



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote

Career Planning for the New Year

By Vicki Voisin

The New Year signifies a time to turn a new leaf, to make changes for the better in the months ahead. It's a time to make those New Year's resolutions.

Most resolutions focus on personal improvement: eat less, lose weight, start an exercise program, sleep more, etc.

While personal improvement is a great goal, the New Year is a perfect time to look at your career and set some career goals for the next 12 months. This time of self-reflection and evaluation should result in stepped up efforts to move your career forward.

When you set your career goals for this year, first pay attention to hiring trends. For this article, I am including information from the 2015 Salary Guide for the Legal Field published by Robert Half Legal (<http://www.roberthalf.com/legal/lawyer-salary-center>)

According to this survey, hiring in the legal field continues to accelerate, with law offices competing for specialized training in lucrative practice areas, including corporate and general business, compliance, litigation, intellectual property, and real estate law.

It's not just law firms that will be hiring. This survey projected that corporate legal departments will be expanding internal teams to handle more legal matters in-house and also to control spending on outside counsel.

(Continued on page 14)

SPOTLIGHT

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President's Report

by

Jan W. Berger, ALP
2014-2015 President



The new year is here and by the time you read my report, it will almost be Spring in SC! A new year brings resolutions. A new year brings renewed commitment and excitement. Our Winter Membership meeting was a great success! We had 29 members in attendance! We should DOUBLE that for Annual Meeting in April! Look for registration forms in this Spotlight! We gave away lots of cash as incentives for attending the meeting AND also for the promotion contests! Since August of 2014, with just a little bit of work, we had 9 visitors at our local chapter meetings. We raised over \$200 in new ads for the Spotlight. We had members hard at work on gaining more legal education through seminars at NALS. We had 6 "first time" attendees at the Winter meeting! There's MOMENTUM, folks!!!

So with the excitement still in the air, we need to keep the momentum going! Our promotions didn't end in January! I hope you are working hard at entries in the contest. Read about it in this Spotlight! MONEY IS AT STAKE, folks! Get moving and submit entries.



I want to congratulate Darlene Lewis, PP, PLS, who received both her PP and PLS pins at the Winter membership meeting! What a joy for Carlene Kilgore, Functional Director of Certification, to pin Darlene!

Lois J. Belle, PLS, Functional Director of Membership, recognized 17 LSPSC members who have been in the association for 25 or more years! What an accomplishment!!

I really appreciate everyone taking the time to write your elevator speeches. It's important to know what to say when someone asks you about your membership in your local chapter, LSPSC, and NALS. Just a few sentences can make the difference!! We need to speak with confidence and joy!! Keep that index card in your pocket and use it!!

It's hard to believe that my year as President is coming to a close. I'm very happy, though, to be passing the gavel to a very talented and gifted person: Camilla Pitman, MMC, PLS! She will be a very successful President and with her capable Board of Officers, I know that great things are in store for LSPSC! Keep your hearts and minds open to saying "yes" to support and help Camilla and the 2015-2016 Board!!

I look forward to seeing everyone at our Annual Meeting and Conference in April. We celebrate the 50th anniversary of LSPSC – our Golden Jubilee! Come join us for fun, fellowship, education, and networking! And some surprises, too!! Spring forward with us!!

Jan

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Yvonne Fortner, PP, PLS
Post Office Box 10208
Greenville, SC 29603

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:

www.linkedin.com

www.ning.com

www.nals.org

Click on "NALS Community"



President-Elect
Camilla G. Pitman,
MMC, PLS

OFFICER & COMMITTEE REPORTS

available. If you are interested in participating on one of our committees, please let me know.

My, how a year flies by. Very soon it will be time to pack our bags for the LSPSC Annual Meeting in Columbia. I hope you are planning to attend and participate in the celebration of 50 years of LSPSC. If you have never attended an annual meeting, you will not want to miss out on this year's event. LSPSC has so much to celebrate and we want you to be a part of it.

2015 LSPSC Annual Meeting . . . There is a lot of work and effort that goes into hosting an LSPSC Annual Meeting. I would like to personally thank LSP Midlands before arriving in Columbia for the work they are doing and for the outstanding conference our members will experience April 24, 25, and 26. It is only fitting that the 50th meeting occur in Columbia since the first meeting occurred there in March 1965. Please see the registration forms provided in the SPOTLIGHT for more information.

Tulsa, OK . . . I want to say thank you to LSPSC for allowing me to attend the NALS Professional Development and Education Conference February 25 through 28 in Tulsa. The opportunity to participate in the formation of the Grassroots-Level Think Tank allowed members from throughout the country to share experiences and to create new solutions for potential growth and improvements at all levels of NALS. I returned from the conference energized and enthusiastic with lots of exciting ideas for LSPSC and our local chapters. I look forward to sharing the information with you during the Annual Conference.

2015-2016 LSPSC Committees . . . I am thrilled to have almost all of the LSPSC Committee Chairman positions filled prior to the Annual Meeting. Special thanks is extended to all of our members who have agreed to serve during the coming year. There are still some openings

2015-2016 LSPSC Board . . . I am excited to be serving as the 2015-2016 LSPSC President; however, I am more honored to be serving with members who have been appointed to the 2015-2016 LSPSC Board. What an awesome group of ladies! Meredith, Jamie, Sonya, Tara, Sharon, Lauritza, and Jan, thank you for your willingness to make a difference in the life of LSPSC through your service this coming year. There is still one more position available to fill, FD of Membership. Please pray that someone's heart will be opened to accept this leadership role. If you have a desire to encourage membership growth through motivation and engagement, please contact me for further information.

Thank you for allowing me to serve as President-Elect this past year. I am humbled to be filling the shoes of President Jan, and I look forward to what the next year holds. Please take the time to pray for our organization and its leadership as we enter into an exciting new year.



Functional Director of Certification
Carlene B. Kilgore, PLS

It was great seeing so many members at our January 31, 2015, membership meeting in Columbia, especially all of the new members from the Greenville chapter. And it was indeed a pleasure to present a PP and a PLS pin to Darlene Lewis of the Greenville chapter. Mucho congratulations are in order!

By the time you receive this *Spotlight*, the March 28th testing will probably be over. However, the next testing is September 26th with an application deadline of August 1. And it is not too early to take part in the ongoing Online Study Group (OLG) which began February 3 and continues on each Tuesday through March 24. That will give you a head start on your preparation for the September testing.

Total Certifications as of 11/12/14:

	NALS	SC
Professional Paralegal	574	9
Professional Legal Secretary	5,742	18
Accredited Legal Professional	3,215	3

Proposed SC Certified Paralegal Program.

The task force has been unable to gather any information on the position of the SC Bar on this proposal. What this means for us is that it brings to light that we HAVE to work towards getting recognition from the state and local county bar associations to recognize NALS and its certification programs . . .and the importance of certification for legal professionals. We will continue to monitor the proposal and welcome any assistance from the members. It’s all OUR responsibility to move forward. Please contact myself or any other member of the task force: Yvonne Fortner, Naomi Nation, and Vickie Halstead.

In closing, I would urge everyone to consider certification; put it on your agenda or “bucket list.” Now may not be a good time; perhaps you still have small children at home and you want to always be available for them; or perhaps you have aging parents to attend to. Certification should be your goal at the right time. No matter where you are in your career those initials behind your name will give you confidence, a sense of pride and accomplishment, and evidence of your commitment to your career. Go for it. You will never regret it.

I look forward to seeing everyone at our annual meeting on April 25, 2015, in Columbia.



Functional Director of Education

Sharon K. Wotherspoon, PLS

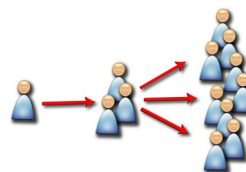
January has come and gone and April is just around the corner. I hope everyone enjoyed the speakers we had on the Veterans Court and Social Security – 101. I thought both speakers did a wonderful job and provided us with great information. There’s a lot that goes on behind the scenes when it comes to providing for individuals who are down on their luck and there are

some great programs, not just for our Veterans, but for others as well. And who knew we had some of those Social Security Benefits – WOW. Making me think again about when I’m applying.

April is looking to be just as interesting on CLEs. I have two speakers lined up and I’m excited about both subjects. Will Bryan, Director of IT Security and Information Services at Nelson Mullins Law Firm, will speak to us on CyberSecurity. Mr. Bryan will address some of the key items as to why security is so important. Also from Nelson Mullins, attorney Jessica Goodfellow will lead a training session on Legal Writing/Citations, with a review at the end. I’m excited about both topics and hope everyone attending will sign up for both seminars.

Our Board will change come April and I want to thank the membership for allowing me to serve as the Functional Director – Education for 2014-2015. I’ve enjoyed the speakers I’ve been able to provide and hope everyone else did also.

Looking forward to seeing all of you April 25-26, 2015 in Columbia to celebrate our wonderful 50th Anniversary of LSPSC and enjoy some great CLE.



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 the 2014-2015 Functional Director of Marketing. I have enjoyed my time in this position and promoting LSPSC and the local chapters.

The LSPSC Board continues to thank those members and chapters who continue to help promote LSPSC by purchasing fleeces, shirts, blankets, Happy Grams and soliciting Spotlight advertisements, as well as those who have provided information to Carolina Paralegal News, Facebook and other media publications and social media outlets.

You ladies rocked our **MARKETING PROMOTION!** We had seven entries and generated over \$200.00 in sales! Keep up the great work because...

THE PROMOTIONS CONTEST CONTINUES!!

Enter for a chance to win a \$100.00 Visa gift card to be drawn at the annual meeting on April 25, 2015 in Columbia by:

Inviting a new person to your local chapter meetings (if that visitor becomes a member, you can submit for another entry in the contest); secure a business card ad for 3 issues to Spotlight or any ad combination of \$40 or more; attend a paid CLE (NALS or any other CLE); attend two free NALS webinars or other CLE offered outside your local chapter; have your chapter host a membership drive; prepare a brochure for your local chapter if you don't already have one; send your local brochure to at least two law firms to market your chapter; write an article for Spotlight, your local chapter publication or any other publication; start a local publication for your chapter if you don't have one; commit to be a first time Committee Chair in your local chapter or LSPSC or if you've taken a break for a year or two, commit again; be a first timer to commit to run for a board position in your local chapter and/or use your elevator speech with someone!

You may make contest submissions individually OR as a chapter! Send all entries to President Jan (jan.berger@nelsonmullins.com) for the drawing! Think of what you can do with a \$100.00 VISA card. Think of what your chapter could do with a \$100.00 VISA card!!!

Deadline for entries is April 17, 2015.

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

If you have any information (and pictures) regarding your chapter, including community service events, certifications, guest speakers, etc., please send them to me. The LSPSC Board continues to discuss promotional opportunities and we still have LSPSC fleeces, 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.

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 Lois J. Belle, PLS

I continue to enjoy my service to you as LSPSC's Functional Director of Membership. I love working with our members and seeing a new member blossom as they grow. As seasoned members, we are all mentors to each other and especially our new members. Please reach out and welcome a new member today.



WELCOME NEW MEMBERS

Please join me in welcoming our new members (all from the Greenville chapter):

- Darlene Lewis
- Samantha McDowell
- Elizabeth Holleman
- Bobbie Schilder
- Carole Pegler
- Susan Church

At our Winter Membership meeting we acknowledged our members who are celebrating

25+ years of membership with LSPSC. I would like to also recognize them here:

- Elaine Sumerel – 41
- Patti Bacon – 40
- Carlene Kilgore – 37
- Susan Olmstead – 36
- Deborah Brown – 34
- Roxanne Reynolds – 34
- Beth Sorrow – 32
- Ponda Caldwell – 32
- Kerry Waldrop – 31
- Jamie Early – 31
- Tammy Suggs – 31
- Barbara Knoles – 31
- Sonia Hunt – 29
- Mary Kay Oliver – 29
- Sarah Hollis – 29
- Chrisanne Porter – 28
- Luella Hansen – 25

And, celebrating other monumental anniversaries are:

- Stacy Russo – 15
- Karen Cummins – 15
- Lois Belle – 15
- Robin Deming – 10
- Ann Marie Minerva – 5
- Vickie Halstead – 5

MEMBERSHIP PROMOTION

LSPSC President Jan challenged all of us to participate in promotions involving Education, Marketing and **Membership**. Here are the results of the **Membership Promotion**.

We had four members invite and bring guests with them to a local meeting – in fact these four ladies brought a total of nine potential members to their meetings. To date, two of these potential members are now members. In addition to receiving one entry for each guest they brought to a meeting, if the guest joined our association, then the member would receive an additional

entry into the \$25 Visa gift card drawing. We had 10 entries in the drawing for four members. **Katie Johnson** of Greenville won the \$25 gift card. If you were at the Winter membership meeting you know how exciting it was to see a first-timer (to the Winter meeting) win this drawing.

Now, to the other 64 members of LSPSC, don't you wish your name was in that drawing! Who wouldn't want to win \$25 or now \$100! President Jan is extending this promotion until April. (See elsewhere in this Spotlight for further information on how to get your name in the newest drawing for a \$100 gift card!)

MEMBERS

As of February 2015, we have 68 members. Greenville tops off with 28 members, followed by two chapters with 10 members, Midlands and Spartanburg, Hilton Head continues with 7 members, Lowcountry is holding steady with 7 members, and Orangeburg has 4 faithful members, and we also have 2 Members-at-Large.

NALS will continue to offer the Financial Hardship Waiver of dues to our members who are unemployed at the time that membership dues are payable for renewal.

Are you making plans to attend our Annual Meeting from April 24 to 26, 2015? Our Midlands chapter will be hosting this event at the Medallion Center/Holiday Inn in Columbia. I hope to see you there!

One thing I know; the only ones among you who will be really happy are those who will have sought and found how to serve.

~Albert Schweitzer



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

As my term on the LSPSC board comes to a close, I thank all current and past LSPSC board members that I have had the honor to serve alongside during my years of service to this association. Thank you for the opportunity to learn from you, to grow and to make lasting friendships. I have enjoyed every minute of my service to the board and our members! I am grateful to each and every person for the confidence you had in me to serve and the confidence that you gave me to lead our association forward. I appreciate each and every one of you!

Our Standing Rules have been updated to include the fact that we will now offer our scholarship winner a free one-year student membership in the Association chapter nearest in proximity to her/his residence. The membership approved this action at our 2014 Summer Membership Meeting and now approved adding the wording to our Standing Rules at our 2015 Winter Membership meeting.


Please make plans to register for our 50th Annual Meeting and Educational Conference in Columbia from April 24-26, 2015. This is a wonderful weekend of networking, education, recognition, fun and fellowship. See you soon!

Community Projects
Susan Olmstead, PLS & Betty Parks

Ladies, Hannah House is the community service organization selected by the Columbia Chapter. As you will see from their extensive wish list [see page 23], they are able to use just about everything and anything. A donation of \$250 will house, cloth, and feed a family for a month. A donation of \$100 will help maintenance electricity, water, and housing supplies for a month. In the event that you will not be attending annual meeting and would like to contribute their website is www.hannahhousesc.org/give.

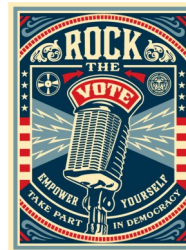


Finance
Mary F. Brant & Sonia L. Hunt

As we start to think of moving from the cold harsh winter months, let's turn our attention to the coming Annual Meeting which is held in April. We have all heard the saying that "April showers bring May flowers." But there are other things that also come in the months of May and June as well. As we spring into the months of celebrating Mother's Day, Graduation, Father's Day and the start of the Summer vacations think of what you can donate to assist us with our "Spring Fling" Theme Auction. 

Thank you for your support of the Themed Auctions. It is through all of your donations that we have been able to raise \$931.00 from the Themed Auctions to help with the Finance Projects budget for the year. So let's make one last push to help get us over the top for the year.

Hilton Head will be responsible for the premium prize for the membership meeting.



Nominations & Elections
Linda W. Wilson, PLS

On or before November 3, 2014, a call went out to the membership for the nomination of 2015-2016 officers/functional directors. The call included a section to be completed indicating nominee's minimum requirements and a deadline that nominations would be closed on November 14, 2014.

After verification that all nominees met the minimum qualifications to run for the offices to which they were nominated, Acceptance and Qualification forms were sent to the nominees. A deadline of December 15, 2014 was given by which to accept or decline their nominations.

After the close of nominations, there were three open positions on the 2015-2016 ballot: President-elect, Functional Director of Marketing and Functional Director of Certification. At that time, my recommendation to the Board was to make a call for nominations at the 2015 Winter Membership meeting for the open positions. Nominations were received from the floor for the open positions. Nominations

were closed with a full slate of candidates and no contested positions; therefore, the Board was elected by acclamation at the 2015 Winter Membership meeting.

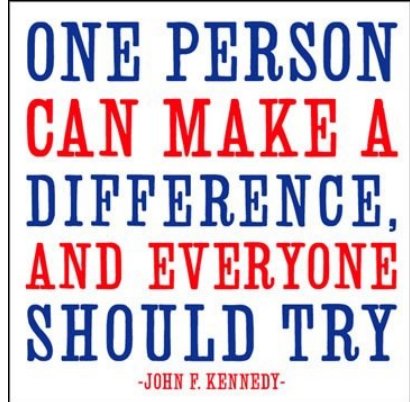
I am pleased to present the 2015-2016 LSPSC Board of Officers, to serve with our incoming President Camilla G. Pitman, MMC, PLS (Greenville):

2015-2016 Officers

- PRESIDENT-ELECT/NAALS LIAISON:**
Meredith Lazarski, ACP Hilton Head
- SECRETARY:**
Jamie I. Early, PP, PLS Columbia
- TREASURER:**
Sonia L. Hunt Orangeburg
- FUNCTIONAL DIRECTORS:**
- MEMBERSHIP:**
Vickie A. Halstead Greenville

- EDUCATION:**
Lauritza S. Hill Orangeburg
- PUBLIC AWARENESS/MARKETING:**
Sharon K. Wotherspoon, PLS Columbia
- CERTIFICATION:**
Tara Jean Brown, PP, PLS Greenville

The Board will be installed at the Installation Ceremonies at the Annual Meeting and Conference on Saturday, April 25, 2015, at the Medallion Center, Garners Ferry Road and I-77, Columbia, South Carolina.



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

**NOTICE is hereby given that the Annual Membership Meeting for 2014-2015
will be held on Saturday, April 25, 2015 at 1:45 p.m.**

And

**NOTICE is hereby given that the Spring Membership Meeting for 2015-2016
will be held on Sunday, April 26, 2015 at 10:00 a.m.**

Both At:

**The Medallion Center
7309 Garners Ferry Road
Columbia, South Carolina
(Dress is business attire)**

Saturday registration begins at 8:00 a.m. Saturday seminars begin at 9:00 a.m.

Exact meeting information is available on the meeting registration form

Legal Staff Professionals of South Carolina

/s/ Vickie Halstead

**Vickie Halstead
Secretary**

TO: ALL LSPSC MEMBERS
RE: LSPSC PROMOTIONS CONTEST CONTINUES!!

The promotions winners were announced at the LSPSC Winter Membership meeting in Columbia on Saturday, January 31, 2015. The momentum has started and we want to keep it going!

SO ... THE CONTEST WILL CONTINUE!! But a little different this time!!!

You may make contest submissions individually OR as a chapter! **ENTER A DRAWING FOR A \$100 VISA GIFT CARD TO BE DRAWN AT THE ANNUAL MEETING, APRIL 25TH, COLUMBIA.** Send all entries to me for the drawing! Think what you can do with a \$100 VISA card! Think what your chapter could do with a \$100 VISA card!!!

Deadline for entries is April 17th!!

1. Invite a new person to your local chapter meetings! If they attend with you, have the President (or P-E) sign a note that you brought a guest. **(We had 7 new persons attend meetings and 2 became members. 2 more on the way!)**
2. If that visitor becomes a member, you can submit for another entry in the contest.
3. Secure a business card ad for 3 issues to Spotlight or any ad combination of \$40 or more! Send me a copy of the ad. **(We generated over \$200 in ad sales with the prior contest!)**
4. Attend a paid CLE (NALS or any other CLE that you register for). Send me confirmation of your attendance.
5. Attend 2 free NALS webinars or other CLE offered outside your local chapter CLE. Send me confirmation of your attendance. **(We had several people attend NALS webinars for the first time!)**
6. Host a membership drive. Have your chapter host this! Maybe host a lunch or after-work appetizers event. Send me your flyer advertising the event.
7. Prepare a brochure for your local chapter if you don't already have one. Send me your brochure.
8. Send your local brochure to at least 2 law firms to market your chapter. Have your chapter President (or P-E) sign a note that the brochures were mailed/emailed.
9. If your employer doesn't pay your dues, make another "pitch" for them to do so. Send an email if you are unable to talk to them in person. Send me confirmation.
10. Write an article for Spotlight for a future edition!
11. Write an article for any publication. (Carolina PL news is always looking for articles!)
12. Write an article for your local chapter publication!
13. Start a local publication for your chapter if you won't have one!!
14. Commit to be a first time Committee Chair in your local chapter or LSPSC. Say Yes now!
15. If you've taken a break for a year or two, commit again to chair a Committee in your local chapter or LSPSC. Say Yes now!
16. Be a first timer to commit to run for a board position in your local chapter. If you've taken a break for a year or two, make the commitment to run again!
17. We wrote our "elevator" speeches at the Winter meeting! If you don't have one, write one – several sentences – a 2 minutes speech on how you would respond when someone asks you why you are a member of LSPSC/NALS, etc. !! Use your elevator speech with someone! Send me a copy of your speech noting the day/time you used your speech.

DO YOU HAVE AN IDEA NOT MENTIONED? CONTACT PRESIDENT JAN AND I BET IT WILL QUALIFY FOR THE CONTEST!!!!

TIME IS SHORT! Use these opportunities to be great FROGS! Remember we are "Firmly Rooted on Greatness!" Hop to it!



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:

	<u>Full Page *</u>	<u>Half Page</u>	<u>Quarter Page</u>	<u>Business Card</u>
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.

MARKETING
www.nals.org



engage
inspire
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promote

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

www.lspsc.org

Carolina Paralegal News
<http://nclawversweekly.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*

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

(Continued from page 1)

What skills and expertise are in demand for paralegals/legal assistants? The survey says:

The survey also reports that employers' requirements are seeking applicants who possess:

A four-year degree and a certificate of completion from an American Bar Association-approved paralegal education program.

Advanced technical skills with experience with Microsoft Office, and also litigation support, billing and case management software — such as Summation, Relativity, TrialDirector and Time Matters — plus the ability to learn other legal software platforms.

The terms “hybrid” or “blended” paralegal/legal secretary roles are growing in popularity as entities continue to overhaul legal support structures and consolidate positions.

The survey states that in-demand practice areas and positions include:

Litigation. An increase in litigation is fueling demand for skilled litigation experts from document reviewers to nurse paralegals and trial lawyers — at many law firms. Legal specialists with backgrounds in insurance defense, medical malpractice, commercial litigation and employment law are in greatest demand.

General Corporate **Business Law.** **and Legal**

professionals are needed to support commercial transactions related to renewed business activity.

Compliance. This area is also a high-demand specialty due to federal mandates, such as the Dodd-Frank Act, and various state regulations.

Healthcare. A tremendous amount of legal work is stemming from compliance activities connected to the Affordable Care Act. Medical providers, insurance companies and government agencies are among the many organizations seeking paralegals with knowledge of the healthcare and pharmaceutical industries.\

Intellectual Property. Protecting intellectual property is a priority for all companies, and the need is especially pronounced in the biotechnology and high-tech sectors.

Real Estate. As the economy continues to improve, the commercial and residential real estate markets are rebounding in many areas of the country. Companies and law firms are seeking legal support professionals who can provide legal services related to commercial development, residential sales, property management and leasing.

As you consider your career goals for 2015, the information in this survey will be helpful. There are exciting times ahead for paralegals but you may need to sharpen your

(Continued from page 14)

skills with additional education and training to move ahead. This isn't unusual for any profession.

Your career goals will require planning. Setting your big goal (i.e. "I want to work in contract administration.") is just the beginning.

That big goal should then be reduced to the steps you need to take to make it happen and plan when you will complete the steps. Any goal is doable – you just have to plan what you have to do to reach the goal and then actually do the hard work it takes to build any career.

To help you reach your goals, I have prepared a new resource for you: **2015 Strategic Career Planning: The Paralegal Mentor's Guide to Setting Goals for Career Success.** This guide is available at no cost. Just follow this link to download your copy: <http://paralegalmentor.com/career-planning-guide>.

**We cannot direct
the wind but
we can adjust
the sails.**

- Dolly Parton

www.SmartBizProfits.com

Best wishes for much success in the year ahead!

Reprinted with permission from: <http://www.paralegalmentorblog.com/2015/02/career-planning-for-new-year.html>.





HAPPY GRAMS

MAKE SOMEONE

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: May ____, 2015 (for June issue)

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: \$ _____

HAPPY GRAMS!



to
KERRY ANN WALDROP
for becoming a United States Citizen!!

We're so proud of you!!

Your Sisters in Law

**Spartanburg County
Legal Staff Professionals**



Thank You



To the LSPSC 2014-2015 Board:

Camilla G. Pitman, MMC, PLS, President-elect
Jamie I. Early, PP, PLS, Treasurer
Vickie Halstead, Secretary
Functional Directors:
Education: Sharon K. Wotherspoon, PLS
Certification: Carlene B. Kilgore, PLS
Marketing: Meredith Lazarski, ACP
Membership and Past President: Lois J. Belle, PLS



Thank you for being there; for showing me the way
For not running when I needed your help that day.

Thank you for always caring and giving it all you have
For the courage you gave me to follow this path.

Thank you for accepting my talents, bad and good
By showing me friendship as only you could.

Please know that I am filled with joy on my face
You've blessed me with gladness; what more can I say!

THANK YOU!

Jan Berger, ACP

HAPPY GRAM!

President Jan,

Thank you for a wonderful LSPSC year in leading us to be

Firmly Rooted in Greatness!



2014-2015 LSPSC Board



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
50th ANNUAL MEETING AND EDUCATION CONFERENCE
April 24-26, 2015**



**Hosted by Legal Staff Professionals of the Midlands
The Medallion Center and Holiday Inn Express & Suites
7309 Garners Ferry Road (I-77 at Garner's Ferry Road)
Columbia, South Carolina**



**Deadline for Registration: April 8, 2015
Late Fee Charged after Deadline: \$10.00**

Name: _____ Name for Badge: _____

Address: _____ Phone Number: _____

Email Address: _____ Chapter: _____

CONFERENCE REGISTRATION:

I will be attending:

- _____ \$110.00 Full Registration (including all meals and meetings)*
- _____ 15.00 Annual Meeting Only (Saturday)
- _____ 30.00 Saturday Lunch / Guest
- _____ 50.00 Saturday Evening Banquet / Guest
- _____ 15.00 Spring Membership Meeting Only (Sunday)
- _____ \$10.00 Late Fee Charge after April 8, 2015

TOTAL


*Full registration does not include the cost of seminars. Breakfast is complimentary with hotel reservation.

CONTINUING LEGAL EDUCATION:

I will be attending the following legal education seminars:

	Member	Non-Member
<input type="checkbox"/> Topic: <i>Legal Writing/Citations</i> Jessica Peters Goodfellow, Esq.	<input type="checkbox"/> \$20 for one CLE	<input type="checkbox"/> \$25 for one CLE
<input type="checkbox"/> Topic: <i>Cyber Security/Data Breaches</i> Speaker TBA	<input type="checkbox"/> \$30 for both CLEs	<input type="checkbox"/> \$40 for both CLEs

Please make check payable to **LSPSC Annual Meeting Fund** for both registration and CLE.



Mail to:
Debra H. Bailey, PLS
Nelson Mullins Riley & Scarborough, LLP
P.O. Box 11070, Columbia, SC 29211
Email questions to: debra.bailey@nelsonmullins.com

After April 8th: email Debra Bailey for confirmation; then mail form, including \$10 late registration fee

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

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
50th ANNUAL MEETING AND EDUCATION CONFERENCE
April 24-26, 2015**

Hosted by Legal Staff Professionals of the Midlands

*The Medallion Center
7309 Garners Ferry Road, Columbia, South Carolina*

SCHEDULE OF EVENTS

FRIDAY, APRIL 24

2 p.m. to 4 p.m.	Outgoing 2014-2015 LSPSC Board Meeting
4 p.m. to 6 p.m.	Incoming 2015-2016 LSPSC Board Meeting
6 p.m. to 8 p.m.	Early Registration and WELCOME

SATURDAY, APRIL 25

8:00 a.m. to 9:00 a.m.	Registration
9:00 a.m. to 10:00 a.m.	Seminar: <i>Cyber Security/Data Breaches</i>
10:00 a.m. to 10:30 a.m.	Networking Break and Theme Auction Ticket Purchase
10:30 a.m. to 12:00 p.m.	Seminar: <i>Legal Writing/Citations</i>
12:00 p.m. to 12:30 p.m.	Break and Theme Auction Ticket Purchase
12:30 p.m. to 1:30 p.m.	President-Elect's Luncheon
1:30 p.m. to 1:45 p.m.	Break and Theme Auction Ticket Purchase
1:45 p.m. to 3 p.m.	Annual Meeting
6:00 p.m. to 6:30 p.m.	Reception honoring 50 Years of Past Presidents
6:30 p.m. to 7:00 p.m.	2015-2016 President's Reception and Toasting
7:00 p.m.	Dinner and 2015-2016 Officers Installation Ceremony

SUNDAY, APRIL 26

9:00 a.m. to 9:45 a.m.	Training Event
10:00 am to 11:00 a.m.	2015-2016 Spring Membership Meeting

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH THE HOLIDAY INN AND SUITES, (803-695-1111) **BY APRIL 13, 2015** TO GUARANTEE ROOM RATE. THE ROOM RATE IS \$99.00 PER NIGHT PLUS APPLICABLE TAXES. REFERENCE "LSPSC" WHEN MAKING RESERVATIONS.

Traveling South on I-77 to Columbia:

Take the Garners Ferry Exit (# 9A). Turn right at the stop sign. Then turn left onto Garners Ferry Road. The hotel will be approximately ½ mile on your right. The entrance to the hotel is just before the hotel. The Medallion Center is located adjacent to the hotel.

Traveling from I-26 East or West to Columbia:

In Columbia, take I-77 North (towards Charlotte). Follow I-77 to the Garners Ferry Road Exit (#9A). Take a right onto Garners Ferry Road. The hotel is approx. ½ mile on your right. The entrance to the hotel is just before the hotel. The Medallion Center is located adjacent to the hotel.

50TH ANNUAL MEETING AND EDUCATION CONFERENCE

CONFERENCE PROGRAM ADS

It is time for all members and chapters to begin selling ads for the Annual Meeting program. In order to make this successful for the Legal Staff Professionals of South Carolina and your local chapter, **I challenge each member to secure at least one ad for the program. Remember that local chapters securing ads will receive one half of the ad cost back to the chapter.**

Fees for ads in the Annual Meeting program are as follows:

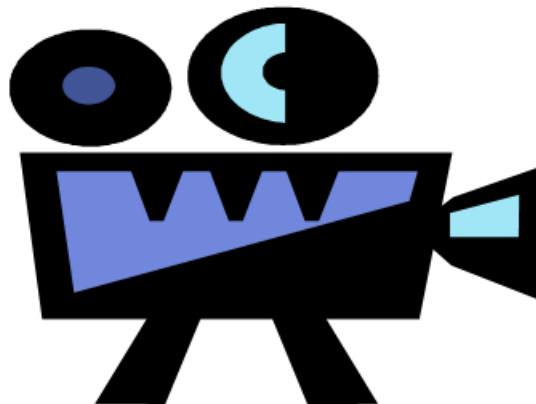
\$100.00	Full Page
75.00	Half Page
50.00	Quarter Page
25.00	Business Card

(See enclosed sheet for additional advertising/sponsorship opportunities)

Ads **MUST** be received in **CAMERA-READY** form. The ads, together with payment made payable to LSPSC Annual Meeting Fund, must be received no later than April 8, 2015, at the following address:

Debra H. Bailey, PLS
Nelson Mullins Riley & Scarborough, LLP
P.O. Box 11070, Columbia, SC 29211

Email: debra.bailey@nelsonmullins.com
Phone: 803-255-9345





Legal Staff Professionals of South Carolina
50th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 24-26, 2015

REGISTRATION FOR VENDORS, SPONSORS, ADVERTISERS AND EXHIBITORS
ANNUAL MEETING PROGRAM

Distributed to NALS Members from Charleston, Columbia, Greenville,
Hilton Head, Orangeburg, and Spartanburg
LSPSC TAX ID# 57-6028986

The Medallion Conference Center
7309 Garners Ferry Road
Columbia, South Carolina

CHECK ALL THAT APPLY:

Annual Meeting Sponsorship (includes advertisement in program):

_____	Platinum Sponsor (full-page ad and website link)	\$300
_____	Gold Sponsor (half-page ad)	\$200
_____	Silver Sponsor (quarter-page ad)	\$100
_____	Bronze Sponsor (eighth-page ad)	\$50

Function Sponsorship (includes function recognition and acknowledgement in program):

_____	Friday Night Welcome Party	\$300
_____	Saturday Night Banquet Entertainment	\$250
_____	Saturday Meeting Breaks	\$200

Advertisements in Program:

_____	Full-page Advertisement	\$100
_____	Half-page Advertisement	\$75
_____	Quarter-page Advertisement	\$50
_____	Business card Advertisement	\$25

_____ Camera-ready Ad enclosed
_____ Camera-ready Ad emailed

Exhibitors/Vendors:

Saturday, April 25, 2015 from 8 a.m. to 1 p.m. \$25

Name: _____

Business: _____

Door Prize: _____

TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND" \$ _____

DEADLINE: April 8, 2015

MAIL FORM, AD AND CHECK TO: Debra Bailey, PLS, Nelson Mullins Riley & Scarborough, LLP, P.O. Box 11070, Columbia, SC 29211

Goody Bags for all Members (filled with YOUR advertising items):

Pens, Mugs, Markers, Notepads, etc. 50 of each item

Contact Debra Bailey for pickup of your items in the Columbia area. Otherwise, mail your items to her at Nelson Mullins Riley & Scarborough, LLP, P.O. Box 11070, Columbia, SC 29211



Hannah House
A Christ Central Ministry



NEEDS LIST

Please bring any of these items to our Annual Meeting in April.
Tax deductible monetary donations can also be made online; see link below.

Hygiene Products

- * Shampoo
- * Conditioner
- * Body Wash
- * Puffs/loofas
- * Razors
- * Shaving Cream
- * Lotion
- * Deodorant
- * Face Wash
- * Face Lotion
- * Contact Solution
- * Hair Spray
- * Hair Gel/Mousse
- * Make-up
- * Q-tips
- * Fingernail Clippers
- * Nail Polish/Remover
- * Manicure/Pedicure
- * Hair Dye
- * Hair Straightener
- * Relaxers/Perms
- * Hair Dryers
- * Feminine Products
- * Toothpaste
- * Toothbrush

Cleaning Supplies

- * Paper Towels
- * Dish Detergent
- * Laundry Detergent
- * Bleach
- * Clorox Wipes
- * Latex Gloves
- * Floor Cleaner
- * Windex
- * Fabuloso
- * General Cleaner
- * Air Sanitizer
- * Industrial Mops

Housewares

- * 39 & 13 Gallon Trash Bags
- * Gallon & Quart Zip Lock Bags
- * Aluminum Foil
- * Towels
- * Wash Clothes
- * Liquid Hand Soap
- * Twin Bed Sheets
- * Pillows/Cases
- * Twin Comforters
- * Crib Bedding
- * Toilet Paper
- * Tissue
- * Plumbing Supplies
- * Batteries
- * Swifter Pads
- * Light Bulbs
- * Coffee Filters
- * Brooms
- * Sponges/Scrubbers

Baby Items

- * Diaper Sizes 2, 3 & 4
- * Pull-Ups Sizes 3 & 4
- * Baby Wipes
- * Baby Food
- * Baby Formula
- * Baby Shampoo
- * Baby Powder
- * Baby Lotion
- * Baby Oil
- * Bottles
- * Baby Thermometers

Baby Medicine: Cold/Allergy, Ibuprofen, Tylenol, Diaper Rash Cream

Office Needs

- * Paper
- * Ink Cartridges
- * Pens/Pencils
- * Post It Notes
- * File Folders
- * Computer Printers
- * Computers/Laptops

Miscellaneous

- * Envelopes
- * Storage Bins
- * Monetary Gifts
- * Gift Cards
- * Gas Cards
- * Small dressers
- * Bibles
- * Socks
- * Underwear
- * Shower Curtains
- * Shower Liners
- * OTC Medicines: Allergy/Sinus, Cold/Flu, Migrane, Ibuprofen, Tylenol, Band-Aids, Neosporin, etc.
- * Disposable Products: Plates, napkins, cups, Etc.
- * Can Vegetables
- * Boxed Foods
- * Rice
- * Flour
- * Sugar
- * Storage Containers
- * Electronics

<http://www.hannahhousesc.org/give/>

Chapter Reports



Legal Staff Professionals of Greenville

We wish we could say that Spring is right around the corner, but unfortunately with temperatures not reaching the freezing mark today, it might be a few more weeks before we can announce that Spring is here.

LSPG had 11 members in attendance at the LSPSC Winter Membership Meeting in Columbia the end of January. Thank you to the Midlands chapter for hosting us at Nelson Mullins' offices. Our speakers were outstanding and the Greenville gals came away with cash incentives and promotion monies. Congratulations to Darlene Lewis who received both her PP and PLS pin during the business meeting. We also had four members attending their first membership meeting.

Our chosen charity for 2015 served as our December luncheon speaker. LSPG selected the Julie Valentine Center which provides free, confidential services to sexual assault and child abuse survivors and their families. We also held our annual Christmas ornament/gift exchange at the December luncheon meeting. During our January meeting, LSPG welcomed the new year with Professional Development receiving information on the roles and responsibilities of our local chapter officers. In February we heard from Attorney Patricia Ravenhorst, Director and Attorney with Immigrant Victim Program - South Carolina Victim Assistance Network, who spoke to our membership on immigration law. (We think she will be an excellent speaker for our 2016 Annual Meeting in Greenville.)

On Friday, February 6, LSPG sponsored a special dinner at City Range Grill celebrating and recognizing its membership and the community service they provide throughout the year. The evening was full of food, fun, and fellowship.

The remainder of our year will be dedicated to electing and installing our new officers. If you have been nominated in your chapter, don't miss the chance to grow in your professional life by the leadership opportunities available in your local or state association. Go for it!

Everyone at LSPG is looking forward to LSPSC's 50th Annual Meeting and Educational Conference in Columbia from April 24-26, 2015. Greenville's very own, Camilla G. Pitman, MMC, PLS will be installed as state President – something none of us will want to miss. We look forward to seeing you all there!

Hilton Head Legal Staff Professionals Betty Parks



November found HHLSP members participating in the Belk Charity Sale. Over \$800.00 was raised for HHLSP's Technical College of the Lowcountry scholarship and we are including a student membership to NALS. HHLSP also donated to Wreaths Across America and the Hilton Head Humane Association during the holiday season. December we held our meeting as a social time with dinner together and other friends. January meeting was graciously hosted by Mikkelson & Bannon, LLC in downtown Bluffton. Guest speaker was Melissa Arnold, Executive Director of Lowcountry Legal Volunteers. Lowcountry Volunteers provides free, critical legal services and education through community volunteers and retired lawyers to low income individuals and families in Beaufort, Hampton and Jasper Counties. February was a business meeting to discuss upcoming election for officers for 2015-2016. Members of HHLSP are walking for the American Heart Association at the 2015 Palmetto Heart Walk on Saturday, May 9th at Shelter Cove Towne Center Waterfront Park on Hilton Head Island.



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

LSPL had its first meeting of the year on Tuesday, February 17, 2015. It was good getting together after all the hustle and bustle during the holidays. We discussed the future of our chapter, shared information obtained from the recent Winter Meeting, and made plans for attending the 2015 Annual Meeting in Columbia. Thanks to a successful Annual Meeting in 2014, several of our active members are gearing up for celebrating the 50th Anniversary of Legal Staff Professionals of South Carolina.

Our new officers will be sworn in at our next meeting, date and location to be announced at a later date. Below are our officers for 2015-2016:

- | | |
|-------------------------------|--|
| Naomi W. Nation, PP, PLS, CLA | President |
| Stacy Burke, PP PLS | Secretary |
| Paula Taylor, PLS | Treasurer |
| Chrisanne Porter, PLS | Functional Director
(Membership/ Marketing) |

Looking to see all of you in April!



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

It's hard to believe another year will come to a close for LSPM! By Annual Meeting we will have installed a new Board of Officers for our chapter! We are also VERY EXCITED to report that we have 2 new members! Welcome to Lauren Brown and Jessica Dominick!! Their applications have been mailed to NALS! We value your input, ideas, and enthusiasm as we work together to move our chapter forward!!!

In lieu of our December membership meeting, we always celebrate with a wonderful holiday get-together. This year, we waited until after the 25th . . . we actually celebrated "during the Christmas Season!" We met at Blue Marlin Restaurant in the VISTA for a great evening of fun, fellowship, food, and our own Columbia humor!!! We always enjoy Jan's daughter, Caroline, joining us! She has been our "honorary member" since she was 4 years old! This year, she joined us and shared her insights as a first year school teacher in Charleston.

In January and February, we viewed a two-part NALS legal education video on Data Forensics: The Good, the Bad, and the Ugly, by Scott Greene from Evidence Solutions! We encourage other chapters to look to NALS for low cost or FREE videos to use for CLE at your local chapter meetings!! It works for us!!

Our members continue to volunteer time to the association and to the community. Many are active with local food banks, backpack projects, and their church sponsored mission work. Thanks to all of you who give of your time for the betterment of others!!

We are hard at work planning the LSPSC Annual Meeting and Education Conference – our 50th Anniversary! We are looking forward to seeing everyone in Columbia in April! Make this the year you simply say "YES" to the 50th and join us!!! Help us celebrate our golden jubilee year!

We look forward to receiving your registration to the LSPSC Annual Meeting & Conference! See you in April!!!



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

Sonia Hunt, Mary Brant., Mary Kay Oliver and I had a great time at our Winter Membership meeting last month. Mary Kay, Mary Brant and Sonia said they really enjoyed the Social Security speaker who gave them lots of helpful information. The materials that he left were very

helpful and I passed them out at our office. We are happy to note that we have two of our members who will be installed on the Board in April. Sonia and I look forward to working and having a great year; of course, this will be new to me so I will need a lot of help.

We look forward to the meeting in April and as always our members send greetings to all the chapters.



**Spartanburg County Legal Staff
Professionals
Deborah League Brown, PLS**

Thanks so much to our Columbia members for providing a wonderful Winter Membership Meeting.

We have been busy in Spartanburg!! Our December meeting was our annual holiday Chinese Auction – always a lot of fun; and we made donations to our Christmas charity - SAFE Homes/Rape Crisis Coalition (please see Community Service report in this issue).

The speaker at our January meeting was our own Linda Harris, who conducted a seminar on Capitalization. I am speaking at our February meeting on the topic of ALTA Best Practices – Pillars I, IV and VIII; and Roxanne R. Reynolds, Certified PLS, will be our speaker at our March meeting.

We are also aiming to participate in the May Belk Charity Days since we did so well in November.

We look forward to seeing everyone at our Annual Membership Meeting in Columbia.



COMMUNITY SERVICE PROJECT(S)

Spartanburg County Legal Staff Professionals

At Christmas, our Chapter sponsored SAFE Homes/Rape Crisis Coalition. We sent out to our members a wish list of items for all age groups, and our chapter budgeted an amount for this project. Our Community Services chairman, Roxanne Reynolds, Certified PLS, purchased items for SAFE Homes (see photo), and our members also donated items from the wish list. Roxanne then delivered everything to SAFE Homes.

A Christmas gift store was created at the SAFE Homes headquarters on Union Street. Their clients were required to invest \$5.00 per child or \$20.00 per family in order to purchase the gifts. For those clients who cannot afford to pay the required amount(s), they were given a voucher to shop for gifts. SAFE Homes believes that this store empowers its clients as well as offers them the opportunity to be involved in the gift selection process for their children



Also, each month our members are asked to bring items from the wish list to the meeting for this organization.



LSPSC

*Engage / Inspire / Enhance /
Promote*

Contact Meredith at (843) 837-3000 or
mlazarski@haleandhalelaw.com



ORDER YOUR LSPSC FLEECE, SHIRT OR BLANKET TODAY!



<i>Fleece Jacket</i>	\$20.00
<i>Blankets</i>	\$20.00
<i>Shirts</i>	\$20.00
<i>Monogram only</i>	\$10.00*
<i>(*item provided by member)</i>	



WELCOME TO THE NEW NALS WEBSITE . . .



Have you checked out
“My Profile”?

My Profile

- Profile Home
- Manage Profile
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Membership Info
- Refer a Friend
- Member Rewards (new)

Welcome to the brand NEW website for NALS... *the association for legal professionals!* Here you will find everything NALS has to offer to paralegals, legal secretaries, legal assistants, and all members of the legal support industry. Receive real-time answers to your questions through our membership forums, network with peers through social media and in-person events, participate in surveys, advance your career with a NALS certification, read specialty specific articles over litigation/civil law, corporate law, estate planning/family law, ethics, etc., or enjoy one of our online education sessions from the comfort of your own home. The NALS website is meant to be a resource; providing the content you need from your choice in a professional association... right at your fingertips.

With the new website and “My Profile,” NALS members can:

NETWORK AND MESSAGE with other NALS, state, and local chapter members.

OBTAIN the most current membership lists for your state and local chapters.

POST AND MANAGE your certification hours.

PROMOTE yourself by updating your professional and biographical information.

SHARE photos and information from your NALS, state, and local conferences.

SUBMIT applications and fees on line for annual membership, online CLEs and NALS Conferences.

Go to www.NALS.org today to begin your professional journey.

FROM THE NALS WEBSITE ... DID YOU KNOW?



1. WHAT ARE THE QUALIFICATIONS FOR MEMBERSHIP?

Individual members consist of those persons engaged in work of a legal nature and who agree to comply with the NALS Code of Ethics and Professional Responsibility.

2. HOW DO I BECOME A MEMBER?

You can use the secure online application, or you may choose to print out the application in PDF format and mail/fax it. Simply choose the method you want to apply, fill out the NALS Membership Application, select a method of payment, and submit your application. You then just sit back and will receive your new member package from the NALS Resource Center within four weeks.

3. WHY SHOULD I JOIN NALS?

The legal support profession is fast-paced and ever-changing, and NALS can help you stay up-to-date on the tools, skills, and resources you need to adapt and grow. Becoming a member helps you stay informed, stay connected to fellow legal professionals, improve your skill set, and support your career, all while ensuring that there is a large organization able to advocate on your behalf for the issues that matter most. Our community forums will allow you to expand your knowledge and mentor/learn from peers who share your passion and interests. Whether you're looking to learn more about e-Discovery, the latest on revocable trusts, share your legal writing expertise, or connect with others in the industry, NALS allows you to create forum topics based on your needs! Get involved in your local and state NALS chapters to enjoy events, education and networking with colleagues near you. While traveling, see if there's a chapter near your destination and meet other members around the country! Visit our Member Benefits section to learn more about all the available benefits of a NALS membership.

4. WHO DO I CONTACT WITH REGARD TO MEMBERSHIP QUESTIONS?

Sandra Bates, NALS Membership Services Manager, is the staff person at the NALS Resource Center in charge of membership services. Sandra's contact information can be found on the Staff Directory page.

5. WHO ARE THE STAFF MEMBERS AT THE NALS RESOURCE CENTER?

View the staff directory listing on the Staff Directory page.

6. WHEN WAS NALS FOUNDED AND WHO ARE THE MEMBERS?

Since 1929, **NALS... the association for legal professionals** has been, and continues to be, the premiere association for professional legal support staff, providing many opportunities to improve individual performance and enhance knowledge of the legal profession through continuing legal education, networking with peers, NALS publication @LAW, and certification. The name NALS was not adopted or incorporated until 1949.

7. WHAT DO THE FOLLOWING ACRONYMS MEAN?

- **ALP:** Accredited Legal Professional
- **PLS:** Professional Legal Secretary
- **PP:** Professional Paralegal
- **SMC:** State Membership Chairman
- **LMC:** Local Membership Chairman
- **CLE:** Continuing Legal Education
- **CLA:** Certified Legal Assistant
- **@Law:** The Official NALS Magazine. As a member of NALS, you will receive @Law four times a year. Each issue features informative articles and time-saving resources. @LAW is so informative it won the coveted Gold Circle Award for Most Improved Magazine from the ASAE. The @Law subscription rate for nonmembers of NALS is \$40.00 per year.

Sloppy Joe Tater Tot Casserole
By Sonia Hunt

- 1 pound ground beef
- 1 can of sloppy joe sauce
- 1 can of corn, drained
- 1 16 oz. bag of tater tots
- 1 cup grated cheddar cheese

Brown ground beef and drain off excess fat. Mix in sloppy joe sauce and the can of corn. Pour the meat mixture into a greased 9 x 13 baking dish. Evenly distribute cheese across the top of the meat mixture. (I found that it works better if you use 2 cups of cheese.) Top with tater tots. Bake at 450 degrees for 20 - 30 minutes or until tater tots are golden brown.



Cucumber Mint Tea Sandwich
By Lois Belle, PLS

- 1/2 seedless cucumber, peeled and very thinly sliced (about 32 slices)
- 1/4 cup loosely packed fresh mint leaves, rinsed, spun dry, and chopped fine
- 1/4 cup unsalted butter, room temperature
- 1/4 cup cream cheese, room temperature
- 16 slices best-quality white bread
- Salt to taste

Place cucumber slices between layers of paper towels to remove excess moisture.

In a small bowl, combine mint, butter, and cream cheese; spread on one side of each slice of bread. Lay cucumber slices onto the buttered side of 8 slices of bread. Sprinkle with salt. Top with the remaining slices of bread, buttered side down.

Recipes!

Carefully cut the crusts from each sandwich with a sharp knife. Cut the sandwiches in half diagonally and then cut in half again.

Yields 8 whole sandwiches or 16 halves or 32 fourths.

Decadent Brownie Pie
By Lois Belle, PLS

- 1 9" unbaked pastry shell
- 1 cup (6 oz.) semi-sweet chocolate chips
- 1/4 cup butter or margarine
- 1 (14 oz.) can sweetened condensed milk
- 1/2 cup biscuit mix
- 2 eggs
- 1 teaspoon vanilla extract
- 1 cup chopped nuts

Preheat oven to 375°. Bake pastry shell 10 minutes; remove from oven. Reduce oven temperature to 325°.

In saucepan over low heat, melt chips with butter.

In mixing bowl, beat chocolate mixture with condensed milk, biscuit mix, eggs and vanilla until smooth. Add nuts. Pour into pastry shell.

Bake 35 to 40 minutes or until center is set. Serve warm or at room temperature with ice cream. Refrigerate leftovers.



Breakfast Casserole
By Carlene Kilgore, PLS

- 1 container Crescent Rolls
- 1 pound sausage, browned (I use 1/2 regular, 1/2 hot)
- 2 cups cheese (I use 1/2 mozzarella, 1/2 sharp cheddar, and probably 3 cups total)
- 4 eggs (I use 5)
- 3/4 cup milk (I use about 1 1/4 cup)

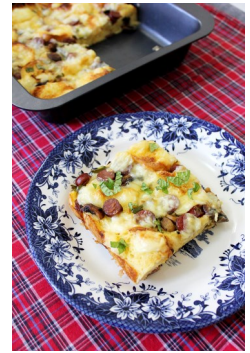
Grease 9x12 Pyrex. Line bottom with Crescent Rolls. Sprinkle sausage over all. Sprinkle cheese on top of that. Mix eggs and milk and pour over.

Bake 350°, 30 minutes, or until no longer jiggles, slightly brown sides.

Carrot Cake
By Amy Elkins
(Friend of Carlene Kilgore, PLS)

- 1 3/4 cup sugar
- 1 1/4 cup oil
- 4 eggs
- 1 tsp vanilla
- 2 cups cake flour – sifted (I use regular flour)
- 1 tsp baking soda
- 2 tsp cinnamon
- 2 tsp baking powder
- 1 tsp salt
- 3 cups finely grated carrots

Beat sugar, oil and eggs well. Add vanilla. Mix all dry ingredients, then add to oil mixture. Beat well.



Add carrots last. Flour pans. Bake in 3 layers at 350° - 30 minutes.



Icing

12 oz Cream Cheese
1 stick margarine - softened
1 box 10X sugar
2 tsp vanilla

Mix well.

Drain 1 can crushed pineapple (optional).

1 cup chopped pecans.

Frost between layers and sprinkle each layer with pineapple and crushed pecans. I put just pecans on top.

Strawberry Pretzel Salad

By Jan Berger, ALP

1 1/2 cups crushed pretzels
4 1/2 tablespoons white sugar
3/4 cup butter, melted
1 cup white sugar
2 (8 ounce) packages cream cheese
1 (8 ounce) container frozen whipped topping, thawed
1 (6 ounce) package strawberry flavored Jell-O
2 cups boiling water
1 (16 ounce) package frozen strawberries

Preheat oven to 350 degrees. Mix together the pretzels, 4 1/2 tablespoons sugar and melted butter. Press into the bottom of a 9x13 inch pan. Bake for 10 minutes, or until lightly toasted. Set aside to cool completely.

In a medium bowl, beat the sugar and cream cheese until smooth. Fold in whipped topping. Spread evenly over the cooled crust. Refrigerate until set, about 30 minutes.

In a medium bowl, stir together the gelatin mix and boiling water. Mix in frozen strawberries, and stir until thawed. Pour over cream cheese mixture in pan. Refrigerate until completely chilled, at least 1 hour.



90 Minute Homemade Cinnamon Rolls

By Jan Berger, ALP

3/4 cup milk
1/4 cup margarine, softened
3 1/4 cups all-purpose flour
1 (.25 ounce) package instant yeast
1/4 cup white sugar
1/2 teaspoon salt
1/4 cup water
1 egg
1 cup brown sugar, packed
1 tablespoon ground cinnamon
1/2 cup margarine, softened
1/2 cup raisins (optional)

Heat the milk in a small saucepan until it bubbles; then remove from heat. Mix in margarine; stir until melted. Let cool until lukewarm. In a large mixing bowl, combine 2 1/4 cup flour, yeast, sugar and salt; mix well. Add water, egg and the

milk mixture; beat well. Add the remaining flour, 1/2 cup at a time, stirring well after each addition. When the dough has just pulled together, turn it out onto a lightly floured surface and knead until smooth, about 5 minutes. Cover the dough with a damp cloth and let rest for 10 minutes. Meanwhile, in a small bowl, mix together brown sugar, cinnamon, softened margarine. Roll out dough into a 12x9 inch rectangle. Spread dough with margarine/sugar mixture. Sprinkle with raisins if desired.

Roll up dough and pinch seam to seal. Cut into 12 equal size rolls and place cut side up in lightly greased baking pan. Cover and let rise until doubled, about 30 minutes. Preheat oven to 375 degrees. Bake rolls for 20 minutes, or until browned. Remove from muffin cups to cool. Serve warm.

Chocolate Mayonnaise Cake

By Jamie Early, PP, PLS

2 cups of all-purpose flour
1 cup of sugar
1/2 cup of baking cocoa powder
2 teaspoons of baking soda
1/4 teaspoon of baking powder
1/4 teaspoon of salt
1 cup of Hellman's mayonnaise
1 teaspoon of vanilla extract
1 cup of cold water (or buttermilk)
1 cup of baking chocolate chips

Preheat oven to 350 degrees. Grease and



flour pan(s) - a 9x13 pan, a Bundt pan, or 2 round pans. Sift together the flour, sugar, cocoa, baking soda, baking powder, and salt. Add vanilla, mayo, and water. Beat until smooth and then stir in chocolate chips. Pour batter into pan(s). Bake round pans for 25-30 minutes, 9x13 pan for 30-35 minutes, or Bundt pan for 40-45 minutes. Cool 10-15 minutes before removing from pan(s). Dust with confectioner's sugar or frost with favorite chocolate icing.

COOL WHIP ICING

1 8-oz container of Cool Whip
1 small box of instant chocolate pudding
¼ cup of confectioner's sugar
1 cup of milk

Mix the pudding and sugar. Add the milk and hand-whip with a whisk until firm. Fold in the Cool Whip. Refrigerate until cake is completely cool before icing.



Chicken Noodle Soup

By Jamie Early, PP, PLS

2-3 pounds of boneless chicken breasts (cut into pieces)
4 cans of garlic roasted chicken broth
1 can of cream of chicken soup
1 large onion (chopped)

3 stalks of celery (chopped)
1 small can of mushroom pieces (drained)
1 teaspoon of salt
½ teaspoon of pepper
1 teaspoon of celery seed
½ teaspoon basil
¼ cup of parsley
1 small can of green peas
4 boiled eggs (chopped)
1 package of medium egg noodles

Mix cream of chicken with 1 can of broth. Add 4 seasonings. Pour over chicken in large crock pot. Lightly sauté onions, celery, and mushrooms in butter and add to crock pot. Pour in another 2 cans of broth and mix well. Cook about 6 hours on low setting.

After cooking time, add eggs and peas to crock pot. Cook noodles al dente in a separate pot and drain. Add noodles and last can of broth to crock pot and cook another 30-45 minutes before serving. If additional liquid is needed, broth is better to add than water.

Greta's Cool Dish

By Naomi Nation, PP, PLS, CLA

2 cups of graham crackers crumbled
1 stick of softened margarine
Mix together and press into the bottom of a pan.

Place the pan in the fridge while you make the filling.



Mix together:

2 cups of confectioner's sugar
2 eggs
2 softened sticks of margarine
Mix on medium for 15 minutes.

Pour filling on top of the crust. Layer sliced bananas, cherries (or strawberries), chocolate syrup, pecan pieces, crushed pineapple. Top with Cool Whip. Leave in fridge overnight.

Grape Salad

By Yvonne Fortner, PP, PLS

4 cups red grapes
4 cups green grapes
¼ cup sugar
1 teaspoon vanilla
1 (8 ounce) cream cheese
1 (8 ounce) sour cream

Wash grapes and dry. Beat sugar, vanilla, cream cheese, and sour cream in a mixer until smooth. Fold with grapes. Chill and enjoy!



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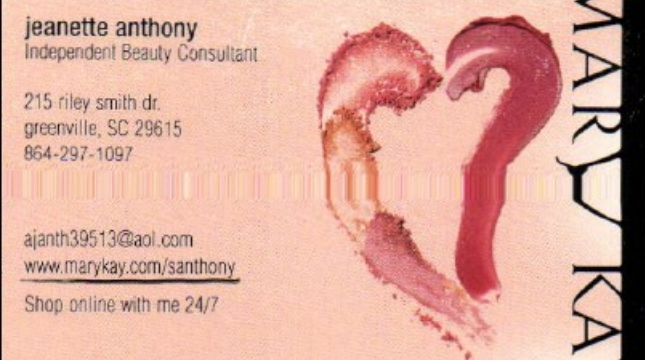
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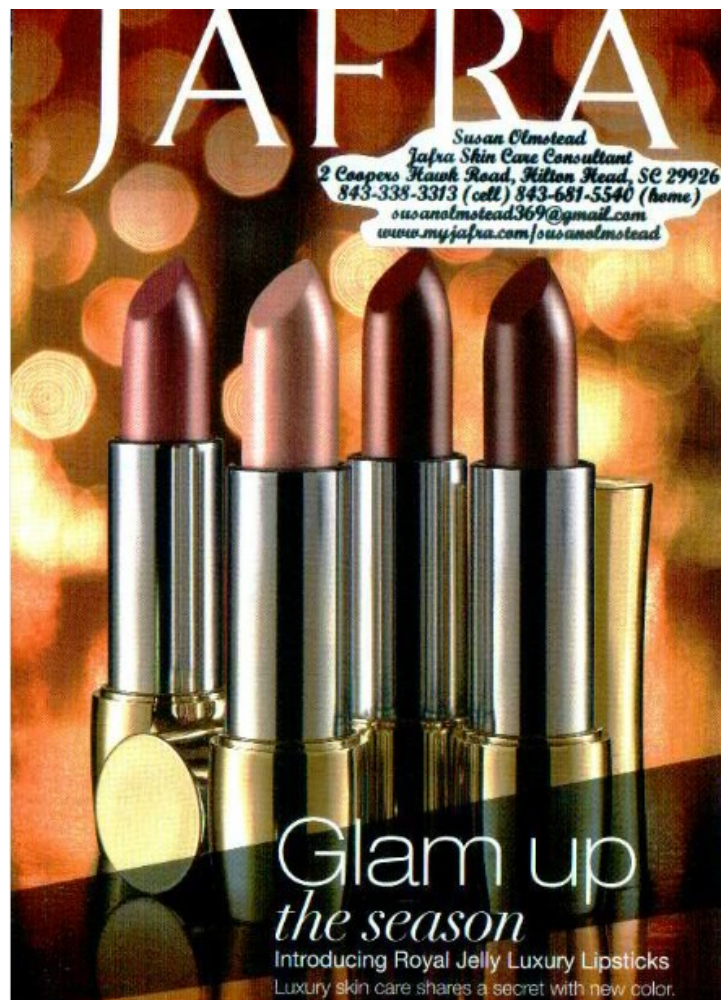
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2014-2015 WINTER MEETING
OF THE BOARD OF DIRECTORS
JANUARY 30, 2015
COLUMBIA, SOUTH CAROLINA**

The third 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, January 30, 2015, at 4:25 p.m. at the offices of Womble Carlyle Law Firm in Columbia, 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, PLS (teleconference)
Treasurer	Jamie I. Early, Certified PP, PLS
Functional Director of Membership	Lois J. Belle, Certified PLS
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 was unable to attend due to an illness.

Secretary – Vickie Halstead.

In Vickie's absence, President Jan stated that the Consent Agenda will be distributed at the 2014-2015 Winter Membership Meeting on Saturday, January 31, 2015, during the members' sign-in for credentials prior to the meeting. President Jan reminded everyone to submit all signed, original reports to Vickie for the association's permanent records.

President – Jan W. Berger, ALP.

President Jan asked for proofreaders of the minutes of this Winter Board Meeting of January 30, 2015, and the Winter Membership Meeting of January 31, 2015. Lois and Meredith volunteered to do so.

The Consent Agenda to be presented at the Winter Membership Meeting for approval will contain the 2014-2015 Second Period Treasurer's Report and will include reference to the minutes of the 2014-2015 Summer Board Meeting and the 2014-2015 Summer Membership Meeting that were published in the December *Spotlight*. Jamie reviewed the treasurer's report, summarized some of the details of certain line items, and asked for any questions. Upon motion duly made by Sharon and properly seconded by Carlene, the Consent Agenda for the 2014-2015 Winter Membership Meeting as presented was unanimously approved by the board.

President Jan will announce the deadline of February 9 for all reports by officers, committees, and chapters to be submitted for publication in the March issue of the *Spotlight*. She stated that the section for recipes will continue; but since no one submitted any helpful hints, that section will not be continued. Regarding community service, President Jan stated the charity for the Winter Membership Meeting will be Harvest Hope, with LSPSC donating \$100 to this charity. She then asked if there had been any feedback on the newly combined meeting/seminar registration form. A couple of board members noted both a positive and a negative comment. The fundraisers for the Winter Membership Meeting will be the "Buck-a-Book" exchange and the Theme Auction, which is "Kick Those Winter Blues."

President Jan stated that Lois would discuss proposed changes to the LSPSC Standing Rules regarding student membership to the winner of the LSPSC Scholarship during her report. She reported that each Functional Director will announce the VISA card winner of each promotion in marketing, membership, and education. She reminded everyone that all entries in the three promotions would then be entered into an overall drawing to win a \$50 VISA card.

President Jan noted the new NALS mobile app “NALS2GO” and will promote it at Saturday’s meeting. She also mentioned the upcoming NALS Professional Development & Education Conference in Tulsa, which will be attended by Camilla, our incoming President, and by our incoming Functional Director of Membership. Jamie stated she would change the “Jane Doe” early bird registration submitted by LSPSC to the name of the incoming FD of Membership once the election of officers is completed.

The annual LSPSC Award of Excellence application was included in the December *Spotlight*, and President Jan stated the committee has given the board three proposed judges for review and approval. Upon motion duly made by Camilla and properly seconded by Meredith, the board unanimously approved Elizabeth Owen Mann (attorney), Debora Faulkner (probate judge), and Marcia Powell Shew (attorney) as the judges for the 2014-2015 LSPSC Award of Excellence.

President Jan then asked if there were any officer position badges that needed to be replaced in anticipation of the incoming board. Jamie stated the Treasurer badge seems to have been to be lost. Jamie asked the board members to let her know if there were any other badges that need to be re-ordered and she will take care of it. President Jan then stated that Kerry Waldrop will be recognized and congratulated on becoming a U.S. citizen.

President Jan presented the board with her request for a \$100 VISA card incentive for one last promotion at the Annual Membership Meeting to be held in April. She stated that, with membership and board service becoming critical, we need to build participation on the local level while preparing future officers for service. She would like the April promotion to broadly encompass any membership ideas from individuals and chapters alike. Upon motion duly made by Carlene and properly seconded by Sharon, the board unanimously approved a \$100 VISA card as an incentive at the April meeting for membership promotion.

Lastly, President Jan discussed the officer nominations for election of the 2015-2016 LSPSC Board of Directors. After the close of nominations in November 2014, she stated there were three open positions for which nominations would need to be made from the floor at the Winter Membership Meeting. She advised the board that Meredith has agreed to accept a nomination as President-Elect, if so nominated. The remaining two positions needing nominees are Functional Director of Certification and Functional Director of Marketing. President Jan stated nominations were for open positions only. All other officer positions have one nominee, so nominations for those positions have been closed.

President Jan then stated that the report of the President-Elect would be moved on the agenda to the last item, giving Camilla time to travel to the meeting and report in person rather than by teleconference.

Functional Director of Membership – Lois J. Belle, Certified PLS.

President Jan asked Lois to lead the Pledge of Allegiance at the Winter Membership Meeting on Saturday. Lois will also report on the current membership numbers for the state and each chapter. Regarding the membership promotion with a \$25 VISA card incentive, Lois will remind members of the criteria. The drawing for the membership promotion winner will be held at Saturday’s meeting, and Lois will report on the number of entries.

Functional Director of Marketing – Meredith Lazarski, ACP.

Meredith will remind the members at the Winter Membership Meeting of sending articles and pictures to the *Carolina Paralegal News* (CPN), with the next deadline being March 13, 2015. She will further remind everyone to send her items for posting on Facebook and on the LSPSC website. She will also display the monogrammed items for sale, which include the polo shirts, blankets, and fleece jackets, noting the promotion of LSPSC with these items. Regarding the marketing promotion with a \$50 VISA card incentive, Meredith will remind members of the criteria. The drawing for the marketing promotion winner will be held at Saturday’s meeting, and Meredith will report on the number of entries.

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

President Jan asked Sharon to read the NALS Code of Ethics at the Winter Membership Meeting. Sharon will give a report at the meeting on the number of seminar attendees and will ask the members for suggestions for seminar topics at the Annual Membership Meeting to be held in April 2015. Sharon stated the topics for this Saturday’s seminars were on the Veteran’s Court Program and the Social Security Administration Benefits, with speakers who should prove to be excellent. She will promote the online webinars offered by NALS, as well as the CLE award. Regarding the speakers’ charities for the 2014-2015 Winter Membership Meeting, as

both speakers are government employees, neither can either receive or suggest charitable donations. The board agreed that the \$100 normally donated on behalf of speakers would be added to the LSPSC donation to Harvest Hope for the 2014-2015 Winter Membership Meeting. Regarding the education promotion with a \$50 VISA card incentive, Sharon will remind members of the criteria. The drawing for the membership promotion winner will be held at Saturday's meeting, and Sharon will report on the number of entries.

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

Carlene stated she will recognize all new ALP/PLS/PP certifications and re-certifications and all CLE awards and renewals at Saturday's meeting. Carlene will remind members of the next examination date in March and promote the NALS online study groups. She will report on testing sites in South Carolina for administering the certification examinations and on the current numbers for each NALS certification, both nationally and statewide. Regarding the Paralegal Certificate Program through the South Carolina Bar, she stated that nothing was discussed at the SC Bar convention last week and the last proposal found was done in 2003. Discussion was held that a separate section for paralegals would be difficult to have approved by the SC Bar, but we do need recognition of LSPSC and the certifications offered by NALS. Both Carlene and President Jan will expound on this topic at Saturday's meeting.

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

Jamie stated the 2014-2015 Second Period Treasurer's Report had been reviewed and approved during the President's report. She stated that a financial review had been done and the records were approved for the second period. Jamie further stated that she will count the auction money, and any other finance money, with the President and Finance Chair at Saturday's meeting. She also reported that she has the cash for the members' cash incentives to be awarded at the meeting. President Jan asked Jamie to disburse the budgeted NALS Foundation contribution for the year. Regarding the budgeted outgoing NALS President's gift, discussion was held as to its continuation with the new governance structure of the NALS board. Jamie will contact NALS to find out how that gift is now handled.

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

Regarding the Standing Rules, Lois presented proposed language to amend section 4.15 of the Standing Rules to add subsection G. This will encompass the approval by the members at the 2014-2015 Summer Membership Meeting of the free one-year student membership to be given to the winner of the LSPSC Scholarship each year. Upon motion duly made by Sharon and properly second by Camilla, the amendment to the Standing Rules of section 4.15 as stated was unanimously approved by the board. Further discussion was held regarding approval by a two-thirds' vote of the members in attendance at the 2014-2015 Winter Membership Meeting without previous notice of the proposed change. Lois then presented language for changes in the file retention section of the Standing Rules. After discussion, the board decided that additional drafting was needed and this proposed amendment would not be voted upon at this time.

President-Elect – Camilla G. Pitman, MMC, Certified PLS.

With previous discussion already had about the Tulsa conference and board nominations, President Jan asked Camilla to continue with the draft of the 2015-2016 budget. Camilla presented a budget worksheet and reviewed it by line item with the board members. She explained several items in more detail and also discussed the allocations of certain income/expense items. She further explored the possibility of adding/deleting some line items. Camilla reported that she has also been awarded the \$150 grant offered by NALS for applying to be a participant in the grassroots Think Tank during the Tulsa conference. After discussion by the board of various matters with the budget, Camilla will revise the draft in some areas and have the proposed budget ready for review at the 2015-2016 Incoming Board meeting in April 2015.

There being no further business to be discussed, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Jamie I. Early, Certified PP, PLS
Acting Secretary

Approved:

Jan W. Berger, ALP
President

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2014-2015 WINTER MEMBERSHIP MEETING
JANUARY 31, 2015
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2014-2015 was held on Saturday, January 31, 2015, at 1:45 p.m. at Nelson Mullins Riley & Scarborough, LLP, in Columbia, South Carolina.

Call to Order. President Jan W. Berger, ALP called the third membership meeting of Legal Staff Professionals of South Carolina for the year 2014-2015 to order. She reminded everyone to check in with the Credentials Chairperson, Mary Kay Oliver. She asked members to silence all electronic devices while in the meeting room. 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 names, certification and chapter. President Jan introduced herself to the membership.

Thought for the Day. President Jan introduced Sharon K. Wotherspoon, Certified PLS, from Legal Staff Professionals of the Midlands, to give the Thought for the Day. Sharon gave a meaningful lesson on facing your fears and letting your light shine.

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 Lois J. Belle, Certified PLS, Functional Director of Membership. Kerry Waldrop, a member of Spartanburg County Legal Staff Professionals, was then recognized and congratulated on becoming a U.S. citizen. 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 Winter Membership Meeting for the year 2014-2015 and thanked the members of Legal Staff Professionals of the Midlands for hosting the meeting. She asked all members attending their first LSPSC membership meeting to stand and give their names, certifications, and chapters. There were four first-timers, all from Legal Staff Professionals of Greenville. Welcomed to the meeting were Darlene Lewis, PP, PLS, Katie Johnson, Cindy Powell, and Judith Morgan-Glenn. President Jan then asked if there were any members-at-large in attendance, and there was not. She recognized the twelve LSPSC Past Presidents in attendance: Sonia L. Hunt; Debra H. Bailey, PLS; Chrisanne T. Porter, PLS; Deborah League Brown, PLS; Naomi W. Nation, PP, PLS, CLA; Susan L. Olmstead, PLS; A. Yvonne Fortner, PP, PLS; Deborah J. Reynolds, PP, PLS; Sharon K. Wotherspoon, PLS; Jamie I. Early, PP, PLS; Tara Jean Brown, PP, PLS; and Lois J. Belle, PLS.

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

Camilla G. Pitman, MMC, Certified PLS	President-Elect (Greenville)
Jamie I. Early, Certified PP, PLS	Treasurer (Columbia)
Lois J. Belle, Certified PLS	Functional Director of Membership (Greenville)
Meredith Lazarski, ACP	Functional Director of Marketing (Hilton Head)
Sharon K. Wotherspoon, Certified PLS	Functional Director of Education (Columbia)
Carlene B. Kilgore, Certified PLS	Functional Director of Certification (Hilton Head)
Lois J. Belle, Certified PLS	Immediate Past President / Parliamentarian (Greenville)

She noted that Vickie A. Halstead, Secretary (Greenville) was unable to attend the meeting.

President's Remarks. President Jan began by reminding the members that we are at the beginning of a new year, we will be back here in Columbia in April for our 50th anniversary, and we will have a new board coming in. She asked how we could not be Firmly Rooted On Greatness! As she reflected over the past year, she asked the members if they had invited prospective members to meetings, talked to fellow workers, attended local meetings, or participated on committees and boards. She stated that, while we are Firmly Rooted On

Greatness, our feet need to be moving forward. She asked the members to complete the index cards on the tables with their “elevator speech” – what talk they would give about the association in two minutes – pushing the organization, reasons for being a member, telling all the benefits. She then asked members to consider sharing their thoughts later 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. President Jan asked Credentials Chairperson Mary Kay Oliver for roll call. Mary Kay reported 27 members were present and 14, which is one member over one-half, represented a quorum. Two-thirds of the members present was 18.

Consent Agenda. President Jan stated that all members were provided at the credentials sign-in with the Consent Agenda packet of items approved by the board on January 30, 2015. The packet included the 2014-2015 Second Period Treasurer’s Report. President Jan stated the minutes of the 2014-2015 Summer Board Meeting and the minutes of the 2014-2015 Summer Membership Meeting were published in the *Spotlight* and were included in the Consent Agenda by reference. There being no comments or objections, President Jan declared these items approved by consent.

The first incentive drawing was held, and Katie Johnson of Legal Staff Professionals of Greenville won \$50.

Reports from Elected Officers.

President Jan W. Berger, ALP. President Jan reminded everyone that her officer’s report was in the *Spotlight*, as well as her report on attending the NALS Annual Education Conference in Houston, Texas, in October 2014. She thanked the membership for allowing her to represent the state association at this conference. She stated she met many new people, deepened friendships, and learned much from the seminars.

President Jan asked members to make sure NALS and LSPSC have their correct addresses if they are not receiving the *@Law* or *Spotlight*. NALS corrections can be made in the member log-in section of the NALS website. She stated the next NALS *@Law* magazine will be published March 2, 2015, and reminded the members that the submission deadline for the March issue of the *Spotlight* is February 9, 2015, which is a quick turnaround from this meeting. The next NALS Foundation grant deadline is March 1, 2015. Regarding chapter community service activities, she thanked the chapters for their reports and their time and effort in helping others less fortunate. She advised that the charity for this meeting was Harvest Hope Food Bank, with LSPSC contributing \$100 in addition to the members’ donations. President Jan promoted the new NALS app “NALS2GO” for downloading and noted the LSPSC combined registration form this time for the meeting and the seminars. She stated the winners of the promotions for membership, marketing, and education would be drawn at the meeting today. She further reported that the board had approved one final promotion for an incentive drawing of a \$100 VISA card. She stated that this promotion would broadly encompass any membership ideas from individuals and chapters alike. Deadline for entry into this final promotion will be April 17, 2015.

President-Elect Camilla G. Pitman, MMC, Certified PLS. Camilla stated her report was in the *Spotlight* and she appreciated the association sending her to the NALS Annual Education Conference in Houston in October 2014. She learned of new happenings with NALS, including the online program for filing CLE hours for certification renewals. She stated she is looking forward to attending the NALS Professional Development Conference in Tulsa in February 2015 as the incoming President. Camilla reported that the annual chapter visits by the state officers were completed in August. She thanked those members who have agreed to serve on a committee or as an officer next year. She further advised that she had applied for and received a \$150 grant from NALS for participating in the grassroots Think Tank in Tulsa at the conference in February. She stated that, with the new NALS board structure, this is an example of the progressive action being taken by NALS.

Secretary Vickie Halstead. In Vickie’s absence, President Jan reminded everyone again that all signed, original reports should be submitted to Vickie for the association’s permanent records and thanked those who

had done so.

Treasurer Jamie I. Early, Certified PP, PLS. Jamie noted the 2014-2015 Second Period Treasurer's Report had been approved with the Consent Agenda. She briefly reviewed some of the details of certain line items, and a minor correction was made in the wording of one of the footnotes. She stated there was nothing out of the ordinary and offered to answer any questions.

Immediate Past President Lois J. Belle, Certified PLS. Lois stated that proposed language had been distributed in the Officers' Reports packet to amend section 4.15 of the LSPSC Standing Rules to add subsection G. She explained this springs from the approval by the members at the 2014-2015 Summer Membership Meeting of the free one-year student membership to be given to the winner of the LSPSC Scholarship each year, for which dues are \$30. After discussion, and upon motion duly made and properly seconded, the amendment to section 4.15 of the LSPSC Standing Rules with the addition of subsection G was unanimously approved by the membership.

The second incentive drawing was then held, and Susan L. Olmstead, Certified PLS, of Hilton Head Legal Staff Professionals won \$75.

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

Annual Meeting 2015 [Legal Staff Professionals of the Midlands (LSPM)]. Debra H. Bailey, Certified PLS stated that LSPM is excited to be hosting the annual meeting for the 50th anniversary of LSPSC. She reported that it will be held at The Medallion Center on Garners Ferry Road off I-77 near Fort Jackson in Columbia. This conference center is behind the Holiday Inn & Suites, where rooms will be blocked for the meeting. The room rates will be \$99 plus tax per night, and a complimentary hot breakfast will be available each morning at the hotel. Debra stated it is a very short walk between the hotel and conference center. The dates of the LSPSC 2015 Annual Meeting are April 24-26, 2015, and meeting forms will be published in the *Spotlight*.

Award of Excellence. Jimi L. Bullard, ALP stated the nomination form for the Award of Excellence was published in the *Spotlight* with nominations due March 15, 2015. She reported that the three judges were approved by the board at its meeting on Friday and she had already received several nominations. The award will be presented in April at the annual meeting.

Certification. Carlene B. Kilgore, Certified PLS, congratulated Camilla G. Pitman, MMC, Certified PLS, for obtaining her CLE award; Meredith Lazarski, ACP, for her CLE award renewal; Debra Bailey, PLS and Jamie Early, PP, PLS, for their PLS re-certifications; and Naomi Nation, PP, PLS, CLA, for her PP re-certification. Carlene then asked Darlene Lewis, PP, PLS, to come to the podium, and she pinned Darlene with both her PLS and PP certification lapel pins. She encouraged members to certify. Carlene then announced that the 2015 certification exams were scheduled for March 28 and September 26. She reminded everyone of the study groups and education online with NALS. Reporting on the current numbers for each NALS certification, both nationally and statewide, Carlene stated that NALS has 574 PPs, 5742 PLSs, and 3215 ALPs; and LSPSC has 9 PPs, 18 PLSs, and 3 ALPs. She noted NALS has seven exam sites listed for South Carolina, some of which are home addresses of the administrators. Regarding the Paralegal Certificate Program through the South Carolina Bar, she stated that the last proposal was from 2003 and the topic was not discussed at the recent SC Bar convention. President Jan stated she had talked with attorneys in her firm about it, who knew nothing of it, and she had emailed attorneys on the Bar board, none of whom had responded. She stated that, while trying to form a paralegal section of the Bar would not be feasible, gaining recognition of our association and certifications would be. She stated that the NALS members in Florida are taking action to become recognized by that state bar and we need to do the same. Discussion followed about support from NALS, the ABA paralegal section, and proactivity by LSPSC.

Community Projects. Susan L. Olmstead, Certified PP, PLS thanked everyone for their contributions to Harvest Hope Food Bank at this meeting and stated the charity for the annual meeting would be chosen by the hosting chapter.

Continuing Legal Education. Sharon K. Wotherspoon, Certified PLS, Functional Director of Education, stated

that she hoped everyone enjoyed the meeting's seminars. She reported there were 23 attendees at the Veteran's Court Program seminar and 28 at the Social Security Administration Benefits seminar. As both speakers were government employees and could neither receive nor suggest charitable donations, the board agreed at its meeting to add the \$100 normally contributed for the speakers to the chosen charity of the meeting, Harvest Hope Food Bank. Sharon asked for any ideas on topics and/or speakers for the annual meeting in April. A suggestion was made to explore the legal side of Medicare, particularly the various parts and supplemental coverage. Regarding the education promotion with a \$50 VISA card incentive, Sharon reminded the members that the criteria was to participate in one paid or two free NALS WebEd seminars. She stated she had received two entries, and Lois J. Belle, Certified PLS, was drawn as the winner of the \$50 VISA card.

Credentials. Mary Kay Oliver had nothing further to report.

Employment. Deborah League Brown, Certified PLS, stated she continued to disseminate employment opportunities as she learned of them and thanked everyone for their contributions. She reminded the members to add the tagline of the notice coming from LSPSC when passing along opportunities to others.

Finance. Sonia L. Hunt and Mary Brant reported a total of \$509 generated from the Theme Auction and Buck-a-Book at today's meeting.

Financial Review. Deborah J. Reynolds, Certified PP, PLS and Tara Jean Brown, Certified PP, PLS, stated that the financial review report was included in the Officers' Reports packet distributed at the meeting.

Handbook. Debra H. Bailey, Certified PLS, had no report.

Historian. Lois J. Belle, Certified PLS, stated she had completed the history and it could be found in the front of the LSPSC Handbook.

Marketing. Meredith Lazarski, ACP, thanked the chapters and members for promoting the association with the sale of ads and purchase of items monogrammed with the LSPSC logo. Of the logo items, she stated there were four fleece jackets, one polo shirt, and one blanket remaining for sale. She commented there were a couple of Happy Grams in the Spotlight. Regarding sending articles and pictures to the *Carolina Paralegal News*, the next deadline is March 13, 2015. She stated she had posted pictures and articles on Facebook and asked members to send her news about any events in which they were involved. Regarding the marketing promotion with a \$50 VISA card incentive, Meredith reminded the members that the criteria was to secure a business card ad for three issues, a quarter page for two issues, or any ad combination of \$40 or more for the *Spotlight*. She stated she had received seven entries, and Lois J. Belle, Certified PLS, was drawn as the winner of the \$50 VISA card.

Membership. Lois J. Belle, Certified PLS, was pleased to report that LSPSC had six new members since the Summer Membership Meeting, for a total of 68 members. She recognized 17 members who have been in the association for over 25 years, as well as those members who are celebrating five-year milestones under 25 years. She reminded everyone that membership can be renewed online and NALS continues to offer the financial hardship waiver of dues, as well as LSPSC. Of the 68 members, Lois reported 2 Members-at-Large, 4 members of Legal Staff Professionals of Orangeburg, 7 members of Hilton Head Legal Staff Professionals, 7 members of Legal Staff Professionals of the Lowcountry, 10 members of Spartanburg County Legal Staff Professionals, 10 members of Legal Staff Professionals of the Midlands, and 28 members of Legal Staff Professionals of Greenville. She again recognized the four first-time members attending a state meeting and welcomed them with a small gift. Regarding the membership promotion with a \$25 VISA card incentive, Lois reminded the members that the criteria was to invite one person to attend a local chapter meeting and submit a picture of the member and visitor at the meeting. She stated that five members had brought a total of nine guests, two of whom have become members, and Katie Johnson was drawn as the winner of the \$25 VISA card.

President Jan stated that the overall drawing for all three promotions for the \$50 VISA gift would be done at the end of the meeting.

NALS Foundation. Chrisanne T. Porter, Certified PLS reminded members of the new NALS website and the deadline of March 1 for the next NALS Foundation grant.

Nominations and Elections. Naomi W. Nation, Certified PP, PLS, CLA, reported that, per the LSPSC Bylaws and Standing Rules, nomination deadlines were met and forms were timely sent. The current slate of nominations for the 2015-2016 LSPSC Board has three vacancies which will require nominations from the floor: President-Elect, Functional Director of Marketing, and Functional Director of Certification. Nominees on the current slate are Vickie Halstead for Functional Director of Membership, Lauritza Hill for Functional Director of Education, Jamie Early for Secretary, and Sonia Hunt for Treasurer.

Publication. A. Yvonne Fortner, Certified PP, PLS, reiterated the submission deadline of February 9, 2015, for the Spotlight. She stated the seven new ads obtained by the members totaled \$205. President Jan thanked Yvonne for all she does with both the publication and website.

Scholarship. Kerry Waldrop stated she was in the process of retaining three judges for the LSPSC Scholarship applications and would request board approval as soon as she received the bio of the third judge. She has sent out letters with the application to eleven schools and stated the application is on the website for anyone wishing to disseminate to students.

Scrapbook. In the absence of Myriam Y. Brown, Certified PLS, Sharon Wotherspoon stated that Myriam is requesting members to send her pictures, memorabilia, etc. that she can use for President Jan's scrapbook.

Standing Rules and Bylaws. Lois J. Belle, Certified PLS, stated that her report had already been given.

Technology. A. Yvonne Fortner, Certified PP, PLS, had no report.

Several members shared their "elevator speeches" with the group, all with different perspectives. President Jan thanked the members for their thoughts and ideas.

Upcoming Meetings. President Jan announced future meetings as follows:

NALS Professional Development and Education Conference. February 25-28, 2015; Double Tree Warren Place in Tulsa, OK.

LSPSC Annual Meeting and Education Conference. April 24-26, 2015; The Medallion Center / Holiday Inn & Suites in Columbia, SC; Hotel rates of \$99 plus tax per night.

LSPSC Spring Membership Meeting. April 26, 2015; The Medallion Center in Columbia, SC.

NALS 64th Annual Education Conference and National Forum. October 8-10, 2015; Riviera Casino and Hotel in Las Vegas, NV; Hotel rates of \$109 plus tax per night, plus resort of \$7 per day.

LSPSC Annual Meetings. President Jan announced the hosting chapters for the LSPSC Annual Meetings through the year 2020, as follows:

- 2015 Legal Staff Professionals of the Midlands
- 2016 Legal Staff Professionals of Greenville
- 2017 Hilton Head Legal Staff Professionals
- 2018 Legal Staff Professionals of Orangeburg
- 2019 Spartanburg County Legal Staff Professionals
- 2020 Legal Staff Professionals of the Lowcountry

The third incentive drawing was held, and Naomi W. Nation, Certified PP, PLS, CLA, of Legal Staff Professionals of the Lowcountry won \$25.

New Business. President Jan stated the first item of new business was nominations for the open positions on the slate of officers for the 2015-2016 LSPSC Board. She advised that notice was given to the membership of

the vacancies on December 31, 2014. This met the requirement of a 30-day notice for the call for nominations for the vacancies at the Winter Membership Meeting.

President Jan then called for nominations from the floor for the vacancies on the slate of LSPSC officers for 2015-2016. She asked for nominations for the office of President-Elect. Meredith Lazarski, ACP, was nominated for the office of President-Elect. Upon motion duly made and properly seconded, the nominations for the office of President-Elect were closed as the motion carried.

President Jan asked for nominations for the office of Functional Director of Marketing. Sharon K. Wotherspoon, Certified PLS, was nominated for the office of Functional Director of Marketing. Upon motion duly made and properly seconded, the nominations for the office of Functional Director of Marketing were closed as the motion carried.

President Jan asked for nominations for the office of Functional Director of Certification. Tara Jean Brown, Certified PP, PLS, was nominated for the office of Functional Director Certification. Upon motion duly made and properly seconded, the nominations for the office of Functional Director of Certification were closed as the motion carried.

President Jan then presented the full slate of nominees for the 2015-2016 LSPSC Board and announced there was one candidate for each office. Upon motion duly made and properly seconded, the following LSPSC officers were elected by the membership by acclamation:

Meredith Lazarski, ACP	President-Elect
Jamie I. Early, Certified PP, PLS	Secretary
Sonia L. Hunt	Treasurer
Vickie A. Halstead	Functional Director of Membership
Sharon K. Wotherspoon, Certified PLS	Functional Director of Marketing
Lauritza S. Hill	Functional Director of Education
Tara Jean Brown, Certified PP, PLS	Functional Director of Certification

These newly elected officers, together with incoming President Camilla G. Pitman, MMC, Certified PLS, and incoming Immediate Past President / Parliamentarian Jan W. Berger, ALP, will be installed in their respective positions at the LSPSC Annual Meeting on April 25, 2015. Congratulations to the 2015-2016 LSPSC Board!

Other Business. President Jan announced that the Premium Prize for today's meeting was provided by Legal Staff Professionals of Greenville and the Premium Prize for the LSPSC Annual Meeting in April would be provided by Hilton Head Legal Staff Professionals.

President Jan asked if there was any other business. She then held the overall drawing for all three promotions for the \$50 VISA gift, and Katie Johnson of Legal Staff Professionals of Greenville was the lucky winner.

The Premium Prize for the LSPSC Winter Membership Meeting 2014-2015 was won by Linda Harris. It was a beautiful necklace and earrings set, together with a \$50 bill.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2014-2015 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Jan at 4:00 p.m.

Respectfully submitted,

Jamie I. Early, Certified PP, PLS
Acting Secretary

Approved:

Jan W. Berger, ALP
President

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/.
- **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® servicesThere 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 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

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

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

2014-2015 COMMITTEE CHAIRS

<p>ANNUAL MEETING – LSP MIDLANDS Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: debra.bailey@nelsonmullins.com</p>	<p>DEBRA H. BAILEY, PLS Office: 803.799.2000 Office (direct): 803.255.9242 Fax: 803.255.9333 Home: 803.438.0343 Cell: 803.237.3873</p>
<p>AWARD OF EXCELLENCE 602 Cannon Circle Greenville, SC 29607 E-mail: jimi@theclardyfirm.com</p>	<p>JIMI L. BULLARD, ALP Office: 864.233.8888 Office (direct): 864.233.8889 Cell 864.430.7027</p>
<p>405 Grasshopper Court Orangeburg, SC 29118 Email: lauritza@sclegal.org</p>	<p>LAURITZA HILL Office: 803.533.0116 Fax: 803.534.5556 Home: 803-707.4059</p>
<p>COMMUNITY PROJECTS 2 Coopers Hawk Hilton Head Island, SC 29926 Email: susan@goinglaw.com</p>	<p>SUSAN L. OLMSTEAD, PLS Office: 843.682-2111 Fax: 843.682-2112 Home: 843.681.5540 Cell: 843.338.3313</p>
<p>Wiseman & Reilley, LC Post Office Box 7605 Hilton Head Island, SC 29938 Email: betty@wr-lawfirm.com</p>	<p>BETTY M. PARKS Office: 843.842.2750 Fax: 843.842.2760 Home: 843.837.4511</p>
<p>CREDENTIALS 1326 Riverbank Drive Orangeburg, SC 29115 Email: mkoliver@hbrllp.com</p>	<p>MARY KAY OLIVER Office: 803.531.3000 Fax: 803.531.3030 Home: 803.534.5851</p>
<p>EMPLOYMENT Butler, Means, Evins & Browne, P.A. Post Office Drawer 451 Spartanburg, SC 29304-0451 Email: deborahbrown@butlermeans.com</p>	<p>DEBORAH LEAGUE BROWN, PLS Office (tollfree): 877.582.5630 Office (direct): 864.699.5655 Fax: 864.585-2034 Home: 864.583.5264</p>
<p>5148 Henderson Hill Road Chesnee, SC 29323 Email: demingcatr@chesnet.net rdeming@srhs.com</p>	<p>ROBIN DEMING, PLS Office (direct): 864.560.6101 Fax: 864.560-7387 Home: 864.461.4765 Cell: 864.809.4638</p>
<p>FINANCE 2345 Broughton Street Orangeburg, SC 29115 Email: Sonia@hbrllp.com</p>	<p>SONIA L. HUNT Office: 803-531.3000 Fax: 803-531.3030 Cell: 803-837.2011</p>

<p>P.O. Drawer 329 Orangeburg, SC 29116 Email: mbrant@hbrllp.com</p>	<p>MARY BRANT Office: 803.531.3000 Fax: 803-531.3030 Home: 803-536-3325 Cell: 803-707-0098</p>
<p>FINANCIAL REVIEW 202 View Drive Travelers Rest, SC 29690 Email: debbie.reynolds@nelsonmullins.com</p>	<p>DEBORAH J. REYNOLDS, PP, PLS Office (direct): 864.250.2251 Fax: 864.250.2377 Home: 864.834.4615 Cell: 864.430.7026</p>
<p>Greene Law Firm, PA 11 McGee Street Greenville, SC 29601 Email: tara@davidgreeneattorney.com</p>	<p>TARA JEAN BROWN, PP, PLS Office: 864.271.7940 Fax: 864.370.3413 Cell: 864.350.0937</p>
<p>HANDBOOK Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: debra.bailey@nelsonmullins.com</p>	<p>DEBRA H. BAILEY, PLS Office: 803.799.2000 Office (direct): 803.255.9242 Fax: 803.255.9333 Home: 803.438.0343 Cell: 803.237.3873</p>
<p>Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: linda.wilson@nelsonmullins.com</p>	<p>LINDA W. WILSON, PLS Office: 803.799.2000 Office (direct): 803.255.9264 Fax: 803.255.9117 Home: 803.791.8469 Cell: 803.622.3384</p>
<p>HISTORIAN Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: lbelle@wcsr.com</p>	<p>LOIS J. BELLE, PLS Office (direct) 864.239.5990 Fax: 864.255.5440 Home 864.268.1009 Cell 864.979.7180</p>
<p>NALS FOUNDATION Charleston County Government Lonnie Hamilton III, 4045 Bridgeview Drive Charleston, SC 29405 Email: cporter@charlestoncounty.org</p>	<p>CHRISANNE T. PORTER, PLS Office: 843.958.4500 Fax: 843.958.4507 Home: 843.795.9695</p>
<p>NOMINATIONS AND ELECTIONS Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: linda.wilson@nelsonmullins.com</p>	<p>LINDA W. WILSON, PLS Office: 803.799.2000 Office (direct): 803.255.9264 Fax: 803.255.9117 Home: 803.791.8469 Cell: 803.622.3384</p>
<p>Charleston County Solicitor's Office 101 Meeting Street, Suite 400 Charleston, SC 29401 Email: naomi@scsolicitor9.org</p>	<p>NAOMI W. NATION, PP, PLS, CLA Office: 843.958.1945 Fax: 843.958.1905 Home: 843.552.0632</p>

<p>500 Bouchillion Drive Greenville, SC 29615 Email: mandpbacon@gmail.com</p>	<p>PATTI E. BACON Office: 864.675.5766 Fax: 864.675.5766 Home: 864.675.5766 Cell: 864.430.0173</p>
<p>PUBLICATION Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: yfortner@wcsr.com</p>	<p>A. YVONNE FORTNER, PP, PLS Office (direct): 864.239.5950 Fax: 864.255.5440 Home: 864.895.2314 Cell: 864.704.9468</p>
<p>SCHOLARSHIP PO Box 290243 Columbia, SC 29229 Email: mdcann128@aol.com</p> <p>Post Office Drawer 451 Spartanburg, SC 29304-0451 Email: kerrywaldrop@butlermeans.com</p>	<p>MARIS D. CANON, CM Office: 803.360.1054 Fax: 803.736.9301</p> <p>KERRY ANN WALDROP Office: 864.699.5652 Fax: 864.585.2034 Home: 864.472.5486</p>
<p>SCRAPBOOK Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: myriam.brown@nelsonmullins.com</p>	<p>MYRIAM Y. BROWN, PLS, AIS Office: 803.799.2000 Office (direct): 803.255.9481 Fax: 803-256-7500 Home: 803.337.8655 Cell: 803.447.0078</p>
<p>STANDING RULES Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: lbelle@wcsr.com</p>	<p>LOIS J. BELLE, PLS Office (direct) 864.239.5990 Fax: 864.255.5440 Home: 864.268.1009 Cell: 864.979.7180</p>
<p>TECHNOLOGY Womble Carlyle Sandridge & Rice Post Office Box 10208 Greenville, SC 29603 Email: yfortner@wcsr.com</p> <p>Nelson Mullins Riley & Scarborough LLP 104 South Main Street, Suite 900 Greenville, SC 29601 Email: katie.johnson@nelsonmullins.com</p>	<p>A. YVONNE FORTNER, PP, PLS Office (direct): 864.239.5950 Fax: 864.255.5440 Home: 864.895.2314 Cell: 864.704.9468</p> <p>KATIE M. JOHNSON Office (direct): 864.250.2267 Fax: 864.250.2328 Home: 864.276.5840</p>

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 63rd 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 63rd 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 63rd Education Conference & National Forum in Houston, TX (October 2-4, 2014)
- 27 NALS ALP/PLS/PP Examination Date

OCTOBER 2014

- 2-4 NALS 63rd 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**

**Attn: Yvonne Fortner, PP, PLS, Editor
Post Office Box 10208
Greenville, SC 29603**

TO: