21, 2023. The packet included the 2022-2023 Third Period Treasurer's Report. President Helms stated that the packet noted the 2022-2023 Winter Membership Meeting Minutes published in the March 2023 *Spotlight* were included in the consent agenda by reference for approval. There being no objections, the items as included and referenced in the consent agenda were

reviewed and approved by the board on April 21, 2023. The packet included the 2022-2023 Third Period Treasurer's Report. President Helms stated that the packet noted the 2022-2023 Winter Membership Meeting Minutes published in the March 2023 *Spotlight* were included in the consent agenda by reference for approval. There being no objections, the items as included and referenced in the consent agenda were approved by consent.

Michael Howell of Legal Staff Professionals of Orangeburg won the first cash incentive drawing.

Reports from Elected Officers.

President Katherine R. Helms, PP, SCCP. President Helms reminded members to make sure NALS and LSPSC have their correct e-mail address in order to receive the @Law, NALS Docket, *Spotlight*, and other electronic communications.

President-Elect Traci B. Wolfe, PP. Traci stated members should keep all profile information updated on the NALS website and added that members who do not know how that is done can contact her or any of the officers for assistance.

Secretary Jamie I. Early, Emeritus PP, PLS-SC Corporate, SCCP. Jamie reminded everyone to submit all signed and dated reports of officers and committee chairs to her for the permanent records. She thanked the members for allowing her to serve on the board once again.

Treasurer Sonia L. Hunt. Sonia stated her report was in the consent agenda and asked for any questions. She explained that a refund from the hotel was due to issues with one of the rooms occupied by the officers at the January meeting.

Immediate Past President Stacy Russo-Strobel, PP, PLS. Stacy had no report.

Meredith Lazarski, ACP, SCCP, of Hilton Head Legal Staff Professionals won the second cash incentive drawing.

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

Annual Meeting 2023 [Hilton Head Legal Staff Professionals]. Meredith Lazarski, ACP, SCCP, stated that the hotel check-out time on Sunday was at 11:00 a.m.

Award of Excellence. Keisha Shuler was not present, but President Helms reported the award would be presented at the Installation Banquet tonight.

Certification/Education. Susan L. Olmstead, PLS, provided the current certification numbers as follows: 3 ALPs, 18 CLPs/PLSs, 17 PPs, 2 Specialty Certificates, 2 ACPs, 1 CLA, 1 RP, 1 MMC, and 1 MPS. She reported three recertifications since the last meeting: Katherine Helms PP, SCCP; Leigh Dominick, PP, SCCP; and Tara Brown, PP, PLS, SCCP. Susan stated that Jamie I. Early, PP, PLS-SC Corp, SCCP was awarded the Emeritus status of her NALS PP and PLS certifications, as well as her Specialty Certificate, by the NALS Certifying Board. Susan explained the criteria for and advantages of this status. Jamie noted the SCCP does not have such a status, but she plans to broach the topic at an upcoming meeting of the South Carolina Board of Paralegal Certification. Susan reminded members of the SC Bar seminar for the 2023 Best Practices for SC Paralegals to be held on May 5, which is approved for 5.75 CPE credits (including 1.0 hour of ethics). She stated that our members Katherine Helms, PP, SCCP; Angel Reid, PP, SCCP; and Ashley Haworth, PP, SCCP, were invited to sit on this year's seminar committee. She reminded members that the certification exam registrations must be made by the first day of the month preceding the month in which a candidate wants to take the exam.

Community Projects. Christine Vandenberghe reminded everyone that Palmetto Animal League was the charity for this meeting and that all donated items and monetary gifts would be greatly appreciated. She thanked the members for allowing her to serve this year.

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

Employment. Cathy Boggs was not present – no report.

Finance. Terri Coker thanked all members for their support of the theme auction, with both items and monetary donations. She reported the amount donated by the members for the auction thus far and that she was still accepting money for tickets.

Financial Review. Debra H. Bailey, CLP, stated her review was in the reports packet.

Handbook. Patti Bacon was not present, and Stacy Russo-Strobel stated there was no report.

Historian. Stacy Russo-Strobel, PP, PLS, had no report.

Membership/Marketing. Cheryl LeGrand reported current membership numbers of 37 in the Midlands, 26 in Greenville, 14 in Orangeburg, 8 in Hilton Head, and 14 MALs, for a total of 99 members statewide. She congratulated the two winners of the Annual Meeting incentives for full registrations and hotel expenses for this weekend. She thanked the board and the members for their consideration and patience with her throughout the year during some personal matters, including an employment change.

NALS Foundation. Mikki Hancock, PP, SCCP, stated her report was in the *Spotlight* and her supplemental report was included in the meeting's reports packet.

Nominations and Elections. Tara Brown, PP, PLS, SCCP, stated her report was in the *Spotlight* and that she had no other report.

Publication. Meredith Lazarski, ACP, SCCP, thanked the officers and chairs for their very timely submission of their reports in February for the publication of the March issue.

Scholarship. Lauritza Hill was not present, but President Helms stated that Renee Brown Saylor would present the award. Renee asked Angel Jackson to come forward and then presented Ms. Jackson with the annual LSPSC Scholarship Award. She stated that Angel is a student at South Carolina State University in Orangeburg, majoring in Criminal Justice.

Scrapbook. Stephanie A. Jones, PP, SCCP, stated her report was in the *Spotlight*. She asked members to continue to submit pictures and memorabilia to her, as well as funny stories about President Helms, for inclusion in the scrapbook.

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

Technology. Tara Brown, PP, PLS, SCCP, stated she had nothing to report. President Helms reported that the transition from the present website to the new GoDaddy website was in process and that it is supposed to be completed within 5-7 business days. She stated the domain name would remain as lspsc.org, and she again advised the Go Daddy monthly cost and annual domain cost. She also explained the new website would allow for online registrations with electronic payments for future meetings.

Christine Vandenberghe of Hilton Head Legal Staff Professionals won the final cash incentive drawing.

Upcoming Meetings. President Helms announced future meetings as follows:

LSPSC 2023-2024 Spring Membership Meeting. Tomorrow, April 23, 2023, at 9:00 a.m.; Leadership roundtables at 8:00 a.m.

NALS Membership Meeting. Friday, April 28, 2023, 1:00-2:00 p.m.

NALS 2023 Annual Education Conference and National Forum. August 21-23, 2023; Hotel Derrick in Houston, TX; registration opens May 1.

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

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

New Business. President Helms stated the Premium Prize for the theme auction after today's meeting is provided by Hilton Head Legal Staff Professionals.

Nominations and Elections. Continuing the annual nominations and elections from the January meeting, President Helms stated that the office of President-Elect for 2023-2024 remained open. She asked for any questions or comments, explained the criteria and duties of the office, and opened the floor for nominations for a qualified candidate.

Stacy Russo-Strobel made a nomination for Meredith Lazarski, ACP, SCCP, for the office of President-Elect for 2023-2024. President Helms asked Ms. Lazarski if she accepted or declined the nomination; and she accepted. Asking for any other nominations, President Helms received a motion from Susan L. Olmstead, PLS, and a second by Naomi W. Nation, PP, CLA, SCCP, to close the nominations for the office of President-Elect; and said motion passed. Since there was only one candidate for the office, Jamie I. Early, Emeritus PP, PLS-SC Corp, SCCP, then made a motion to dispense with the ballots and elect Meredith Lazarski, ACP, SCCP, by acclamation; Sonia L. Hunt seconded the motion.

The motion passed and Meredith Lazarski, ACP, SCCP, was elected by acclamation as President-Elect for the 2023-2024 LSPSC Board of Directors. President Helms reminded members that the full board of officers would be installed at this evening's ceremony, beginning with the President's Reception at 6:00 for Traci B. Wolfe, PP, followed by the Awards Banquet and Installation Ceremony at 7:00.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2022-2023 Annual Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Helms at 3:01 p.m.

Respectfully submitted,

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

Approved:

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

Strawberry Shortcakes

Ingredients:

6 servings
2 cups all-purpose flour, plus more for surface
1½ tsp. baking powder
¼ tsp. baking soda
½ cup plus 1 tsp. sugar, divided
1½ tsp. kosher salt, plus more
1 lemon
½ cup (1 stick) cold unsalted butter
1 cup sour cream, divided
2 cups heavy cream, divided
1½ lb. strawberries
1 tsp. vanilla extract



Directions:

Place a rack in center of oven; preheat to 400°. Line a rimmed baking sheet with parchment paper. Whisk 2 cups flour, 1½ tsp. baking powder, ¼ tsp. baking soda, 4 tsp. sugar, and 1½ tsp. salt in a large bowl to combine. Finely grate zest of about half of 1 lemon right into bowl (reserve lemon for later). Cut 1 stick cold butter into ½" pieces and toss with dry ingredients until coated. Work butter into dry ingredients by pinching and rubbing it between your palms until there are lots of flat shards and pea-sized bits remaining. Those small, uneven pieces of unincorporated butter create steam pockets as the shortcakes bake, resulting in a tender, flaky end result. Combine ¾ cup sour cream and ½ cup heavy cream in a medium bowl. Create a well in the center of the dry ingredients. Scrape cream mixture into well. Working in circles from inside the well outwards with a rubber spatula, mix dough until large, shaggy clumps form. Knead once or twice (don't overdo it!) until it forms a mass and most of the flour has been incorporated into the dough. Transfer to a lightly floured surface. Pat to a 1"-thick square (it should be about 6x6"). Cut dough into 4 equal squares, then stack them all on top of each other, creating one very tall tower of dough. Press down on stack with your hands, flattening dough back to a square. This stacking method is what will create lots of flaky layers. Pat to a 7½x5" rectangle about 1" thick. Cut rectangle in half lengthwise, then cut each of those 2 rectangles into 3 squares. Transfer squares to prepared baking sheet. Sprinkle tops with 1 Tbsp. sugar. Freeze 10 minutes. (This will help ensure that the shortcakes rise—rather than spread out—in the oven.) Bake shortcakes until golden brown all over, 20–25 minutes. While shortcakes bake, make your strawberries and whipped cream. If whipping cream by hand, place a large bowl in freezer to chill. Trim and discard stems of 1½ lb. strawberries. Cut smaller ones in half and larger ones into quarters. Transfer to a medium bowl. Cut reserved lemon in half and squeeze 2 Tbsp. lemon juice into bowl with strawberries. Add 3 Tbsp. sugar and toss to combine. Let sit at room temperature, tossing occasionally as you wait for the shortcakes. They will naturally create their own syrup through the mingling of the fruit juices with the sugar and lemon juice. Pour remaining 1½ cups heavy cream into chilled bowl. Add 1 tsp. vanilla, 3 Tbsp. sugar, and a pinch of salt. Vigorously whisk with your largest whisk, making figure-8 motions, until soft peaks form. This will take 3–5 minutes of good ol' elbow grease—but don't be discouraged if it takes longer! If you're not feeling up to the challenge, use an electric mixer and beat starting at low speed, gradually increasing to high as cream begins to thicken. You're still looking for those nice, slightly floppy, soft peaks. Whisk in remaining ¼ cup sour cream until just incorporated. Let shortcakes cool at least 15 minutes. Gently split shortcakes in half with your hands. Place bottom halves in serving bowls. Divide whipped cream, then macerated strawberries among bottom halves. Drizzle any syrupy juices left in bowl over. Close with top halves of shortcake.

Marvel at your creation. Serve and enjoy!

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2023-2024 SPRING MEMBERSHIP MEETING
APRIL 23, 2023
9:00 a.m.
BEAUFORT, SOUTH CAROLINA**

The Spring Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2023-2024 was held on Sunday, April 23, 2023, at 9:04 a.m. at the Holiday Inn & Suites Beaufort @ Highway 23, 2225 Boundary Street, Beaufort, South Carolina.

Call to Order. President Traci B. Wolfe, PP, called the first membership meeting of Legal Staff Professionals of South Carolina for the year 2023-2024 to order. She reminded everyone to check in with the Credentials Chair, Naomi W. Nation, PP, CLA, SCCP, and to silence all electronic devices. She asked all officers and chairs giving reports to come to the lectern; and all members addressing the meeting to stand and give their names and chapters. President Wolfe introduced herself to the membership.

Presentations. President Wolfe asked Naomi Nation, PP, CLA, SCCP, Chrisanne Porter, PLS, and Paula Taylor, PLS, to come to the front with Immediate Past President Stacy Russo-Strobel, PP, PLS, SCCP. The 2021 Scrapbook Committee presented Stacy with her President Scrapbook. President Wolfe then asked Immediate Past-President Katherine Helms to come to the front. President Wolfe presented the Past President's plaque on behalf of the membership and thanked her for her dedicated service to LSPSC.

Thought for the Day. President Wolfe introduced Lois J. Belle, to give the Thought for the Day. Lois presented a heart-warming poem about only one person being needed to make a difference.

Pledge of Allegiance and Code of Ethics. President Wolfe asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Cassandra Furtick, Functional Director of Membership/Marketing, led the members in the Pledge of Allegiance. Ann Marie Minerva, PP-SC, EP/P, SCCP, Functional Director of Education/Certification, presented the NALS Code of Ethics.

Welcome. President Wolfe welcomed everyone to the Spring Membership Meeting of 2023-2024 and thanked the members of Legal Staff Professionals of Hilton Head for hosting the conference. She asked the Hilton Head chapter members to stand and be recognized for their efforts. President Wolfe recognized first-time member attendees: Necchia Middleton, of the Orangeburg chapter, Hailee Thorpe, of the Orangeburg chapter, Kristen Berry, now of the Midlands chapter, and Michael Howell of the Orangeburg chapter. She recognized the Members-At-Large: Stacy Russo-Strobel, PP, PLS, SCCP, Suzanne, Paula Taylor, and Naomi Nation. President Wolfe then recognized our visiting sponsor representative with Carolina Title. She then recognized the LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2023-2024. President Wolfe introduced the officers of LSPSC for 2023-2024 and thanked them for their service:

Meredith Lazarski, ACP, SCCP	President-Elect
Stephanie A. Jones, PP, SCCP	Secretary
Tara Jean Brown, PP, PLS-SC, SCCP	Treasurer
Cassandra Furtick	Functional Director of Membership/Marketing
Ann Marie Minerva, PP-SC, EP/P, SCCP	Functional Director of Education/Certification
Katherine R. Helms, PP, SCCP	Immediate Past President/Parliamentarian

President's Remarks. President Wolfe emphasized on her theme "Charting the Course." She laid out the three phases to execute her plan to enhance skills and knowledge. First, we will clarify a destination, then plan the itinerary, and lastly, execute the plan.

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

Roll Call. President Wolfe asked Credentials Chair Naomi W. Nation, PP, CLA, SCCP, for roll call. Naomi reported 30 members 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 Wolfe 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 21, 2023. The packet included the 2023-2024 Budget, the 2023-2024 Calendar, and the 2023-2024 Committees. After brief discussion regarding the elected officers and

executive committee lists to be published in the Handbook, there being no other comments or objections, President Wolfe declared these items approved by consent.

Reports from Elected Officers.

President Traci B. Wolfe, PP. President Wolfe reminded members to make sure NALS and LSPSC have their correct e-mail address to receive the @Law, NALS Docket, or Spotlight. NALS profile updates should be made in the member log-in section of the NALS website.

President-Elect Meredith Lazarski, ACP, SCCP. Meredith advised that the deadline for submission of the new chapter rosters to NALS and the LSPSC Handbook Chair is May 15, 2023. She stated that she will contact the chapters for their meeting date information for the annual state officers' visitation.

Secretary Stephanie A. Jones, PP, SCCP. Stephanie reminded everyone that all signed and dated reports of officers and committee chairs should be submitted to her for the permanent records.

Treasurer Tara Jean Brown, PP, PLS, SCCP. Tara stated she had nothing new to report. She will obtain updated signatories for the bank accounts, including the annual meeting account after completion of the report by the hosting chapter. She will also handle the registration forms and fees for the meetings.

Immediate Past President Katherine R. Helms, PP, SCCP. Katherine had no report and thanked all for their support of her as President this past year.

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

Annual Meeting 2024 [Legal Staff Professionals of Orangeburg]. Sonia L. Hunt stated the committee is looking at various options in the Orangeburg area including a plantation. They are also working on pinning down a date.

Award of Excellence. Katherine R. Helms, PP, SCCP had no report.

Certification/Education. Ann Marie Minerva, PP-SC, EP/P, SCCP, repeated the numbers provided by the Functional Director of Certification/Education at the Annual Meeting on April 22, 2023. She reminded members of various exam preps on the NALS website, exam dates on the first of each month, and the occasional LSPM study groups. She will be looking for speakers for the Summer Meeting in July and would like to hear suggestions of topics for her consideration.

Community Projects. Victoria Mayfield was not present – no report.

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

Employment. Sonia L. Hunt reminded members to let her know if anyone was looking. She will email the chapters about any open positions and post it on the Facebook page.

Finance. Mikki Hancock, PP, SCCP, had no report, but said \$754 was raised at the auction yesterday.

Financial Review. Jamie I. Early, PP, PLS-SC Corp., SCCP, said the audit will be a supplemental report along with the first Treasurer's Report in June.

Handbook. Susan Olmstead stated that May 15, 2023, is the deadline for submission of chapter rosters and meeting information to be included in the Handbook so the draft would be ready for the state officers to review at the retreat in June. She indicated she would email each chapter with the forms to approve.

Historian. Katherine R. Helms, PP, SCCP, reported that she would prepare this past year's history for the LSPSC Handbook.

Membership/Marketing. Cassandra Furtick stated members should be prepared for communication from her. She said she would be meeting with local boards to organize get-togethers. She reminded members to always check their NALS profiles and keep them updated. Cassandra indicated New Member Questionnaires would be going out to members to be highlighted in the Spotlight. She will also email the link to the Carolina Paralegal News.

NALS Foundation. Matthew James reminded members of sweeps needed for the National Conference in Houston, TX and that they were starting at \$50. He informed members to refer to Mikki Hancock's supplemental report in the Annual Meeting program.

Nominations and Elections. Cristy Bradley, PP, SCCP, was not present – no report.

Publication. Katherine Helms, PP, SCCP, and Meredith Lazarski, ACP, SCCP, reminded members of the deadline of May 15, 2023, for submission of reports and articles for the July issue of the *Spotlight*.

Scholarship. Jan W. Berger, ALP, was not present – no report. President Wolfe informed members that the scholarship was increased to \$1,500.

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

Standing Rules and Bylaws. Katherine Helms, PP, SCCP, had no report.

Technology. Cassandra Furtick stated that the new website was in the works, and they were working on the transferring of information. She will continue to inform the board and members of the status of this project.

Upcoming Meetings. President Wolfe announced the 2023 NALS National Legal Education Conference will be August 21, 2023, through August 23, 2023, in Houston, Texas. Early registration opens on May 1, 2023, and it is suggested to get plane tickets at that time.

President Wolfe announced future meetings as follows:

LSPSC Summer Membership Meeting. This will be in July as the National Conference has moved up to August this year. The location will be determined later.

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

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

Additional Business. President Wolfe asked for any new business or anything else members had to share. Tara Brown, PP, PLS, SCCP, discussed the NALS Member Retention Committee that started leadership webinars for board positions. She reminded members that the next NALS Membership Meeting would be on Friday, April 28, 2023.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2023-2024 Spring Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Wolfe at 10:09 a.m.

Respectfully submitted,

Stephanie A. Jones, PP, SCCP
LSPSC Secretary 2023-2024

Approved:

Traci B. Wolfe, PP
LSPSC President 2023-2024



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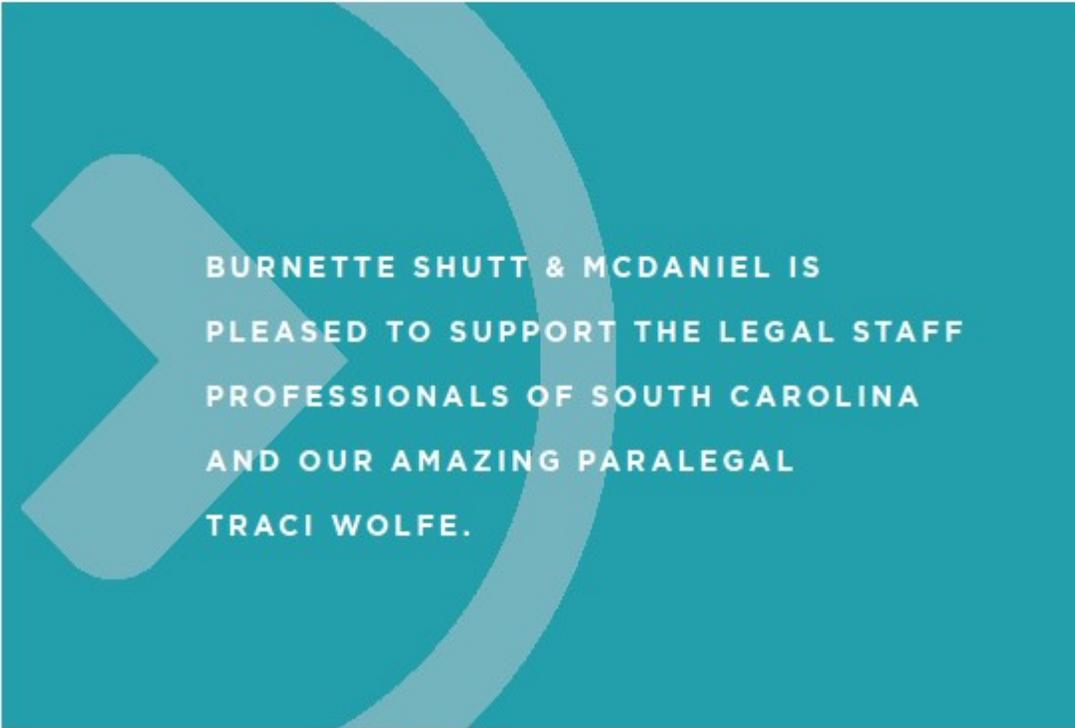
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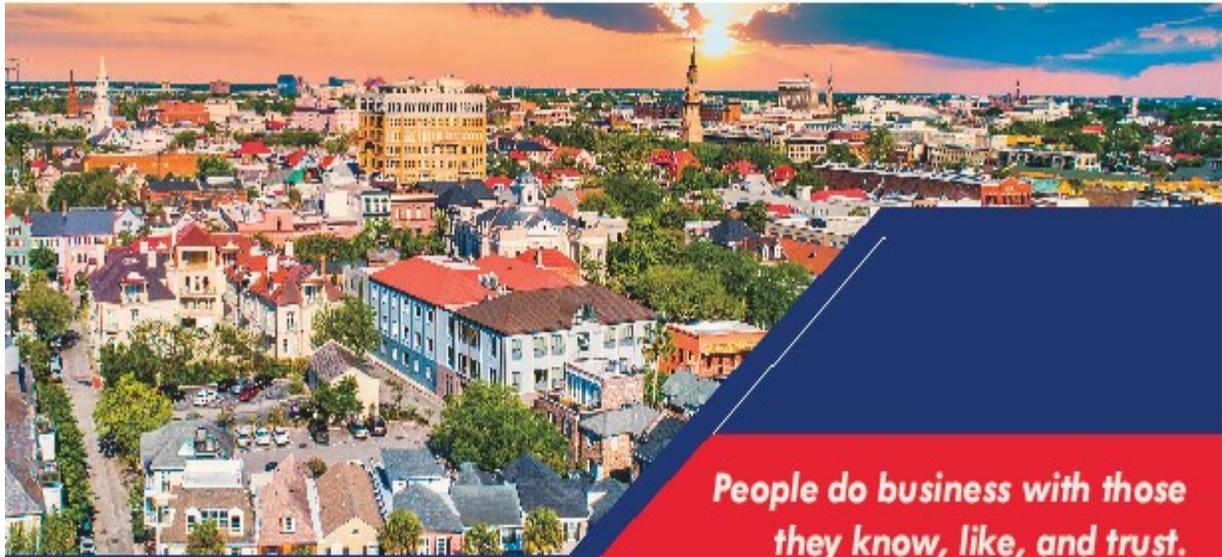
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- **Avis Car Rental:** We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. NALS members can enjoy special member rates, considerable value-added discounts and the latest in technology, products, and services to make your car rental experience better than ever. Some of Avis' programs include: Complimentary Preferred® Service Enrollment, Where2™ GPS, and Avis e-Receipt.
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- **FedEx® Advantage Program:** By participating in the FedEx® Advantage Program, NALS members are eligible for the following discounts:
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President	Traci B. Wolfe, PP
President-elect	Meredith Lazarski, ACP, SCCP
Secretary	Stephanie Jones, PP, SCCP
Treasurer	Tara Jean Brown, PP, PLS, SCCP
Functional Director – Certification/ Education	Ann Marie Minerva, PP-SC EP/P, SCCP
Functional Director – Marketing/ Membership	Cassandra Furtick
Immediate Past President	Katherine R. Helms, PP, SCCP

LSPSC COMMITTEE CHAIRS 2023-2024

Annual Meeting	Sonia L. Hunt, Mikki Hancock, PP, SCCP and Keshia D. Shuler-Johnson
Award of Excellence	Katherine R. Helms, PP, SCCP
Bar Liaison	Meredith Lazarski, ACP, SCCP
Community Projects	Victoria Mayfield
Credentials	Naomi W. Nation, PP PLS CLA SCCP
Employment	Sonia L. Hunt
Finance	Debra H. Bailey, CLP, Angel Reid, PP, SCCP and Mikki Hancock, PP, SCCP
Financial Review	Jamie I. Early, Emeritus PP, PLS-SC Corporate, SCCP
Handbook	Susan L. Olmstead, PLS
Historian/Standing Rules and ByLaws	Katherine R. Helms, PP, SCCP
NALS Foundation	Matthew James
Nominations and Elections	Cristy Bradley, PP, SCCP
Publication	Meredith Lazarski, ACP, SCCP and Katherine R. Helms, PP, SCCP
Scholarship	Jan Berger, ALP
Scrapbook	Stephanie A. Jones, PP SCCP, Colleen Qunell and Jenny Leininger
Technology	Cassandra Furtick and Colleen Qunell





Legal Staff Professionals of South Carolina
2023-2024 Calendar*
 *subject to change



<p>May 2023</p> <p>1 Online Exam ALP, CLP, PP</p> <p>1 Open Registration for NALS 2023 National Conference-Houston. Texas (August 21-23) American Bar Association Law Day; Theme: “Cornerstones of Democracy; Civics, Civility, and Collaboration”</p> <p>15 Deadline – Submission of Reports for <i>Spotlight</i></p> <p>15 Deadline – LSPSC Chapter Rosters to NALS</p> <p>31 Deadline – NALS Award of Excellence</p>	<p>November 2023</p> <p>1 Online Exam ALP, CLP, PP</p> <p>1 Deadline for chapter boards to return Verification of Qualification forms for 2024-2025 board nominations</p> <p>1 Call for Nominations – 2024-2025 LSPSC Officers</p> <p>15 Close of Nominations – 2024-2025 LSPSC Officers</p> <p>15 Deadline – LSPSC <i>Spotlight</i> (December)</p> <p>25 Nominations’ Acceptance and Qualification forms for 2024-2025 sent to qualifying nominees.</p>
<p>June 2023</p> <p>1 Online Exam ALP, CLP, PP</p> <p>9-11 LSPSC Officer Retreat (location TBD)</p> <p>15 Deadline – LSPSC <i>Spotlight</i> Publication (July)*</p> <p>30 Deadline – Renew SCCP Accredited Sponsorship</p>	<p>December 2023</p> <p>1 Online Exam ALP, CLP, PP</p> <p>5 Deadline to return Nominations’ Acceptance and Qualification Forms for 2024-2025 LSPSC Nominees</p>
<p>July 2023</p> <p>1 Online Exam ALP, CLP, PP</p> <p>21 LSPSC Summer Board Meeting & Membership Social (location Columbia)</p> <p>22 LSPSC CLE Seminars and Summer Membership Meeting (location Columbia)</p> <p>23 Deadline for Early Registration (\$359) for NALS Conference, Houston, Texas (August 21-23)</p>	<p>January 2024</p> <p>1 Online Exam ALP, CLP, PP</p> <p>8 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting *</p> <p>19 LSPSC Winter Board Meeting (location TBD)*</p> <p>20 LSPSC CLE Seminars and Winter Membership Meeting (location TBD)*</p> <p>20 Distribute 2023-2024 LSPSC Scholarship Award application and submit judges for board approval</p> <p>20 Distribute 2023-2024 LSPSC Award of Excellence Application and submit judges for board approval</p>
<p>August 2023</p> <p>1 Online Exam ALP, CLP, PP</p> <p>15 Deadline for Regular Registration (\$409) for NALS Conference, Houston, Texas (Aug. 21-23)</p> <p>21-23 NALS 2023 National Conference-Houston, Texas</p>	<p>February 2024</p> <p>1 Online Exam ALP, CLP, PP</p> <p>5 Prepare official ballots for distribution (if applicable)</p> <p>15 Deadline to vote/return ballots (if applicable)</p> <p>15 Deadline – LSPSC <i>Spotlight</i> (March)</p>
<p>September 2023</p> <p>1 Online Exam ALP, CLP, PP</p> <p>15 Deadline – File IRS Form 990N – LSPSC and local chapters</p>	<p>March 2024</p> <p>1 Online Exam ALP, CLP, PP</p> <p>1 Deadline to submit 2023-2024 LSPSC Scholarship Award Application</p> <p>1 Deadline to submit 2023-2024 LSPSC Award of Excellence Application</p> <p>15 Deadline – Submit completed 2023-2024 LSPSC Scholarship Award Applications to judges.</p> <p>15 Deadline – Submit completed 2023-2024 LSPSC Award of Excellence Applications to judges</p> <p>25 Deadline to notify membership of election results</p>
<p>October 2023</p> <p>1 Online Exam ALP, CLP, PP</p> <p>9-13 NALS Court Observance Week; Theme: TBD</p> <p>15 “Verification of Qualification” forms sent to local chapter boards for approval of local members in good standing for 2024-2025 board nominations</p>	<p>April 2024</p> <p>1 Online Exam ALP, CLP, PP</p> <p>1 Deadline – Judges to determine 2023-2024 LSPSC Scholarship Award Winner</p> <p>Deadline to determine 2023-2024 LSPSC Award of Excellence Winner</p> <p>TBD Deadline – Registration for LSPSC 59th Annual Meeting and Educational Conference hosted by LSPO (location TBD)</p> <p>26 LSPSC Outgoing Board Meeting and Incoming Board Meeting (date/location TBD)</p> <p>27 LSPSC 59th Annual Meeting and Educational Conference and 2024-2025 Officer Installation (date/location TBD) *</p> <p>28 LSPSC Spring Membership Meeting (date/location TBD)*</p>



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- ♦ 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
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SPOTLIGHT

June 2023

