



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote

Uh oh ... You Made A Mistake

By Paula Steffey, PP, CLP-SC

As legal support staff, we should all strive for perfection. However, sometimes mistakes will happen. As my current boss has told me several times, everyone makes mistakes. It is how you handle the mistake that makes the difference.

What would you do if you discovered a mistake after a document was sent out? Would you make the corrections, resend it, and not say a word? From my personal experience, I have found it better to “fess up” that you discovered a mistake and ask your attorney how this situation should be handled. Chances are that, if it was in a simple cover letter, the attorney will just say do not worry about it. If it is in a document that will need to be signed, then I can almost say for certain your attorney will want to send a separate letter outlining the correction and provide a revised document.

Was the mistake you made a missed deadline? In the pit of your stomach you know that it could be thrown out or not be admissible. Once you realize you missed the deadline, would you file it anyway and not tell your attorney? If the document was a response to a request for admissions, which must be filed with the court within 28 days or they are deemed admitted, that is a consequence that could make or break the case and the attorney definitely needs to know.

What if your mistake was by omission such as forgetting to attach the document to an email or enclose it in the envelope? Do you quickly resend the email with the attachment, but not copy your attorney on the email hoping he will not figure it out? This usually backfires because that new email you sent will likely get forwarded to your attorney with a reply. He is going to find out and it would be better to have him find out from you personally. This example may sound ridiculous, but I worked for an attorney who would get very upset when one of his support staff would do that and she did it frequently which irritated him even more.

Also, you should always double-check the attachments and enclosures. Attach them to the email first before you begin writing and add the email address for the recipient last so it does not accidentally get sent before you are ready to hit send. When processing the

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SPOTLIGHT

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outgoing mail, it is always a good idea to reread the letter to make sure you are enclosing all of the attachments.

It is not just the support staff who can make a mistake. Attorneys are starting to type and/or edit more of their own work. Attorneys are human and can make mistakes too. Do you correct the letter or document before it gets sent out to make your attorney look and sound better? Do you tell your attorney that you did it? If it just needs some typos or punctuation corrected, that may be okay with him, but did your corrections change the substance? It may or may not have so it is important to bring the corrections to the attorney's attention.



I am sure we have all seen a letter come into the office with grammatical errors and typos. Is it the legal support staff who made the mistake or possibly the attorney who wants it that way no matter what? That is hard to say, but I would not criticize too much because you never know when a letter you drafted will come across their desk. Will yours be perfect?

Obviously, the key to avoiding mistakes is taking your time—even when there is not time—and proofread your work.

When I was 18 and started my first full-time job, my supervisor had a sign in his office with a very catchy quote. I have always remembered that quote: *If you do not have time to do it right the first time, when are you going to have time to do it over?*

Reprinted from the NALS docket, January 3, 2017. Paula Steffey, PP, CLP-SC, has been a NALS member since 2014. She is currently the co-chair for the Programs and Reservations committees and the chairperson for the Attorney Directory project on the Ways and Means committee with NALS of Greater Kalamazoo in Michigan. Paula is also very active at the state level and is currently serving as the Executive Secretary for NALS of Michigan and, for more excitement, is the chairperson for the Finance Committee. In June she took over as the chairperson for the Marketing Committee. After attending the national conference in October, she submitted her application for a secondary membership with NALS of Phoenix and hopes to be as active as possible from a distance. She also joined the Editorial Board. Outside of NALS she is a full-time legal assistant to attorney Garold A. Goidosik with Goidosik Morse Disability Law Group and has two other part-time jobs. One of those part-time jobs is her own crafting company where she sells her hand-crocheted items. Besides work and NALS, she is married with two children of her own, a stepdaughter, and two very spoiled golden retrievers who are retired show dogs.

STAY CONNECTED TO LSPSC . . .



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www.lspg.org (Greenville chapter)

www.NALS.org

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Spotlight

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South Carolina



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Post Office Box 10208
Greenville, SC 29603



President's Report

by **Meredith Lazarski, ACP**
2016-2017 President

*Change brings opportunity. In order to move forward,
sometimes we must be willing to change.*

How exciting is it that we are finally making progress in having the NALS Professional Paralegal (PP) designation recognized by the South Carolina Board of Paralegal Certification so our members who have obtained their PP can become South Carolina Certified Paralegals. The South Carolina Board of Paralegal Certification's recommendation has been sent to the Supreme Court and we are currently awaiting (hopefully) an order from the Supreme Court adding the NALS Professional Paralegal designation. There was definitely no "I" in "TEAM" as we worked hard, and continue to work hard, toward this goal. Successful teams are comprised of unselfish individuals who put the interests of the organization ahead of their own interests. A strong team can help better define an organization's future. The right team brings varying perspectives and thinking to the table and these different viewpoints can be critical in obtaining an organization's goal. Many, many thanks to all who played a part in getting us this far.

Congratulations to Sonia L. Hunt of Legal Staff Professionals of Orangeburg, Katie M. Johnson of Legal Staff Professionals of Greenville, and CamiJo Gort of Hilton Head Legal Staff Professionals. All three members are recipients of the free NALS exam and will be taking their respective exams in March. Congratulations also to new member Katherine R. Helms of Legal Staff Professionals of Midlands. LSPSC will be sending Katherine to the 2017 Annual Meeting on Hilton Head Island April 21-23. We look forward to hearing all about her weekend in June's Spotlight. Cis Ferguson of Legal Staff Professionals of the Lowcountry was also a recipient of the "first timer" to annual meeting contest but now cannot attend, unfortunately.

I look forward to seeing everyone on Hilton Head Island next month. It's hard to believe that my year as your LSPSC President is coming to an end. I may not have brought as much change to the organization this past year as I had hoped, but y'all have certainly changed me - for the better!

"Change is hard at first, messy in the middle, and gorgeous at the end." -
Robin Sharma

**OFFICER &
COMMITTEE
REPORTS**

**President-Elect
Sonia L. Hunt**

Congratulations to the following on their election as the incoming officers for the 2017-2018 year. I look forward to serving with each of you.

President	Sonia L. Hunt
President-Elect	Kerry A. Waldrop
Secretary	Lauritza S. Hill
Treasurer	Tara J. Brown, PP, PLS
FD Certificate/Education	Ann Marie Minerva, PP, PLS
FD Marketing/Membership	Jan W. Berger, ALP
Past-Pres/Parliamentarian	Meredith Lazarski, ACP

To those of you that have accepted a committee position for the 2017-18 year, I also thank you. I know that by working together, we can do great things for LSPSC.

This past year has been a year of realizing that we need to make some changes in order to move forward as an association. While we did implement a change for the 2016-17 year with the reduction in the number of Officers that serve on the board, there are still some things that we need to work together to change in order to move our association forward. The words of Nathaniel Branden sum this philosophy up pretty well.

**The first step toward change is awareness.
The second step is acceptance.**

Nathaniel Branden

All of us know that change needs to happen in our association and we certainly know how to talk about the changes we want to see happen, but are you willing to take the next step and help the officers of LSPSC make the necessary changes? As we approach annual meeting in Hilton Head April 21-23, 2017, come with an open mind and a willingness to help.



I look forward to seeing all of you in Hilton Head in April.

**Functional Director of
Certification/Education
Stacy R. Russo, PP, PLS**



What great speakers we had at our January 2017 Membership Meeting. Special thanks go out to Katie Johnson and Katherine Helms for securing these speakers for us. These were fabulous CLEs.

As we are fast approaching our Annual Spring Membership Meeting speakers have been secured. We will have Ashley Wissmiller of the Law Office of Mark Devine who will speaking to us on Immigration, along with The Honorable Heather Galvin, Beaufort County Probate Judge. She will be speaking on guardianships and conservatorships.

Thank you to our Hilton Head ladies involved in assisting in securing these wonderful speakers.

Katie Johnson of Greenville will be sitting for her exam in March. I hope that we have someone to pin at Annual! Sonia Hunt of Orangeburg and Cami Jo of Hilton Head has moved their certification test date to September. Good luck to each one of you on your journey to becoming certified.

As you may be aware in our last membership meeting, the South Carolina Board of Paralegal Certification approved the NALS PP Certification as a qualified certification for application to the Supreme Court for Paralegal Certification. The Board has submitted this request to the South Carolina Supreme Court for their approval. As soon as we receive approval from the Supreme Court of the NALS PP certification, the Court will send out an Order in the Advance Sheets. Once that occurs, we will be able to submit our applications for certification by the Supreme Court for the State of South Carolina to be recognized as South Carolina Certified Paralegals. This is an ongoing process, but we are getting closer and we will keep you apprised as more details become available. We would like to thank all those involved in this process. It has been a very long one and all your efforts are appreciated by all the members of LSPSC.



**Functional Director of Marketing/
Membership
Lauritza S. Hill**

I enjoyed seeing everyone at the January membership meeting. The CLEs were great. We learned something

and had great fun. The dogs from the K9 Unit in Greenville sure are so special. I was happy to see our new member Katherine Helms from the Midlands Chapter at the membership meeting. Thought she was already a member. As of January 25, 2017, our membership still stands at 74 members. Greenville has 30 instead of 28 members, which I corrected at the membership meeting. I look forward to seeing some of you in this issue of the Spotlight, since we have been encouraging you to fill out and send in your membership questionnaires. It is always a pleasure to know a little more about our members and what they are doing. Presidents, membership chairs and marketing chairs of each local chapter, please contact me with any ideas that you are already doing to keep your members and share your marketing ideas. I look forward to hearing from each one of you. As a reminder, we still have about four shirts left, three large ones in pink, white and yellow, and one XL in lime green.

Please continue to support LSPSC by soliciting Spotlight advertisements and other ads as well, such as Happy Grams. Each chapter is still encouraged to solicit at least one ad to run three times per year. If you did not participate this time, please be sure to in the next issue. Think about celebrating one of your fellow members or family members so that you can show the Happy Gram once it is published. They would get a big kick out of knowing that you thought enough of them to have something published about them. If you have any information or pictures concerning your chapter or any community service events, certifications, guest speakers, etc., please send them to me.

Don't forget to invite a friend or colleague to some of our meetings so that they might see what we are doing and become interested in joining. I look forward to seeing you in Hilton Head. I have enjoyed working with the outgoing board and it was also a pleasure to work with Meredith Lazarski as president of this great Association. I look forward to working with our very own Orangeburg Chapter, Sonia Hunt as president in April. See you then.

You can also contact me with any promotional ideas for fundraising, etc. I can be reached as follows:



Lauritza S. Hill
405 Grasshopper Court
Orangeburg, SC 29118
(803) 533-0116 ofc
(803) 707-4059 cell
lauritzahill@sclegal.org, office
lauritza1970@yahoo.com, home

Immediate Past President/Parliamentarian **Camilla G. Pitman, MMC, PLS**

It seems like yesterday I began my journey of service with LSPSC by agreeing to accept the position of Credentials Chair. That was 2007. It took me a few years to work up enough courage to consider serving on the LSPSC Board. I finally asked myself, "I am attending and sitting through the CLEs and membership meetings; why am I not stepping up to the plate to serve on the Board?" Reason: I didn't think I was as knowledgeable as I should be to serve – I wasn't. However, by attending board retreats and board meetings, working with fellow board members and turning to former board members for advice and associational knowledge, I learned more about LSPSC and I grew into leadership opportunities that became available to me.

Ten years later, do I know everything about LSPSC? No, and that is okay. I know where to find the answers and the support – from my fellow LSPSC members. If you find yourself filling a seat at a LSPSC meeting like I was, I want you to ask yourself the same question I asked, "I am attending and sitting through the CLEs and membership meetings; why am I not stepping up to the plate to serve on the Board?" I have not regretted my decision to serve for one minute, and neither will you.

I want to express my thanks and appreciation to you for placing your faith and trust in me to serve on the LSPSC Board. It is because of LSPG, LSPSC, and NALS I am able to perform the daily functions and duties of City Clerk of the city of Greenville. (Thank goodness, I learned how to take minutes at my local chapter meetings.) As I pass the "baton" of Past President, Parliamentarian, and Historian on to President Meredith at our 2017 Annual Meeting, I step down from the LSPSC Board with confidence in what the future holds for LSPSC.

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11 NIV

Annual Meeting **Ashley Adams Brown & Susan L. Olmstead, PLS**

The registration form, seminar form, sponsorship/ad forms are included in this issue of the Spotlight. We look forward to hosting our members and have great speakers and fun events planned. Be sure to let me know ahead of time if any of your spouses would like to play golf at Callawassie Island on Saturday while we are meeting. The deadline for hotel registration is **April 1, 2017**, conference registration, seminar registration, and ad/sponsor deadline is **April 12, 2017**. Looking forward to seeing you at the beach.

Legal Staff Professionals of South Carolina **AWARD OF EXCELLENCE**

Members, in this issue of *The Spotlight* you will find the nomination form for the **Award of Excellence** **(DEADLINE IS MARCH 15!!)**.

Please take a few minutes to nominate someone who has given unselfishly of themselves to our association as well as to her community. Three years of service to a local chapter, LSPSC or NALS qualifies them as a candidate.



It is important to take advantage of every opportunity to recognize talent and to say thank you to those who have given to us and others. Nothing says you ARE **SPECIAL AS AN AWARD GIVEN BY YOUR PEERS**. The most difficult part of submitting a nomination form is the selection of the nominee – you have over **70 EXCELLENT CHOICES**. March 15, 2017 is the deadline for nominee submissions. My contact information is on the nomination form as well as below.

LSPSC Award of Excellence Committee

Ann Marie Minerva, PP, PLS

Jimi L. Bullard, ALP

Lois J. Belle, PLS

LSPSC Award of Excellence Chairperson

Womble Carlyle Sandridge & Rice, LLP

Post Office Box 10208

Greenville, SC 29603-0208

Email: LBelle@wcsr.com

864.239.5990 (w)

864.255.5400 (f)

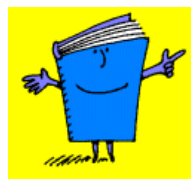
864.979.7180 (c)

**See pages 10-12 of
this Spotlight for
nomination form!**

Community Projects

**Camijo Gort &
Alexis Grantham**

Members, thank you for your generous support and contributions to Family Promises. We are confident that your checks and items will be put to good use! Greenville LSPG's charity selection this year is Shepherd's Gate. Their mission statement and wish list is below. We would remind you that checks payable to Shepherd's Gate will be welcomed and appreciated.



Employment

**Patti Bacon, Deb Reynolds, PP,
PLS, and Cathy Boggs**

We have had numerous employment opportunities since the last report and have passed those on to the chapter presidents to distribute to their members and also the members at large.

If you hear of any job openings, please send the information to me at mandpbacon@gmail.com, Deb at debbie.reynolds@nelsonmullins.com, or Cathy at cathy@godshallstaffing.com.



Finance
Carlene Kilgore, PLS & Betty M. Parks

Our finance project theme for the April meeting will be “Because every day should feel like a day at the beach” – bring those items which make you feel as relaxed and happy as if you were lounging or walking on the beach. We hope this opens up many ideas. Remember, this is our last finance project for the year 2016-17.

We hope to see everyone on April 23 on Hilton Head Island. It’s going to be a great weekend!

Handbook
Sharon K. Wotherspoon, PLS

Another year has quickly sped by and the new one is fast on its heels. With that said, we need to start now on getting information together for the new 2017-2018 LSPSC Handbook. Our Handbook can be a vital tool to our members and we need to ensure it is as current as possible at all times.

There will be new faces and faces that move to different positions, and in order for everyone to know who they are the “old” Handbook must be updated in order to publish a “new” Handbook.

The announcement of the 2017-2018 Handbook Committee will be announced during our Annual Meeting in Hilton Head the weekend of April 22, and this committee will need to “hit the ground running” in order to provide a “draft” Handbook to our officers for review during their Retreat which is usually held in June.

I would like to encourage each Chapter to begin updating your Rosters as soon as possible and have them ready for the new 2017-2018 LSPSC Handbook Committee the week following our Annual Meeting.

I would like to thank all our members for your input, assistance, guidance, patience, support and confidence this past year. It’s was a challenge at times but having such wonderful friends makes any job easier.



NALS Foundation
Chrisanne T. Porter, PLS

DEADLINE REMINDER: The next deadline for submitting applications for NALS Foundation grants is **June 1, 2017**. Applications may be submitted for funding programs in certification,

education, leadership development, and innovative new ideas.

Additional Grant Deadline Dates:

- September 1, 2017
- December 1, 2017

From the NALS Foundation:

Don’t forget many of you will receive membership renewals around the first of the year, which gives you the option to add a NALS Foundation donation. Your individual support of the NALS Foundation qualifies as a charitable contribution and this donation is deductible for federal income tax purposes. You can also submit donations online (<http://www.nals.org/donations/>).

See ya in Hilton Head.

Scholarship
Kerry Ann Waldrop

On January 25, 2017, the Norma F. George, PLS Scholarship packets were mailed out to eight (8) colleges throughout South Carolina for distribution to their students who are currently seeking further education in the legal field (i.e. Paralegal, Legal Assistant, and Legal Secretary). The deadline for submission is March 17, 2017. Spartanburg Methodist College no longer has a paralegal program.

I currently have two Judges signed up, Ryan Langley, an attorney in Spartanburg and Cornelius Huff, the Mayor of Inman. I am working on my third Judge.

I look forward to receiving the Scholarship Applications back from our applicants and hopefully our Judges will select a deserving applicant.

Scrapbook
Mary Kay Oliver & Mary F. Brant

Mary Brant and I are busy thinking about, planning and gathering pictures and other items for Meredith’s scrapbook for the year 2016-2017. If each chapter has a picture of its members please send to us. We also would appreciate any pictures or items gathered from meetings, trips, etc. Please give to these us at the annual meeting, or winter meeting, send to us at PO Drawer 329, Orangeburg, SC 29116 or by any other means available. We want to make Meredith’s scrapbook the best ever, but cannot achieve this without the help of all members. Thank you in advance for any contributions you can provide us for a scrapbook that is sure to make Meredith smile!

LSPSC 2017-2018 SLATE OF OFFICERS

- President Sonia L. Hunt (Orangeburg)
President-Elect Kerry Ann Waldrop (Spartanburg)
Secretary Lauritza S. Hill (Orangeburg)
Treasurer Tara J. Brown, Certified PP, PLS (Greenville)
Functional Director –
 Certification/Education Ann Marie Minerva, PP (Greenville)
Functional Director –
 Membership/Marketing Jan W. Berger, ALP (Columbia)
Immediate Past President Meredith Lazarski, ACP (Hilton Head)

*Congratulations ladies! We look forward to installing you at
The Beach House on Hilton Head Island*

Saturday, April 22nd

NOTICE TO ALL MEMBERS OF

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Annual Membership Meeting for 2016-2017 will be held on Saturday, April 22, 2017 at 1:30 p.m.

And

NOTICE is hereby given that the Spring Membership Meeting for 2017-2018 will be held on Sunday, April 23, 2017 at 9:30 a.m.

Both At:

Holiday Inn Express
2 Tanglewood Drive
Hilton Head Island, 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

Jan W. Berger

Jan W. Berger, ALP
Secretary



Looking forward to seeing everyone at the beach in April!...

we mean at annual meeting... 😊

Hilton Head Legal Staff Professionals





LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NOMINATION FORM
AWARD OF EXCELLENCE

2016-2017

Eligibility Requirements:

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

Deadline: March 15, 2017

Submit to: Lois J. Belle, PLS
 Womble Carlyle Sandridge & Rice, LLP
 Post Office Box 10208
 Greenville, SC 29603-0208
 Email: LBelle@wcsr.com

Nomination Date: _____ Nominee's Local Chapter: _____

Nominee Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____ Office Phone: _____

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

A. Years of Experience in legal profession: _____

B. Years of membership in NALS: _____

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

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

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

2. Professional Achievements (including years attained)

A. Professional Designations/Certifications:

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

C. Recommendation (250-word limit)

I believe the above-named person should be considered for the LSPSC Award of

Excellence for the following reasons:

Date Received by LSPSC Chairperson: _____

NOMINATION SUBMITTED BY:

Signature: _____

Name/Title: _____

Address: _____

City/State/Zip: _____

Local Chapter: _____

Telephone: _____

Email: _____

Date Received by LSPSC Chairperson: _____

Meet Our Members!



Meet LSPSC Member, Carlene Kilgore.

Meet LSPSC Member, Carlene B. Kilgore, PLS. Carlene joined NALS in 1978, is a member of Hilton Head Legal Staff

Professionals and is an Administrative Assistant with McNair Law Firm, P.A. on Hilton Head Island. She graduated from St. John's High School in Darlington, South Carolina, has over 50 years experience working in (just) two law firms and has her NALS PLS designation. Carlene has held every position on local level (sometimes more than once) and on the state level held the position of Secretary for two terms and Functional Director of Education for one term. Carlene started working for the Gardner Law Firm in Darlington when she was a senior in high school. Immediately upon graduation Carlene was hired full time and worked for the firm for 14 years until she married her husband, Jim, and moved to Hilton Head Island. She has worked for Attorney Cary S. Griffin of the McNair Law Firm, P.A. (formerly Bethea, Jordan & Griffin, P.A.) for last 38 years as his administrative assistant. Carlene enjoys the personal contact with clients and her fellow employees who are her "family" the most, as well as seeing that McNair's clients are given the best service in the most professional and ethical manner. She has no idea what she would be doing if she wasn't in the legal field, but it would probably be somewhere she could put her organizational, word processing, and people skills to good use. Carlene has been married to Jim for 38 years and they have one daughter, Katie, son-in-law, George, and many furry, four-footed grand animals.

She loves to read, putter with container plants, antiquing, shopping, and watching HGTV. Carlene will be RETIRED within the next five years, rising from bed when she wants to and doing whatever she wants with her fellow retired girlfriends. She also hopes to be traveling some in an RV with Jim to finally see more of the good ole USA!



Meet LSPSC Member, Cis Ferguson.

Meet LSPSC Member, Cis Ferguson. Cis is one of our newer members, joining NALS in March 2016, and she is a member of Legal Staff Professionals of the Lowcountry. Cis is

currently an Administrative Assistant with Nelson Mullins Riley & Scarborough LLP in Charleston and has her NALS CLP designation. She has been an administrative assistant in the legal field for 17 years, the last 14 years with Nelson Mullins. Cis got involved in the legal field through an employment agency and enjoys the variety of challenges she faces in the legal field. So much so she can't imagine not working in the legal profession. If there was one task Cis wishes she could get rid of at the office it would be make travel arrangements for the attorneys. Her favorite mode of communication is email and prides herself as being very dedicated. Cis sees herself still working with Nelson Mullins in five years. Welcome Cis!



Meet LSPSC Member, installed as our 2017-2018 President-Elect in Kerry Waldrop. Kerry Waldrop is a member of Spartanburg County Legal Staff Professionals and is a Legal Assistant with Butler, Means, Evins & Browne, PA. She graduated from Southward College in London and has 34 years experience working in the legal field, the last 32 years with Butler, Means. Kerry has held the positions of Secretary, Membership Treasurer, President-Elect and President on local level. On the state level, she has held the positions of Functional Director of Membership and Secretary, and will be

Happy Gram!



Congratulations to Alexis Grantham with Mikkelson Law Firm in Bluffton, South Carolina! Alexis and her husband Wesley welcomed their first child on December 21, 2016. Azalea Harper Grantham has stolen their hearts and they couldn't be more in love!





Legal Staff Professionals of South Carolina
52nd ANNUAL MEETING AND EDUCATIONAL CONFERENCE

SCHEDULE OF EVENTS

Hosted by Hilton Head Legal Staff Professionals
Holiday Inn Express
Hilton Head Island, South Carolina
April 21, 2017 – April 23, 2017

FRIDAY, April 21, 2017

2:00 p.m. to 4:00 p.m. Outgoing Executive Committee Meeting
4:00 p.m. to 6:00 p.m. Incoming Executive Committee Meeting
6:00 p.m. to 8:00 p.m. Early Registration and Welcome (Poolside/Holiday Inn Express)

SATURDAY, April 22, 2017

8:00 a.m. to 9:00 a.m. Continental Breakfast (Lobby) and Registration (Palmetto Room)
9:00 a.m. to 10:00 a.m. Seminar - South Carolina Guardianships & Conservatorships/The
 Honorable Heather Galvin, Beaufort County Probate Judge (Palmetto
 Room)
10:00 a.m. to 10:15 a.m. Break and Theme Auction Ticket Purchase
10:15 a.m. to 11:45 a.m. Seminar - A General Overview of Today's Immigration Issues/Ashley
 Wissmiller, Esquire (Palmetto Room)
11:45 a.m. to 12:00 p.m. Break and Theme Auction Ticket Purchase
12:15 p.m. to 1:15 p.m. President-Elect's Luncheon - It's Greek To Me, 11 Lagoon Rd
1:30 p.m. to 3:30 p.m. Annual Meeting and Theme Auction (Palmetto Room)

6:00 p.m. 2017-2018 President's Reception*
7:00 p.m. Dinner and Installation of 2017-2018 Officers*
 *Sand & Surf Ballroom @ The Beach House, 1 S. Forest Beach Drive

SUNDAY, April 23, 2017

8:00 a.m. to 9:00 a.m. Continental Breakfast (Lobby)
9:30 a.m. to 11:00 a.m. Spring Membership Meeting - 2017(Palmetto Room)

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH THE **HOLIDAY INN EXPRESS, 2 TANGLEWOOD DRIVE, HILTON HEAD ISLAND, SC 29928 (843) 842-6662 BY APRIL 1, 2017.** THE ROOM RATE IS \$149.00 PER NIGHT PLUS APPLICABLE TAXES. REFERENCE: **LEGAL STAFF PROFESSIONALS.**



**LEGAL STAFF PROFESSIONALS
OF SOUTH CAROLINA
52nd ANNUAL MEETING AND EDUCATIONAL
CONFERENCE**

**REGISTRATION
April 21-23, 2017**

**Hosted by Hilton Head Legal Staff Professionals
Holiday Inn Express
2 Tanglewood Drive, Hilton Head Island, South Carolina
(843) 842-6662**

**Deadline for Registration: April 12, 2017
Late Fee Charged after Deadline: \$10.00**

Name: _____ Nickname for Badge: _____
 Address: _____ Phone Number: _____
 Email Address: _____ Chapter: _____
 Current Office(s) Held: _____



I WILL ATTEND:

- _____ \$100.00 Full Registration (including all meals* and meetings)
- _____ 15.00 Annual Meeting Only (Saturday)
- _____ 35.00 Saturday Lunch* / Guest
- _____ 50.00 Saturday Evening Banquet* / Guest
- _____ 15.00 Spring Membership Meeting Only (Sunday)
- _____ \$10.00 Late Fee Charge after **April 12, 2017**

_____ TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND"

(NOTE: Full conference registration does NOT include CLE. Please use separate form for CLE registration.)

*Please let us know of any dietary concerns.

Please make check payable to **LSPSC Annual Meeting Fund**

Mail to **Betty Parks, Wiseman & Reilley, LLC, P.O. Box 7605, Hilton Head Island, SC 29938**



**Legal Staff Professionals of South Carolina
52nd Annual Meeting and Education Conference
CLE REGISTRATION FORM
Saturday, April 22, 2017**

**Holiday Inn Express
2 Tanglewood Drive, Hilton Head Island, South Carolina**

**Deadline for Registration: April 12, 2017 (Add \$10.00 after this date)
NO REFUNDS AFTER APRIL 19, 2017**

CONTINUING LEGAL EDUCATION

9:00 a.m. – 10:00 a.m. TOPIC: South Carolina Guardianships & Conservatorships

SPEAKER: The Honorable Heather Galvin, Beaufort County Probate Judge

Judge Galvin graduated from Kent State University with a Bachelor of Arts, obtained her Juris Doctor from the Cleveland Marshall School of Law and is admitted to the practice of law in Ohio, South Carolina, and Washington D.C. She served as an Assistant Solicitor for the 14th Judicial Circuit and had her own practice specializing in the areas of family and probate law, a part of which gave her the opportunity to serve as part-time Staff Attorney for the Beaufort County Probate Court as well as contract attorney for the Guardian *ad litem* programs in Allendale, Beaufort, Colleton, Hampton, and Jasper Counties in abuse and neglect proceedings involving children. In October of 2012, she was sworn in as full-time Associate Probate Judge for Beaufort County.

10:15 a.m. – 11:45 a.m. TOPIC: A General Overview of Today's Immigration Issues

SPEAKER: Ashley Wissmiller, Esquire

Ashley Wissmiller is an immigration attorney with the Law Office of Mark Devine. The firm specializes in immigration issues such as naturalization, ICE, visa immigration consular processing, visa immigration asylum and all aspects of criminal defense.

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

	<u>MEMBER</u>	<u>NON-MEMBER</u>
I will be attending the following seminars:		
<input type="checkbox"/> South Carolina Guardianships & Conservatorships	<input type="checkbox"/> \$20 for one CLE	<input type="checkbox"/> \$25 for one CLE
<input type="checkbox"/> A General Overview of Today's Immigration Issues	<input type="checkbox"/> \$30 for both CLEs	<input type="checkbox"/> \$40 for both CLEs

\$10 LATE FEE

TOTAL Amount: \$ _____

NAME: _____ EMAIL: _____

CHAPTER: _____ PHONE #: _____

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

Stacy R. Russo, PP, PLS • 102 Malibu Road • Summerville SC 29483
(843) 460.4895 • stacyrrusso@gmail.com

Legal Staff Professionals of South Carolina is an affiliate of NALS . . . the association for legal professionals – dedicated to enhancing the competencies and contributions of members to the legal services profession.

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
52nd ANNUAL MEETING & EDUCATIONAL CONFERENCE
April 21-23, 2017

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

Ads **MUST** be received in **CAMERA-READY** form. The ads, together with payment made payable to LSPSC Annual Meeting Fund, should be sent to me no later than April 7, 2017, at the following address:

McNair Law Firm, P.A.
Attn: Carlene B. Kilgore, PLS
PO Drawer 3
Hilton Head Island, SC 29938
Email: ckilgore@mcnair.net

If you should have any questions, please call me at (843) 341-4945.





Legal Staff Professionals of South Carolina
52nd ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 21-23, 2017

REGISTRATION FOR SPONSORS AND ADVERTISERS

ANNUAL MEETING PROGRAM

Distributed to NALS Members from Charleston, Columbia, Greenville,
 Hilton Head Island, Orangeburg, and Spartanburg
 LSPSC TAX ID# Available upon request

Holiday Inn Express

2 Tanglewood Drive, Hilton Head Island, South Carolina

CHECK ALL THAT APPLY:

Annual Meeting Sponsorship (includes advertisement in program):

_____	Diamond Sponsor (includes full-page program ad, one-year website Link, one-year Spotlight ad (\$125 value) AND either a dinner for two at the Saturday night banquet (\$100 value) OR on Annual meeting Registration (\$125 value)	\$500
_____	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	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

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

Deadline: April 7, 2017

Mail form, ad and check to: Carlene B. Kilgore, PLS, c/o McNair Law Firm, P.A.
 P.O. Drawer 3, Hilton Head Island, SC 29938

Goody Bags will be distributed to all Members in attendance (filled with YOUR advertising items): Pens, Mugs, Markers, Notepads, etc. Please send 40 of each item.

Contact Carlene for pickup of your items in the Hilton Head/Bluffton area. Otherwise, mail your items to her at McNair Law Firm, PA, Attn: Carlene B. Kilgore, PLS, P.O. Drawer 3, Hilton Head Island, SC 29938

SHARE THE LOVE WITH SHEPHERD'S GATE

Our Charity beginning December 14, 2016 through November 30, 2017 will be Shepherd's Gate.



Mission Statement: Miracle Hill exists that homeless children and adults receive food and shelter with compassion, hear the Good News of Jesus Christ, and move toward healthy relationships and stability.

Shepherd's Gate became part of the Miracle Hill family on February 14, 1993. That very first evening, a baby boy was born to a woman staying in the shelter, christening Shepherd's Gate as a place of hope for women in dire need across the Upstate. Women are part of the fastest growing group in the homeless population. They come to our shelters because of abuse, poverty, abandonment, and/or addiction. While here, clients receive food, shelter, spiritual counseling, access to local human service agencies, educational opportunities, and even more importantly – hope through Jesus Christ. Also, because many are mothers, they receive support and instruction as they care for their children.

Their vision is that each South Carolina Upstate County has adequate and accessible housing options for homeless men, women, and children. Compassionate services point individuals to Christ and move them toward wholeness, stability, and healthy critical relationships.

Let's show Shepherd's Gate our Love and Support; please see the "Wish List" for their immediate Christmas needs. We hope to have a speaker from Shepherd's Gate at our luncheon on December 14, 2016, please bring your tangible and/or monetary donations then. Thank you.

*Tara Jean Brown, PP, PLS
Lovee Watts, Esq.
Co-Chairpersons*

Wish List for Shepherd's Gate

Thank you so very much for your interest in helping. Your giving will be a blessing to those who receive it.

Kitchen

<i>Ketchup</i>	<i>Ranch Dressing</i>
<i>Napkins</i>	<i>Regular coffee</i>
<i>Foil/ saran wrap</i>	<i>Grape jelly/Peanut Butter</i>
<i>Canned Chicken or Tuna</i>	<i>Coffee Creamer</i>
<i>Commercial Cutting Board (1/2 Size)</i>	<i>Styrofoam plates, bowls, and cups</i>
<i>Paper Towels</i>	
<i>Juice (any kind)</i>	

**Gift certificates to Sam's or any grocery store will be very much appreciated **

Women's Underwear (all sizes)

New Pillows
New Bath Towels
Copier Paper
Rolls of Stamps
3 Ring Binders (1.5")
Toilette Paper
Bus passes
Cleaning Supplies
Non-skid shoes

Gift Certificates: *Wal-Mart, K-Mart, Sam's, Office Depot, Home Depot*

THANK YOU FOR YOUR SUPPORT OF MIRACLE HILL MINISTRIES

Happy Gram!

Legal Staff Professionals of the Midlands
invites Legal Staff, Attorneys, Court Reporters, Court
Staff, Administrators and Students to . . .

GET REAL

Recognized Certifications

Ethics

Association Benefits

Legal Education

Tuesday, March 14, 2017

6:00 PM – 8:00 PM

Nexsen Pruet Law Firm
1230 Main Street, Suite 700, Columbia, SC

Foreign Divorce Law seminar at 6:30 PM
presented by Joe W. Underwood, Esquire

Bring a friend and join us for an evening of learning, food, fun,
giveaways, and more!

Please RSVP to LSPM2017@gmail.com by March 8



This program is made possible through
a grant from the NALS Foundation.

www.nals.org/foundation



For questions and/or parking instructions, please call Katherine Helms at 803-497-0129

Legal Staff Professionals of the Midlands is a local chapter of the tri-level national organization NALS . . . the association for legal professionals.



Happy Grams!

Congratulations!

Incoming Legal Staff Professionals of South Carolina Officers 2017-18

President, Sonia Hunt (Orangeburg)

President-Elect, Kerry Waldrop (Spartanburg)

Secretary, Lauritza S. Hill (Orangeburg)

Treasurer, Tara J. Brown, PP, PLS (Greenville)

Functional Director of Membership/Marketing, Jan Berger, ALP (Midlands)

Functional Director of Education/Certification, Anne M. Minerva, PP, PLS (Greenville)

Immediate Past President, Meredith Lazarski, ACP (Hilton Head)



Legal Staff Professionals of Orangeburg



HAPPY
NEW YEAR!

from the Funny
Farm

THE KILGORE CLAN

Happy Gram!

SPARTANBURG COUNTY LEGAL STAFF PROFESSIONALS

*WOULD LIKE TO WISH OUR BELOVED LEADER
AND FRIEND*

DEBORAH LEAGUE BROWN

AN ABSOLUTELY WONDERFUL

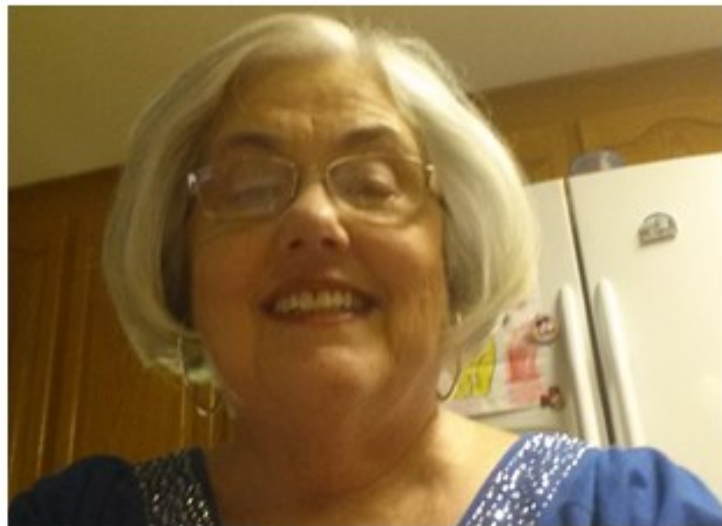
60TH BIRTHDAY ON MAY 27, 2017

Happy Gram!

I fell on March 12, 2016. Hospital 10 days, surgery, rehab 100 days and home about 5 weeks when they finally allowed me to start walking with a walker.



Thank you so much for your thoughts and prayers, cards, letters, calls, and FaceBook comments and messages. I have never felt so loved. I truly believe I received 2 miracles as a result of many, many prayers – I survived and I walked. The doctors and nurses have told me many times I am a miracle. I am thankful to God for this and to all my friends and loved ones who pled with Him on my behalf. I can now walk without a walker or cane if I don't have to walk too far and I am driving. Love not working and have many projects going.



Linda F. Harris



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

SPOTLIGHT
ADVERTISEMENT FORM



A publication of Legal Staff Professionals of South Carolina

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____

EMAIL: _____

WEBSITE: _____

Circle desired advertisement:

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

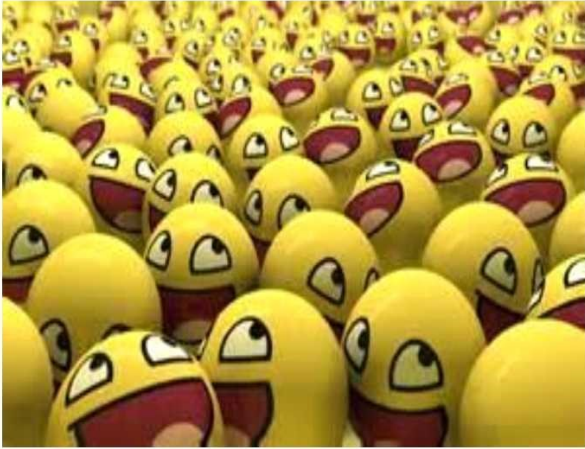
** Full Page advertisements include a web link to the business's webpage.*

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

Email advertisement and mail payment to: **Lauritza S. Hill**
Functional Director of Marketing/Membership
405 Grasshopper Court
Orangeburg, SC 29118
lauritza@sclegal.org

Payment Enclosed: \$ _____

Visit our website at www.lspsc.org.



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: jan.berger@nelsonmullins.com
2. Submit payment and this form by mail to: Functional Director of
Marketing/Membership
Jan W. Berger, ALP
Nelson Mullins Riley & Scarborough, LLP
Post Office Box 11070
Columbia, SC 29211
3. Deadline for Happy Grams: May 12, 2017 (for June issue)

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: \$ _____

Chapter Reports

Legal Staff Professionals of Greenville

Katie Johnson

We have come on the end of another great year for LSPG! I have very much enjoyed serving as the LSPG President this year. I am excited for the new board stepping in and having their fresh new ideas keep LSPG moving forward.

In December LSPG started supporting Shepard's Gate as our Charity for the 2017 year.

In February we were honored to assist the Greenville County Bar with the registration table at their "Year-End" CLE. Debra Reynolds, Angela Dill, & Lynn Lowry represent LSPG at the seminar. Thanks so much to these three members who volunteered to start their Friday morning super early.



LSPG is treating its members to A Night at the Theater at the Warehouse Theater on March 31, 2017, at 8:00 p.m. We will be seeing All My Sons, Written by Arthur Miller (1947) & Directed by Blake White. During World War II, Joe Keller and Herbert Deever were two businessmen and friends whose company sent faulty airplane engine parts to the military resulting in the deaths of twenty-one pilots. Steve went to prison for the crime, while Joe lied about the incident, remained free, and built a successful business. Now years after the war, their families are left to uncover the truth and face the damage done to them and their hometown in this American classic.

Our ongoing fundraisers are Attractions coupon books and Mascot Nuts. Funds raised always assist us in providing the Ann Armstrong scholarship at Greenville Technical College and for sponsoring our members at NALS and LSPSC-sponsored CLEs.



Hilton Head Legal Staff Professionals

Susan L. Olmstead, PLS

Our February meeting was held at the Mikkelson Law Firm, LLC in

their new location in Bluffton. Guest speaker was Jamey Clark of Clark's Termite & Pest Control on the topic of CL-100 form changes and common notations made by pest inspectors. January meeting was a business meeting focusing on our upcoming hosting of the LSPSC Annual Meeting & Educational Conference, April 22-23, 2017 at the Holiday Inn Express, Tanglewood Drive, Hilton Head Island. We are preparing to make this an educational and fun weekend for our members and spouses.



Legal Staff Professionals of the Lowcountry

Stacy Russo, PLS, PP

Somehow, Legal Staff Professionals of the Lowcountry (LSPL) has started to grow—THAT'S GOOD! We have two new members, one of which has obtained the PLS/CLP Certification. We are looking forward to the 2017 Annual Meeting in Hilton Head with hopes that our new members will be present.

Four of our members attended the Winter Meeting in Columbia on January 28, 2017. Although the Ethics Seminar was necessary and informative, the hit of the day was the K9 Seminar featuring the patrol dogs. Many thanks to the Columbia chapter and the State Board members for coordinating a successful and fun Winter Meeting.

Plans are in the making for installing our 2017-2018 officers. The slate of officers for LSPL is as follows:

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 everyone in Hilton Head!





Legal Staff Professionals of the Midlands

Jamie I. Early, Certified PP, PLS-SC Corporate

As always, it was good to see many of you at the LSPSC Winter Membership Meeting in Columbia in

January! LSPM members are always glad to host this state meeting.

In lieu of our regularly scheduled monthly membership meeting in December, we had a relaxing evening together during the Christmas holidays. We enjoyed dinner at Grecian Gardens in West Columbia and then exchanged gifts to end the evening on a fun note. Everybody loves to get presents!

At our January meeting, we were fortunate to have Margaret “Peg” Fox, a regulatory attorney with the McNair Law Firm, present our CLE education. Ms. Fox gave us an informative overview of the South Carolina Public Service Commission. LSPM thanked Ms. Fox with an honorarium to the charity of her choice, The Wood Yard Fund.

LSPM members enjoyed a webinar at our February meeting entitled “Probate from a Paralegal’s Perspective.” This webinar presented a general overview of the probate process from start to finish. Our special event of the day was the presentation of the NALS membership pin by Jan Berger, ALS to our newest member, Katherine Helms. Katherine had brought two of her co-workers to the meeting, so this “surprise” pinning in front of her friends made it extra nice for her!

Planning is in its final stages for the LSPM “meet and greet” membership event to be held on March 14 after work hours. It will be a great time with food, fellowship, prizes, and a CLE speaker to boot! Be looking for your invitation.....we hope to see you there!



Legal Staff Professionals of Orangeburg
Sonia Hunt

In December, the members of LSPO provided eight filled stockings for children of various ages as part of the Salvation Army’s Christmas projects. We truly

received the blessings in shopping for and filling these stockings.

In January, Lauritza and I attended the LSPSC Winter Membership Meeting. Congratulations to the incoming officers for the 2017-2018 year. I may be little prejudiced, but I think we have a great slate of officers for the coming year.

During the Summer Membership Meeting, President Meredith and Tara challenged us to “think outside of the box” on ways to grow our chapter. One of the ways we can better market ourselves is through our Certification Exams. However, in order for Orangeburg to market this, we needed someone to sit for a Certification Exam. What better way to accomplish this than to throw your name into the hat for the examinations that President Meredith offered under her incentives for the year. I will be sitting for the PP Certification Exam on March 4th. Since I had been questioned by a potential member about the examinations and why no local members had ever sat for them, I am now reaching out to this potential member again in order to keep our name out there and to potentially “grow” our association.

We will soon be electing our officers for the upcoming year and will have that information available in the next few weeks. We are looking forward to Annual Meeting in Hilton Head.



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2016-2017 WINTER MEMBERSHIP MEETING
JANUARY 28, 2017
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of Legal Staff Professionals of South Carolina for the year 2016-2017 was held on Saturday, January 28, 2017, at Nelson Mullins Riley & Scarborough, LLP, Columbia, South Carolina.

Call to Order. President Meredith Lazarski, ACP, called the meeting to order at 1:50 p.m. She reminded everyone to check in with Credentials Chairperson, Deborah League Brown, PLS. She asked members to turn off all cell phones and electronic devices. Each chairperson or officer giving a report was asked to give their report from the podium. She also requested members addressing the meeting to stand and give their name, chapter, and any certification they hold. President Meredith introduced herself to the membership as the 2016-2017 President.

Thought for the Day. Deborah Reynolds, PP, PLS, Legal Staff Professionals of Greenville, gave the Thought for the Day. Deborah spoke from the heart about leadership, mentorship, and apprenticing members. She urged ALL of us to serve in some capacity. Don't let fear cause you missed opportunities!

Pledge of Allegiance and Code of Ethics. President Meredith asked members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance was led by Lauritza S. Hill, Functional Director of Membership/Marketing. The NALS Code of Ethics was then presented by Stacy R. Russo, PP, PLS, Functional Director of Education/Certification.

Welcome. President Meredith welcomed everyone to the membership meeting. She expressed thanks to Legal Staff Professionals of the Midlands for hosting the meeting. She requested all members attending their first LSPSC membership meeting to stand and give their name, chapter, and any certification they hold. Katherine Helms (Columbia chapter) was recognized. President Meredith then asked if there were any members-at-large in attendance. Elaine Sumerel, PLS, was recognized as a member-at-large. President Meredith then individually recognized LSPSC Past Presidents in attendance.

President Meredith announced that since the last membership meeting in August, NALS member and Past President Sandy Yost passed away on December 24, 2016. Sandy was a member-at-large from Illinois. Sandy served as the 1991-1992 NALS President.

Introduction of LSPSC Officers for 2016-2017. President Meredith introduced the officers of LSPSC for 2016-2017:

Meredith Lazarski, ACP	President (Hilton Head)
Sonia L. Hunt	President-elect (Orangeburg)
Jan W. Berger, ALP	Secretary (Columbia)
Tara Jean Brown, PP, PLS	Treasurer (Greenville)
Lauritza S. Hill	Functional Director of Membership/Marketing (Orangeburg)
Stacy R. Russo, PP, PLS	Functional Director of Certification/Education (Charleston)
Camilla G. Pitman, MMC, PLS	Immediate Past President/Parliamentarian (Greenville)

Business Meeting. President Meredith reminded everyone any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Camilla G. Pitman, MMC, PLS, Parliamentarian, has forms for this purpose.

Roll Call. Deborah League Brown, PLS, Credentials Chairperson, was asked to present the roll call. Deborah reported 28 members were present and 15, which was one member over one-half, represented a quorum. Two-thirds of the members present was 19.

Consent Agenda. President Meredith stated all members were provided with the consent agenda that was approved by the Board on January 27, 2017. The packet included the 2016-2017 Second Period Treasurer's Report. It was noted that the 2016-2017 Summer Membership Meeting Minutes were published in the December 2016 *Spotlight* and a copy placed on

the LSPSC Website in the secure Members Only section and referenced in the Consent Agenda packet. The 2016-2017 Winter Board Meeting Minutes were made available through the Members Only page on the LSPSC website. Several questions, for clarification only, were asked regarding notes in the Treasurer's Reports. There being no objections heard, President Meredith declared these items approved by consent.

The **first cash incentive drawing** was held and Jamie I. Early, PP, PLS, SC (Midlands Chapter) won \$75.

Reports from Elected Officers

President Meredith Lazarski, ACP. President Meredith reminded everyone to make sure NALS and LSPSC have your correct addresses to ensure you receive the @Law magazine, NALS E-News, NALS Docket, and the **Spotlight**. Addresses should be updated on the NALS website at www.NALS.org and also email any changes to the LSPSC Handbook Chairperson, Sharon K. Wotherspoon, PLS. In addition, make sure you use the NALS website features and upload your CLE hours on your member profile page of the NALS website.

President Meredith reminded members that her report on her attendance at the NALS National Conference was published in the December 2016 **Spotlight**. Meredith reiterated that she had a wonderful time in Tennessee meeting new people, making contacts with other NALS members, and learning from the great legal education offered.

President Meredith reminded members the deadline for the next issue of **Spotlight** is February 17, 2017.

President Meredith next announced the winners of her Incentive Program:

NALS Certification - drawing was held on November 16, 2016 for up to 6 persons to take a NALS certification exam in March 2017, receiving paid application fee and use of study materials purchased by LSPSC and held in a library. Current certification holders are eligible to enter drawing to take a different certification exam or take parts of an exam, as needed, for a re-test. Three members submitted their names in the drawing. All were chosen as winners. These individuals have made application to NALS and registered for the March testing date.

LSPSC 2017 Annual Meeting, Hilton Head, SC - paid trip for a first time attendee to attend the conference in April 2017. Pay for registration, seminars, hotel (share a room with another member), and travel expenses. There were two entries. The drawing was held and Cis Ferguson (Charleston Chapter) was the winner of this incentive. Deborah League Brown, PLS, spoke to the membership and stated that since there were only two entries in the Annual Meeting Incentive drawing, it would be nice for both persons to attend. The additional funds could be used from the Certification Exam Incentive budget since only three members applied and the budget was for up to six members. Therefore; a motion was made to fund the second person to attend the 2017 Annual Meeting in Hilton Head with paid expenses to come from the Certification Exam Incentive budget (Deborah League Brown, PLS, Spartanburg Chapter). A second was made (Lois Belle, Greenville Chapter). The motion passed. Katherine Helms (Columbia chapter), is also a winner of the Annual Meeting Incentive.

President Meredith informed the membership that there are no ads currently being published in the **Spotlight**. She encouraged all chapters to work to provide at least one ad for publication.

President-Elect Sonia L. Hunt. Sonia noted that her report on her attendance at the NALS National Conference in Tennessee was published in the December 2016 **Spotlight**. She had a wonderful time making contacts with NALS members and enjoying the legal education seminars offered. Sonia reminded members she is a liaison to assist chapters in any way and to take information to the Board.

Sonia stated that, as incoming 2017-2018 President, she will begin looking at 2017-2018 LSPSC Committee appointments and would appreciate hearing a "yes" when asked to serve.

Sonia informed members that the Leadership Development seminars offered in Tulsa in the past will not be held at the National Conference. Instead, NALS will offer on-line sessions each year, beginning in February and concluding in April. The cost to register for the sessions is \$299. There are multiple dates during this three month time period to register for the classes.

Secretary Jan W. Berger, ALP. Jan reminded members all signed reports should be submitted to her for the Association's permanent records. She reminded members all Committee Reports and items for the Consent Agenda for the Annual Meeting in April in Hilton Head, SC need to be received by noon on April 19, 2017, so copies can be made.

Otherwise, you will need to bring copies with you to the meeting for distribution.

Treasurer Tara Jean Brown, PP, PLS. Tara informed members that the NALS Foundation contribution from LSPSC, as budgeted, has been mailed to NALS. Tara stated that the Board is exploring obtaining a Debit Card attached to the Checking Account and getting up to date with on-line banking. The Association has a large number of reimbursements; therefore, Tara has drafted a Reimbursement Form to be completed when submitting receipts for reimbursement. The form will be placed on the LSPSC member's only page of the website.

Immediate Past President/Parliamentarian Camilla G. Pitman, MMC, PLS.

Camilla reminded members that several LSPSC Bylaws changes were approved by the membership at the August 2016 meeting and the documents have been updated. The Standing Rules are still being reviewed. Camilla also noted that the Historian "template" for the President's history is still being reviewed.

The **second cash incentive drawing** was held and Deborah League Brown, PLS, Spartanburg Chapter, won \$25.

Committee Reports

Annual Meeting 2017 (Hilton Head Legal Staff Professionals). **Susan L. Olmstead, PLS and Ashley Adams Brown, Attorney at Law.** Susan reported that the LSPSC Annual Meeting will be held at Holiday Inn Express on Hilton Head Island, SC. The hotel cost is \$149 per night, which is a bargain on Hilton Head Island in the Spring. The deadline for hotel registration will be April 1, 2017. Conference registration deadline is April 12, 2017. Susan noted that the full conference registration fee was slightly lower than in past years as the hotel offers breakfast as part of the room registration; therefore, no extra costs had to be included for breakfast. The chapter has all registration forms completed and approved by the LSPSC Board and will be published in the March 2017 edition of **Spotlight**. Susan encouraged all chapters to promote ads and sponsorships for the Annual Meeting.

Award of Excellence. **Jimi L. Bullard, ALP, Lois J. Belle, PLS, and Ann Marie Minerva, PP.** Ann Marie reported that the Judges have been chosen and approved for the **Award of Excellence** applications. During the report, Tara J. Brown, PP, PLS, was asked to come forward and she was presented a small gift from the Association for being a finalist for the **NALS Award of Excellence**. This is a great honor and the Association is proud of Tara's accomplishments.

Certification. **Stacy R. Russo, PP, PLS.** Stacy reported the morning education seminars were informative. The first seminar was presented by Stefanie Weissenstein, Esq., of McDonnell & Associates. Ms. Weissenstein spoke on Ethics. There were 23 attendees. The second seminar was presented by the Greenville County Sheriff's Department. Deputies Jim Leathers and Brandon Surratt spoke on the use of K-9s in their police investigations and introduced us to three K-9s. There were 21 attendees. Stacy announced that Cis Ferguson (Charleston Chapter) received her CLP designation. Stacy also announced that our new member, Kim Hutchins (Greenville Chapter) has a CP designation from NALA. Stacy asked Tara Brown, PP, PLS, to update the membership on her on-going work on the NALS Certification Committee with respect to having NALS certifications recognized by SC Bar. Tara asked Jamie Early, PP, PLS, if she was aware of the meeting as Jamie has recently spoken to the Board on behalf of NALS and LSPSC. Jamie updated the membership on the status of the NALS application and was pleased to announce that the Board approved the recognition of the NALS PP certification!!

Community Projects. **Cami Jo Gort and Alexis Grantham.** Susan Olmstead, PLS, reported on behalf of the committee. She stated that the charity of choice for the Winter Meeting was **FAMILY PROMISE of Beaufort**, a group of churches who host families with no safe home by offering them a place to stay temporarily.

Continuing Legal Education. **Stacy R. Russo, PP, PLS.** Stacy asked members to contact her with any CLE topics of interest or the names of any specific speakers you would like to hear.

Finance. **Carlene K. Kilgore, PLS and Betty Parks.** Carlene reported the auction theme for the Annual Meeting in April 2017 will be announced in the March 2017 edition of **Spotlight**.

Financial Review. **Jamie I. Early, PP, PLS-SC Corporate and Michelle Dender.** Jamie noted the audit reports were included in the Reports from Officers and Committee Chairperson's packet.

Handbook. *Sharon K. Wotherspoon, PLS.* Sharon asked that any updates to the chapter rosters, etc., be forwarded to her for update in the LSPSC Handbook.

Historian. *Camilla G. Pitman, MMC, PLS.* No report.

Marketing. *Lauritza S. Hill.* Lauritza stated that several embroidered LSPSC shirts are still available for sale. She informed members that the next Belk Charity Sale was scheduled for April 29, 2017. This is an excellent fundraising opportunities for chapters. The next deadline for the **Carolina Paralegal News** is March 1, 2017.

Membership. *Lauritza S. Hill.* Lauritza informed members of the current membership numbers for LSPSC. She will continue the “Member Spotlight” and “New Member Spotlight” sections included in each **Spotlight** edition. She asked that members take the time to complete the questionnaire when invited to share their LSPSC story with members.

NALS Foundation. *Chrisanne T. Porter, PLS and Naomi W. Nation, PP, PLS, CLA.* Report was published in the December 2016 edition of **Spotlight**.

Nominations and Elections. *Debra H. Bailey, PLS.* Debra’s report was published in the December 2016 edition of **Spotlight**.

Publication. *A. Yvonne Fortner, PP, PLS.* Yvonne reiterated the **Spotlight** deadline is February 17, 2017.

Scrapbook. *Mary Kay Oliver and Mary Brant.* Sonia Hunt reported for the committee. She asked that any photos or other items for President Meredith’s scrapbook be forwarded to Mary Brant for inclusion in the scrapbook.

Standing Rules and Bylaws. *Camilla G. Pitman, MMC, PLS.* Camilla reported updates during her Past President’s report.

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

The **third cash incentive drawing** was held and Katie Johnson, Greenville Chapter, won \$50.

Upcoming Meetings.

LSPSC Annual Meetings: President Meredith stated that the hosting chapters for future LSPSC Annual Meetings were listed in the agenda and noted that the 52nd Annual Meeting of Legal Staff Professionals of South Carolina will be held at the Holiday Inn Express, Hilton Head Island, SC, April 21-23, 2017, hosted by the Hilton Head Chapter. Information regarding hotel reservations and conference registration would be printed in the March 2017 edition of **Spotlight**.

LSPSC 2017-2018 Spring Membership Meeting: April 23, 2017 at Holiday Inn Express, Hilton Head Island, SC

NALS 66th Annual Education Conference: October 4-7, 2017; Sheraton Norfolk Waterside, Norfolk, VA

New Business:

At this time, President Meredith discussed the LSPSC open Board positions for the 2017-2018 year. After the close of nominations, three positions remained open. An official call for nominations to fill the open positions was made 30 days prior to the 2016-2017 Winter Meeting.

President Meredith opened the floor for nominations for President-elect. After three attempts, no nominations were heard.

President Meredith next opened the floor for nominations for Functional Director of Education and Certification. The nomination of Ann Marie Minerva, PP, was made. At this time, Ann Marie is not a qualified candidate as she has not served for at least one year on her local chapter Board of Directors. A motion was made to set aside Article 2.C.3 of the Standing Rules, which includes the requirement of having to serve for at least one year on a local chapter Board (Deborah League Brown, PLS). A second to the motion was made (Chrisanne T. Porter, PLS). Motion carried. Ann Marie Minerva, PP, was approved to run for this office. No other candidates were nominated. There being only one candidate

running for this office, Ann Marie Minerva, PP, was elected to the office of Functional Director of Education and Certification by acclamation.

President Meredith next opened the floor for nominations for Functional Director of Membership and Marketing. The nomination of Jan Berger, ALP was made. No additional nominations were made. There being only one candidate running for the office of Functional Director of Membership and Marketing, Jan Berger, ALP, was elected by acclamation.

At this time, President Meredith called for a 10 minute break before resuming the meeting.

After the break, Sharon Wotherspoon, PLS, asked to speak. After discussion during the break, Sharon asked that Kerry Waldrop be nominated for the open position of President-elect. President Meredith asked if there were any other nominations for this office. No other candidates were nominated. There being only one candidate running for the office of President-elect, Kerry Waldrop was elected to the office of President-elect by acclamation. Kerry was congratulated on stepping up to the challenge!

President Meredith congratulated the 2017-2018 Board of Directors who will be installed at the Annual Meeting and Education Conference April 21-23, 2017, at Hilton Head Island, SC.

The Premium Prize for the Winter Membership meeting was provided by Legal Staff Professionals of Hilton Head. The Premium Prize for the Annual Membership meeting will be provided by Legal Staff Professionals of Greenville.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2016-2017 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Meredith at 4:15 p.m.

Respectfully submitted,

Jan W. Berger, ALP
2016-2017 Recording Secretary
Legal Staff Professionals of South Carolina

Approved:

Meredith Lazarski, ACP
2016-2017 President
Legal Staff Professionals of South Carolina



NALS AFFINITY PROVIDERS

Benefits For Members

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

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

LSPSC OFFICERS 2016-2017

PresidentMeredith Lazarski, ACP (Hilton Head)
 President-elect.....Sonia L. Hunt (Orangeburg)
 SecretaryJan W. Berger, ALP (Midlands)
 TreasurerTara J. Brown, PP, PLS (Greenville)
 Functional Director – Certification/
 EducationStacy R. Russo, PP, PLS
 Functional Director – Marketing/
 Membership.....Lauritza S. Hill (Orangeburg)
 Immediate Past President.....Camilla G. Pitman, MMC, PLS (Greenville)

LSPSC COMMITTEE CHAIRS 2016-2017

Annual Meeting—HHLSP	Susan L. Olmstead, PLS / Ashley Adams Brown, Esq.
Award of Excellence	Lois J. Belle, PLS / Jimi L. Bullard, ALP / Ann Marie Minerva, PP, PLS
Certification	Stacy R. Russo, PP, PLS
Community Projects	Camijo Gort / Alexis Grantham
Continuing Legal Education	Stacy R. Russo, PP, PLS
Credentials	Deborah League Brown, PLS
Employment	Patti Bacon / Cathy Boggs / Deborah J. Reynolds, PP, PLS
Finance	Carlene Kilgore, PLS / Betty M. Parks
Financial Review	Jamie I. Early, PP, PLS / Michelle Dender
Handbook	Sharon K. Wotherspoon, PLS
Historian	Camilla G. Pitman, MMC, PLS
Marketing	Lauritza S. Hill
Membership	Lauritza S. Hill
NALS Foundation	Chrisanne T. Porter, PLS / Naomi W. Nation, PP, PLS, CLA
Nominations and Elections	Debra H. Bailey, PLS
Publication	A. Yvonne Fortner, PP, PLS
Scholarship	Kerry Ann Waldrop
Scrapbook	Mary Brant / Mary Kay Oliver
Standing Rules and Bylaws	Camilla G. Pitman, MMC, PLS
Technology	A. Yvonne Fortner, PP, PLS & Katie M. Johnson

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2016 – 2017 CALENDAR

*SUBJECT TO CHANGE

MAY 2016

- 1 Deadline for NALS Award of Excellence Nomination
- 1 Law Day
- 13 Deadline for LSPSC Chapter Rosters to NALS
- 13 LSPSC Handbook Deadline
- 13 Deadline for LSPSC *Spotlight* (June)
- 18 *Carolina Paralegal News* Deadline (May)
- 21 NALS ALP Examination Date
- 30 NALS Closed for Memorial Day

JUNE 2016

- 1 Deadline for NALS Foundation Grant
- 10-12 LSPSC Officer Retreat in Santee

JULY 2016

- 1 Early Registration Deadline for NALS 65th Education Conference & National Forum in Murfreesboro, TN (October 6-8, 2016)
- 4 NALS Closed for Independence Day
- 11 *Carolina Paralegal News* Deadline (July)

AUGUST 2016

- 1 NALS September ALP/PLS(CLP)/PP Exam Application Deadline
- 12 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 19 LSPSC Summer Board Meeting in Columbia
- 20 LSPSC Summer Membership Meeting in Columbia

SEPTEMBER 2016

- 1 Deadline for NALS Foundation Grant
- 5 NALS Closed for Labor Day
- 12 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 13 Hotel Reservation Deadline for NALS 65th Education Conference & National Forum in Murfreesboro, TN (October 6-8, 2016)
- 24 NALS ALP/PLS(CLP)/PP Examination Date

OCTOBER 2016

- 6-8 NALS 65th Education Conference & National Forum in Murfreesboro, TN
- 10-14 NALS Court Observance Week
- 15 NALS December ALP Exam Application Deadline

NOVEMBER 2016

- 1 Call for Nominations of LSPSC Officers for 2017-2018
- 7 *Carolina Paralegal News* Deadline (Nov)

- 15 Close of Nominations of LSPSC Officers for 2017-2018

- 15 Deadline for LSPSC *Spotlight* (December)

- 24-25 NALS Closed for Thanksgiving

- 25 Acceptance and Qualification Forms for 2017-2018 Officer Nominees sent to local chapters

DECEMBER 2016

- 1 Deadline for NALS Foundation Grant
- 5 Deadline to return of Acceptance and Qualification Nominee Forms to LSPSC for 2017-2018 Officers
- 3 NALS ALP Examination Date
- 19-30 NALS closed for Holidays

JANUARY 2017

- 15 NALS March ALP/PLS(CLP)/PP Exam Application Deadline
- 15 Distribution of Applications for LSPSC Scholarship Award for 2017-2018
- 15 Distribution of Applications for LSPSC Award of Excellence for 2017-2018
- 20 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 27 LSPSC Winter Board Meeting in Columbia
- 28 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

FEBRUARY 2017

- 17 Deadline for LSPSC *Spotlight* (March)
- 28 Deadline to submit Applications for Scholarship Award

MARCH 2017

- 1 Deadline for NALS Foundation Grant
- 4 NALS March ALP/PLS(CLP)/PP Examination Date
- 15 Deadline to submit Applications for LSPSC Award of Excellence

APRIL 2017

- 9 Registration Deadline for LSPSC Annual Meeting hosted by Hilton Head LSP Chapter
- 21 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Hilton Head
- 22 LSPSC Annual Education Conference and 2017-2018 Officer Installation in Hilton Head
- 23 LSPSC Spring Membership Meeting in Hilton Head

NALS Code of Ethics

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

Every member shall:

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



**LEGAL STAFF PROFESSIONALS OF
SOUTH CAROLINA**
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TO: