



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



**NALS**  
the association for legal professionals

engage | inspire | enhance | promote

## How to Write the Perfect E-mail- Tips and Tricks

**From: Devon Delfino from Grammarly.com Blog posted Thursday,  
November 29, 2018 (Updated December 6, 2018)\***

Whether you're an up-and-coming young professional or a seasoned manager, email is a vital aspect of business communication. And thanks to what's often seen as the mysteries of English grammar and the subtleties of the written word, it can be a daily struggle. That's especially true if you have to motivate busy people to respond or address a potentially touchy subject. To write a great email, you need to know two things: common mistakes to avoid and next-level strategies to get ahead.

But first things first—you have to know what a great email looks like if you're going to write one.

### Anatomy of a good email

Every email has the same basic structure: Subject line, greeting, email body, and closing. But as with every written form of professional communication, there's a right way to do it and standards that should be followed. Here's what you need to know to craft a solid email:

#### 1. Subject line

The subject line could be the most important part of the email, though it's oftentimes overlooked in favor of the email body. But if you're cold-emailing someone, or just establishing a professional relationship, your subject line can entice people to open the message as well as set expectations about what's enclosed. On the other hand, a poorly crafted or generic subject line (like "Hi" or "You don't want to miss thos") can deter the reader and result in your email landing in the spam folder.

"Spend double the amount of time crafting the right subject line than you do on the [body] because if they don't open the email it doesn't matter," says Cole Schafer, founder and copy chief of Honey Copy.

#### 2. Openers

In most emails, you'll want to include a quick greeting to acknowledge the reader before diving into your main message or request.

The exception: When you're on an email chain with close colleagues, it often becomes more natural to drop the opener (as well as the closing). Though it may initially feel like a faux pas, it signals a better

*(Continued on page 2)*

SPOTLIGHT

(Continued from page 1)

professional rapport.

### 3. Body

The body of an email is the meat of your message, and it must have a clear and specific purpose, such as getting feedback on a presentation or arranging a meeting with a new client. It should also be concise. That way, people will be more inclined to read it, rather than skimming it and risking missing critical information. If you can, boil it down to a few choice sentences.

And for emails that require more length and detail, keep it as focused as you can. “Nobody wants to receive a novel. You want to keep it between three, four, or five lines of text,” says Schafer.

### 4. Closings

Just as you want to start things off on the right foot with your greeting, you also want to part well. That means writing a friendly sign-off. And there are plenty of options to choose from.

For example, here are 12 common, and professional, closings that Grammarly users chose on a given day:



You’ll want to choose a closing that feels genuine to your personality and tailor it to the relationship to ensure an appropriate level of professionalism. On the other hand, common closings like “love,” “sent from iphone,” or “thx,” may be best left unused in professional emails.

### Common mistakes (and what to do instead)

Just as every email is an opportunity for professional growth, there’s also the potential to fall into common bad habits. Here are eight mistakes to avoid:

#### 1. Omitting necessary Oxford commas

The Oxford comma can be somewhat polarizing, depending on which style guide is utilized for professional communications in your industry —it’s usually either shunned or hailed as a tool for clarification. Either way, a lot of people have strong opinions about it. But leaving them out can lead to confusion, depending on the sentence.

**What to do instead:** While the Oxford comma may not be suitable in certain contexts, it’s usually a good idea to use them in emails. That’s because it can help you save time and avoid miscommunication, confusion, and even legal trouble.

#### 2. Hedging

Grammarly users know that when it comes to **hedging**, it’s better to omit it than leave it in, especially in emails. And if you’re worried about coming off as impolite, don’t be: Contrary to popular belief, hedging language makes you sound less confident, which can ultimately undermine your writing.

**What to do instead:** State your idea or opinion, then explain the “why” behind your reasoning. That way, you’ll be better understood and your brilliance can shine through.

#### 3. Extremely long and/or unclear copy

Would you read an email that was 1,000 words long? Probably not—most people skim emails that are on the long side. And if you add hard-to-follow sentences or mixed messages, to your draft, you’re even less likely to get a satisfactory response. (Or any response.)

“I get a ton of [emails] that are just these huge blocks of text. And I understand why they do that—so you have enough detail. But it’s really hard to read and I’m not going to read the whole thing,” says Kat Boogaard, a Wisconsin-based freelance writer.

**What to do instead:** Keep it concise and focus on the matter at hand. Then end with a call to action, a requested response date, and make it clear that you’re open to questions and follow-ups (if that’s the case).

#### 4. Being too casual (or formal)

Depending on your circumstances, wavering too much to the casual or formal side of writing can be a misstep. Being overly casual is often seen as a rookie mistake, but stiff, formal language can also be detrimental to your message.

**What to do instead:** In striking the perfect balance between formal and casual, the key is thinking about the relationship between you and the recipient and take social cues as your communication progresses.

“You kind of want to see what someone else is doing and participate, play along, sort of acknowledge the way communication develops and the way expectations in a relationship develop,” says Dan Post Senning, an etiquette expert at the Emily Post Institute.

**Here’s a tip:** While GIFs and emojis can be great for

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# President's Report

by **Kerry Waldrop**  
2018-2019 President

PRESIDENT'S REPORT  
(ANNUAL MEETING REPORT)  
BY  
KERRY ANN WALDROP  
2018-2019 PRESIDENT

Thank you to all the members who came to the Winter Membership Meeting. It was very nice to see you all and hope to see you again at the Annual Meeting along with our other members who could not make it.

This year our Annual Meeting is in Spartanburg, Deborah Brown and I have been diligently working to ensure that you have a fun and educational event. Plan on bringing your sleuthing caps as our seminars will consist of crime scene investigations and then our evening banquet will consist of a murder mystery. Hope to see you all in April.



## Spotlight

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2018-2019 Editors:  
Susan Church  
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**President-Elect**  
**Tara J. Brown, PP, PLS, SCCP**

**OFFICER & COMMITTEE REPORTS**

**Treasurer's Report**  
**Deborah League Brown, Certified PLS**



I would like to begin by saying Congratulations and thank you to the 2019-2020 LSPSC Officers. I appreciate your willingness to serve on the board this year. I look forward to a successful year working along side each of you.

If you are looking to get more involved with our Association, please consider serving on an LSPSC Committee this year. We wouldn't be able to accomplish as much without your willingness to work together as a team. If you are interested in serving on a Committee please contact me at [Tara@davidgreeneattorney.com](mailto:Tara@davidgreeneattorney.com) or call me at 864-350-0937. If there is something you would like to see the LSPSC Board work on this year please let me know. I am currently trying to organize my thoughts for the upcoming year.

Spartanburg is working hard to make the LSPSC 54th Annual Education Conference Meeting and Installation a wonderful event for all. For the Saturday Night Installation event we will have a CSI Murder/Mystery Dinner. This will be a little different this year, as everyone in attendance will participate in some way or another. As the event gets closer there will be additional information provided. I hope you are making plans to attend the Annual Education Conference Meeting and Installation.

It has been a privilege to serve as your President Elect this year, and I look forward to serving as your President. Please don't hesitate to contact me if I can help you in anyway. I look forward to seeing everyone in Spartanburg on April 5, 2019 through April 7, 2019.



Reminders for the upcoming Annual Meeting and CLEs:

- Postmark deadline for **Annual Meeting** registrations is **March 11, 2019** (please add \$10 late fee to registrations sent after that date) - no refunds after that date – checks payable to LSPSC Annual Meeting Fund
- Postmark deadline for CLE registrations is **March 22, 2019** - no refunds after **March 20, 2019** – checks payable to LSPSC
- Postmark deadline for **Annual Meeting** Program ads is also **March 11, 2019** – checks payable to LSPSC Annual Meeting Fund (each chapter gets back half of each ad its members obtain)
  - ◊ If employer pays registrations, please make sure to submit request early enough that the check(s) and registration form(s) are received by the deadline
  - ◊ Meeting registration fee cannot be combined with CLE registration fees (payable to two different accounts)
  - ◊ Please submit completed Registration forms (meeting and/or CLE) with your payment(s) - the forms are in the Spotlight and on the LSPSC website (I will have forms at the meeting for anyone who wishes to register at that time, with the understanding that certain items [i.e. meals or CLE handouts] may not be available to late registrants)
- Hotel reservation deadline is **March 16, 2019**, in order to get the special rate in our room block.
- **If you want your certification(s) acknowledged at the meeting, on your name tag, and on sign-in sheets, please include these w/your name on your registration forms [in the order and the way you wish for your certification(s) to appear].**
- Reimbursement for budgeted expenses - please submit a completed **Request for Reimbursement** form (Member Only section of LSPSC website or email me to send you the form) along with supporting

documentation (receipts). For Financial Review, as well as Treasurer recordkeeping, the receipts should include only LSPSC items being reimbursed (no other personal items). Reimbursement requests should be submitted to Treasurer prior to each meeting, preferably before meeting week if possible, so these can be reviewed and approved, and a check delivered to you at the meeting.

Looking forward to seeing everyone in Sparkle City at our Annual Meeting weekend!!



**Functional Director of Certification/  
Education**

**Ann Marie Minerva, PP, SCCP**

The LSPSC Winter Membership Meeting in Columbia elected the 2019-2020 LSPSC Board of Officers. Thank you and congratulations to the newly elected officers. We enjoyed terrific speakers and look forward to our 54th Annual Meeting and Education Conference in Spartanburg, April 5-7!!! Our speaker will be Lt Doug Harwell, Spartanburg City Police, Criminal Investigations Department. We will also enjoy a murder mystery dinner at our banquet and installation of officers Saturday evening!

Samantha Beaver, Lori Ignacio, and Jasmine Williams were the winners in the President's drawing to sit for the NALS certification exam in March. Congratulations and Good Luck! We are all so excited that you will soon be certified and possibly be eligible to apply for the SC Board of Paralegals certification as well.

We would like to recognize and congratulate the following members who have recently become Certified Professional Paralegals (PP):

<u>March 2018</u>	<u>December 2018</u>
Leigh Dominick	Anne Beaudette
Katherine Helms	Pamela Bennett
Willie Hinton	Cristy Bradley
Margaret Mackinem	Eliza Mecaj

Currently there are 18 members who hold a PP certification and 13 of those members are also South Carolina Certified Paralegals (SCCP)!

**REMINDER: IF YOU ARE CURRENTLY HOLDING A PP CERTIFICATION YOU ARE ELIGIBLE TO APPLY FOR THE SOUTH CAROLINA BOARD OF PARALEGALS CERTIFICATION.**

**Functional Director of Membership and Marketing**

**Katherine Helms, PP, SCCP**

As the Functional Director of Membership and Marketing, I continue to look forward to sharing ideas with you all and working with the local chapters on ways to encourage new members and retaining current members.

We have accomplished so much since our last meeting and we will continue our efforts to retain and build our membership.

**PUBLICATIONS:**

**Spotlight:**

Please submit new members to be in the upcoming June issue.

**Carolina Paralegal News (“CPN”):**

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

**Social Media: Facebook/LinkedIn/Twitter:**

Please continue to like and follow our Associations' state and local social media pages and add anyone whom you believe would benefit or be interested in these pages.

**FUNDRAISERS:**

Each chapter and individual members please continue to solicit Happy Grams, Spotlight Ads, and Chapter Sponsorships for the June issue.

**MARKETING OPPORTUNITY:**

**Member Incentive:** Enter for a drawing of one member to attend our LSPSC Annual Education Conference and 2019-2020 Officer Installation on Friday, April 5, 2019, through Sunday, April 7, 2019, in Spartanburg, SC. The winner will receive the full registration to

include the two seminars and lunch. Also, they are invited to stay at the designated hotel, Summit Pointe and Hampton Inn, on Friday evening at the LSPSC group rate at their own expense. Please submit your name to me by Friday, March 8, 2019 by 12 p.m. at [khelms@glelawfirm.com](mailto:khelms@glelawfirm.com). The drawing will be held later that evening at 5 p.m.

In exchange for LSPSC providing this incentive, all we ask in return is that the winner submit an article to the Spotlight about their experience at the meeting, which will also be posted on the state and local Facebook pages.

### **LSPSC'S CURRENT ROSTER:**

LSPSC-99; Greenville 29; Hilton Head 12; Lowcountry 11; Midlands 25; Orangeburg 6; Spartanburg 11; and Members at Large 5.

### **MORE TO COME**

I would like local chapters to start reaching out and obtaining relationships with your local paralegal schools and encouraging new student memberships.

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

### **Community Projects**

#### **Jimi L. Bullard, ALP**

Members,  
Thank you for your generous support of the Winter Membership Meeting Community Project. Your donations are always appreciated by the designated charity. Our charity for the Annual Membership meeting selected by the Spartanburg County Legal Staff Professionals is SafeHomes/Rape Crises Coalition. SafeHomes/Rape Crises Coalition provides help for victims of domestic violence and victims of sexual assault. A Wish List for this project is on page 9 and as always, monetary donations are accepted and

appreciated (checks should be payable to Safe/Homes/Rape Crises Coalition).

### **Employment**

#### **Deborah J. Reynolds, PP, PLS, SCCP, and Patti Bacon**



#### **FINAL REPORT OF EMPLOYMENT CHAIRMEN (2018-2019)**

We have had several employment opportunities throughout the year and have passed those on to the chapter presidents to distribute to their members and also the members at large.

Thank you for letting us serve in this capacity this year and keeping us informed of openings.  
Deb Reynolds, PLS, Certified PP  
Patti Bacon  
[Reynolds672@outlook.com](mailto:Reynolds672@outlook.com)  
[mandpbacon@gmail.com](mailto:mandpbacon@gmail.com)

### **Finance**

#### **Jamie I. Early, Certified PP, PLS-SC, SCCP and Sharon K. Wotherspoon, CLP**

April is fast approaching and the Annual Meeting will be here before we know it. Our meeting will be held in "Sparkle City" a/k/a Spartanburg, SC so on that note let's have some Sparkle –n- Shine on our tables. We will be celebrating the end of Kerry's Term so let's party "Together As One" with glamour – Bright, Shiny, Sparkling items for her last Theme Auction. There are all kinds of Sparkle –n- Shine indoors and out .... Wind chimes, planters, lights, jewelry (and who doesn't like that kind of Sparkle –n- Shine), sparkly eye shadow (for the kids, lol). Lots of things can put a Sparkle in your eye or a Shine on your face (smile) – let's bring lots of them to the table in April.

## Handbook

**Camilla G. Pitman, MMC, PLS**

It has been a pleasure working with our LSPSC Board and membership in maintaining the 2018-2019 LSPSC Handbook. It is a great tool to use as a quick reference for the history of LSPSC, information for NALS certification, and for contact information regarding current officers, committees, and members for state and local chapters. The Handbook continues to be a living, breathing document – updated information is always welcomed. Speaking of updates, roster information for local chapter officers, committee chairs, and members have been forwarded to local chapter presidents in preparation for the coming year. Please use the formats provided to make changes in order to maintain consistency throughout the LSPSC Handbook. Your assistance in updating local chapter information is greatly appreciated. Blessings to you.



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

How much do you know about the NALS Foundation and its function? It's been around since 1989, helping legal professionals like you (and me)!

The NALS Foundation is governed by a volunteer Board of Trustees and works hand in hand with NALS to provide opportunities for legal professionals to stay on top of their profession.

The Foundation offers:  
Education and Research Opportunities;  
Grants;  
KeyNote Speakers, and  
Recognitions.

Has your chapter ever applied for a NALS grant to help finance a local project? Have you even gone to the National Conference and attended the Keynote Speaker Address? Have you ever attended a webinar or downloaded some free education materials from the NALS website? If so, then you have been supported by the NALS Foundation!

How do they fund these opportunities? From donations and gifts from supportive members like you!

Go to [www.NALS.org](http://www.NALS.org) and read about the Foundation and its work!

Learning never stops!

Ways to give to the NALS Foundation

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

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

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

### **Nomination and Elections**

**Meredith Lazarski, ACP, SCCP**

We had a call for nominations from the floor at our Winter meeting in Columbia on Saturday, January 26, 2019. The three positions to fill were President-Elect, Treasurer, and Functional Director of Certification/Education. Sonia L. Hunt was nominated for the position of Treasurer and Naomi W. Nation, PP PLS CLA SCCP was nominated for the position of Functional Director

*(Continued)*



of Certification/Education. Both members accepted their respective positions. The call for nominations remains open and the board will take nominations from the floor at our Annual meeting in Spartanburg on Saturday, April 6, 2019 for the position of President-Elect. The newly elected officers will be installed at our installation banquet the evening of Saturday, April 6th.

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



### **Scrapbook**

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

If your chapter has any memorable items from this past year, please forward them to us for President Kerry's scrapbook. We will be meeting to start planning and putting the book together and would like for every chapter to have a page or two in the book. We look forward to working on the book to present to President Kerry as a reminder of her year as President of LSPSC.

Sonia L. Hunt (slhunt1963@gmail.com),  
Lauritza S. Hill (lauritza1970@yahoo.com or  
lauritza Hill@sclegal.org)

### **Immediate Past President/Parliamentarian** **Sonia L. Hunt**

It is hard to believe that this year is coming to an end. Since the ByLaws and Standing Rules received a thorough overhaul by Camilla and Meredith, my job has been fairly easy this year. A notice with the sections which have minor changes to them is included below. The Board decided that because of the nature of the document to email the changes to the members. I will send the notice again with the Legend of the changes and the pertinent pages that have the changes noted on them.

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

**NOTICE is hereby given that proposed amendments to  
Section 3.1(N), Section 3.2(C), Section 3.8(C)(1)(d), Section 4.1(C)(1), and Section  
4.1(C)(5) of the 2018-2019 LSPSC Standing Rules  
will be voted on at the Saturday, April 6, 2019 Annual Meeting.**

**The proposed additions are in red and have been emailed to the membership for review.**

**In the event you have any questions, please contact  
Immediate Past President Sonia L. Hunt (slhunt1963@gmail.com).**

**Legal Staff Professionals of South Carolina**

*/s/ Lauritza Hill*

**Lauritza Hill  
Secretary**



Our charity for the ANNUAL MEMBERSHIP MEETING selected by  
the Spartanburg County Legal Staff Professionals is  
**SAFEHOMES/RAPE CRISES COALITION**

<p><b><u>Shelter Wish List</u></b></p> <p>baby bottles          baby wipes          basketball          bowls          boys' &amp; girls' underwear          brown rice          canned vegetables          cleaning products          coffee          combs &amp; brushes          cooking oil          cornmeal          deodorant          dish detergent          dish washer detergent          flour          forks and spoons          fruits (in natural juices)          ladies' panties (size 7-12)          laundry detergent          meats (in natural juices)          paper towels          plastic cups          plates          standard pillow cases          standard pillows          sugar          tea          toilet paper          toothbrushes          toothpaste          towels          twin bed linens          wash cloths</p>	<p><b><u>therapy program wish list:</u></b></p> <p>48" diameter round table          black dolls          children's costumes  <u>kleenex</u>          play sand          punching bag</p> <p><b><u>sexual assault closet wish list:</u></b></p> <p>bras (38+ band size)          men's and women's drawstring type pants (s-<u>xxl</u>)          new underwear  <u>rubbermaid/sterlite</u> clear containers (shoe size-med. size)          socks</p> <p><b><u>school supplies wish list:</u></b></p> <ul style="list-style-type: none"> <li>• pens</li> <li>• index cards</li> <li>• folders (with prongs/without prongs)</li> <li>• binders (all sizes)</li> <li>• erasers</li> <li>• markers (dry erase/washable)</li> <li>• post-it notes</li> <li>• book bags (no wheels please!)</li> <li>• pencil boxes or bags</li> <li>• dictionary/thesaurus</li> <li>• scissors</li> <li>• highlighters</li> </ul>
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# ANNUAL MEETING



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

NOTICE is hereby given that the 2018-2019 Annual Meeting and Education Conference will be held on Saturday, April 6, 2019 at 2:00 p.m.

and the 2019-2020 Spring Membership Meeting will be held on Sunday, April 7, 2019 at 9:30 a.m.

At:

Summit Point Conference and Events Center  
805 Spartan Boulevard  
Spartanburg, SC  
*(Dress is business attire)*

Exact meeting information is available on the meeting registration form.

Legal Staff Professionals of South Carolina

*/s/ Lauritza S. Hill*

Lauritza S. Hill  
Secretary





**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
54<sup>th</sup> ANNUAL MEETING AND EDUCATIONAL CONFERENCE**

**REGISTRATION  
April 5 – 7, 2019**

**Hosted by Spartanburg County Legal Staff Professionals  
Summit Pointe Conference & Events Center  
805 Spartan Boulevard, Spartanburg, South Carolina**

**Deadline for Registration: March 11, 2019  
Late Fee Charged after Deadline: \$10.00**

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



**I WILL ATTEND:**

- \_\_\_\_\_ \$115.00 Full Registration (including Saturday Lunch & Saturday Banquet)
- \_\_\_\_\_ \$ 15.00 Continental Breakfast (for those not staying at the hotel)
- \_\_\_\_\_ \$ 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 March 13, 2019

\_\_\_\_\_ TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND"

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

**Mail to:**  
Deborah League Brown  
LSPSC Annual Meeting  
Post Office Drawer 451  
Spartanburg, SC 29304-0451  
864/699-5655  
E-Mail: [deborahbrown@butlermeans.com](mailto:deborahbrown@butlermeans.com)

*Legal Staff Professionals of South Carolina*  
**54<sup>th</sup> ANNUAL EDUCATION CONFERENCE CLE/CPE REGISTRATION FORM**  
**Saturday, April 6, 2019**

Hosted by Spartanburg County Legal Staff Professionals  
Summit Pointe Conference & Events Center  
805 Spartan Boulevard, Spartanburg, South Carolina

**Deadline for Registration: Friday, March 22, 2019**  
**NO REFUNDS AFTER March 20, 2019**

.....  
**CONTINUING LEGAL EDUCATION**

**9:00 a.m. – 10:30 a.m. TOPIC: Crime Scene Investigation Part I – Inquiry & Examination**  
**Speaker: Lieutenant Doug Harwell**

Lieutenant Doug Harwell is with Spartanburg City Police Criminal Investigations presenting a seminar on crime scene investigations – What police look for.

**11:00 a.m. – 12:30 p.m. TOPIC: Crime Scene Investigation Part II – Fact Finding & Analysis**  
**Speaker: Lieutenant Doug Harwell**

Lieutenant Doug Harwell is with Spartanburg City Police Criminal Investigations presenting a seminar on crime scene investigations – How evidence is processed.

*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 void in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.*

	<u>MEMBER</u>	<u>NON-MEMBER</u>
<b>I will be attending the following seminars:</b>		
_____ Crime Investigation Part I	___ \$20 for one CLE	___ \$25 for one CLE
_____ Crime Investigation Part II	___ \$30 for both CLEs	___ \$40 for both CLEs

.....  
TOTAL AMOUNT: \$ \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Certification (*i.e. PP, SCCP, PLS/CLP, etc*) \_\_\_\_\_  
CHAPTER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

Deborah League Brown, Certified PLS, PO Drawer 451, Spartanburg, SC 29304-0451  
[deborahbrown@butlermeans.com](mailto:deborahbrown@butlermeans.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***  
**ANNUAL MEETING AND EDUCATIONAL CONFERENCE**

**AGENDA**

**HOSTED BY SPARTANBURG LEGAL STAFF PROFESSIONALS  
HAMPTON INN AND SUITES AND  
SUMMIT POINTE CONFERENCE AND EVENTS CENTER  
Spartanburg, South Carolina  
April 5 – 7, 2019**

**FRIDAY, APRIL 5<sup>TH</sup>, 2019**

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

**SATURDAY, APRIL 6<sup>TH</sup>, 2019**

8:00 a.m. to 9:00 a.m.      Breakfast and Registration (breakfast free with hotel reservation)  
9:00 a.m. to 10:30 a.m.     Seminar – Crime Scene Investigation I – Inquiry & Examination  
10:30 a.m. to 11:00 a.m.    Break and Themed Auction Ticket Purchase  
11:00 a.m. to 12:30 p.m.    Seminar – Crime Scene Investigation II – Fact Finding & Analysis  
12:30 p.m. to 1:00 p.m.     Break and Themed Auction Ticket Purchase  
1:00 p.m. to 2:00 p.m.      President-Elect's Luncheon  
2:00 p.m. to 3:30 p.m.      Annual Meeting and Themed Auction

6:00 p.m.                      2019-2020 President's Reception  
7:00 p.m.                      Dinner and Installation of 2019-2020 Officers

**SUNDAY, April 7<sup>th</sup>, 2019**

7:00 am to 9:00 am          Breakfast (breakfast free with hotel reservation)  
9:30 am to 10:30 a.m.      Spring Membership Meeting

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ROOM RESERVATIONS CAN BE MADE BY THE  
**Booking Link:** <http://group.hamptoninn.com/LegalStaffProf>  
OR CONTACTING THE HAMPTON INN DIRECTLY AT 864-699-2222. THE DEADLINE FOR  
BOOKING IS MARCH 16, 2019. THE ROOM RATE IS \$124.00 PER NIGHT PLUS APPLICABLE  
TAXES.

REFERENCE: **LEGAL STAFF PROF**

HAMPTON INN & SUITES  
805 SPARTAN BOULEVARD, SPARTANBURG, SC 29301



**Legal Staff Professionals of South Carolina**  
**54<sup>th</sup> ANNUAL MEETING AND EDUCATIONAL CONFERENCE**  
**APRIL 5 - 7, 2019**

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

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

**Summit Pointe Conference and Events Center**  
**805 Spartan Boulevard, Spartanburg, 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:**

Saturday Meeting 8 a.m. to 1 p.m. 10

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

Type Exhibit: \_\_\_\_\_

Door Prize: \_\_\_\_\_

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

**DEADLINE: March 11, 2019**

MAIL FORM, AD AND CHECK TO: Deborah League Brown, PLS  
 LSPSC Annual Meeting  
 PO Box 451  
 Spartanburg, SC 29304

\*\*\*\*\*

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

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

Contact Kerry Ann Waldrop at [kerrywaldrop@butlermeans.com](mailto:kerrywaldrop@butlermeans.com) or Deborah L. Brown, PLS at [deborahbrown@butlermeans.com](mailto:deborahbrown@butlermeans.com) for pickup of your items in the Spartanburg area. Otherwise, mail your items to Butler, Means, Evins & Browne, PA, 234 North Church Street, Spartanburg, SC 29306



## *Legal Staff Professionals of South Carolina*

### ANNUAL MEETING 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.

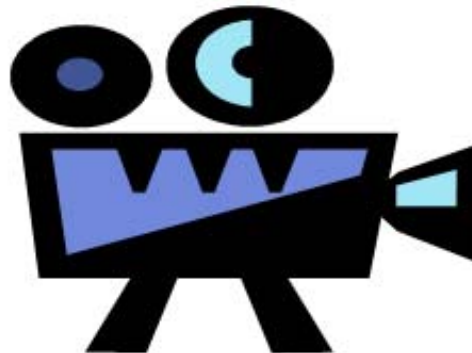
Fees for ads in the Annual Meeting program are as follows:

\$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 **March 11, 2019**, at the following address:

Deborah League Brown  
LSPSC Annual Meeting  
Post Office Drawer 451  
Spartanburg, SC 29304-0451

If you should have any questions, please call me at 864/699-5655 or email me at [deborahbrown@butlermeans.com](mailto:deborahbrown@butlermeans.com)





# LSPSC 2019-2020 SLATE OF OFFICERS

President.....	Tara J. Brown, PP PLS SCCP (Greenville)
President-Elect.....	OPEN
Secretary.....	Ann Marie Minerva, PP SCCP (Greenville)
Treasurer.....	Sonia L. Hunt (Orangeburg)
Functional Director –	
Certification/Education...	Naomi W. Nation, PP PLS CLA SCCP (Charleston)
Functional Director –	
Marketing/Membership...	Katherine R. Helms, PP SCCP (Midlands)
Immediate Past President...	Kerry Ann Waldrop (Spartanburg)

***\*\*Nominations for the open position of President-Elect will be taken from the floor at our Annual Meeting in Spartanburg on Saturday, April 6, 2019.***

## NALS 68th Annual Education + Networking Conference

 Map this Event  Tell a Friend

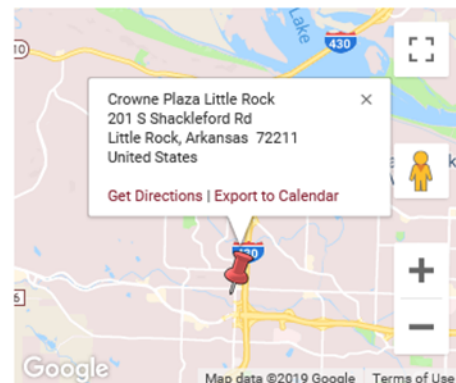


 9/26/2019 to 9/28/2019

**When:** September 26-28, 2019

**Where:** [Map this event »](#)  
Crowne Plaza Little Rock  
201 S Shackelford Rd  
Little Rock, Arkansas 72211  
United States

**Contact:** Lydia Goodner  
[Communications@NALS.org](mailto:Communications@NALS.org)



[« Go to Upcoming Event List](#)

**Save the Date!**





**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:**

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

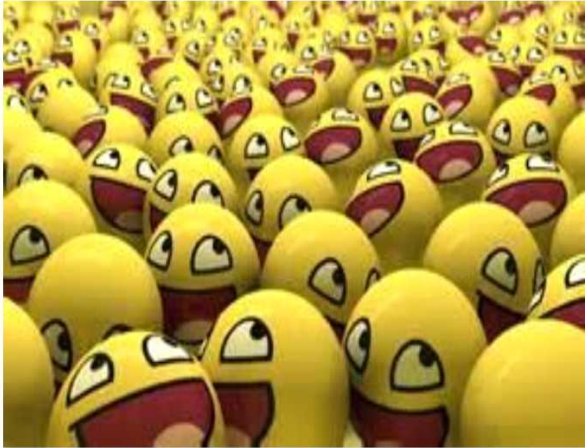
*\* Full Page advertisements include a web link to the business's webpage.*

**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: **Katherine R. Helms, PP**  
**LSPSC Functional Director of Marketing/Membership**  
**Gaffney, Lewis & Edwards, LLC**  
**3700 Forest Dr., Suite 400**  
**Columbia, SC 29204**  
**E-mail: [khelms@glelawfirm.com](mailto:khelms@glelawfirm.com)**

Payment Enclosed: \$ \_\_\_\_\_

*Visit our website at [www.lspsc.org](http://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: [khelms@glelawfirm.com](mailto:khelms@glelawfirm.com)
2. Submit payment and this form by mail to: **Katherine R. Helms, PP**  
**LSPSC Functional Director of Marketing/  
Membership**  
**Gaffney, Lewis & Edwards, LLC**  
**3700 Forest Dr., Suite 400**  
**Columbia, SC 29204**
3. Deadline for Happy Grams: November 4, 2018 (December issue)

---

Thanks for making someone's day a happy one.

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

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

Email: \_\_\_\_\_

Size: \_\_\_\_\_

Enclosed Payment: \$ \_\_\_\_\_

# Chapter Reports

## Legal Staff Professionals of the Lowcountry

**Naomi W. Nation, PP, PLS, CLA**  
**2018-2019 President**

Spring is right around the corner and Legal Staff Professionals of the Lowcountry (LSPL) is gearing up for another Spring CLE. We have got a few ideas in the burner and hope to finalize plans before May 2019.

The 2019 Annual Meeting in Spartanburg is the “buzz” word for now. We are looking to increase LSPL’s attendance at the State meetings. Kudos to those who attended the Winter Meeting and CLEs. Thanks again to the Columbia chapter and the State Board for coordinating another successful membership and educational meeting.

We highlighted our September 17, 2018, local meeting with a wonderful topic on Pre-Trial Intervention. Our guest speaker, Ty Falconer, the PTI Coordinator for Berkeley County, brought some interesting facts regarding requirements and the legal elements of pre-trial interventions and the effects on one’s criminal history. We enjoyed having Ty, as he stayed with us for the full meeting.

What a great time we had at our January 14, 2019, local meeting! We had the best attendance and a very interesting discussion on ethics. It was refreshing to have in attendance our own Amy Johnson, a first-timer member, and Shene Hawk, a guest from Yarborough Applegate LLC. Looking to see both of them at future meetings.

Plans are in the making for installing our 2019-2020 officers. The slate of officers for LSPL is as follows:

Amy Baker	President/ Functional Director
Chrisanne Porter, PLS	Membership/Marketing
Cheryl LeGrand	President-Elect
Paula Taylor, PLS	Secretary
Amy Johnson	Treasurer
	Functional Director – Education

Naomi Nation, PP SCCP Past President/  
Parliamentarian

Looking forward to seeing everyone in Spartanburg!

## Legal Staff Professionals of the Midlands Sharon K. Wotherspoon, CLP

The Holidays are behind us and the new year for LSPSC and Chapters is moving in fast. In line with that the Chapters will be holding their elections for new officers and new ideas will be pushing forward. LSPM was busy the last couple months of 2018 with serving Thanksgiving Dinner to the residents of The Finlay House – a Retirement Home in Columbia – which is something the Chapter has done for over 30 years. We had our annual Holiday Dinner at LongHorn’s Steak House and aside from our members we also had a couple husbands join the festivities. The fun game of take a number, pick a gift had everyone very pleased with their “surprise” gift. In the spirit of Christmas, LSPM also made a large donation to the Ronald McDonald House in the way of much needed supplies such as Paper Towels, plastic ware, freezer bags and over \$500 in cash and checks. More supplies/money were collected this past Saturday at the Winter Membership Meeting and for those items we Thank You!! (and Ronald McDonald House thanks you too).

LSPM has enjoyed a very healthy membership roster this year even though we are down from 27 to 25. We had one member retire and another changed her status to Member-at-Large because of having to relocate and there not being a Chapter nearby – but at least she’s still a NALS member!! We continue to work diligently to market our Chapter and State/National associations and are always happy when we get a request for more information – that will soon equal new members!!

Looking forward to seeing members who were not able to attend our Winter Membership Meeting when we have our Annual Meeting in





*Front: Amy Baker and Cheryl LeGrand  
Back: Naomi Nation and Ty Falconer (Guest Speaker)  
LSPL September 2018 Meeting & CLE on Pre-Trial Intervention*



Spartanburg, SC in April – which is JUST around the corner.

**Legal Staff Professionals of Orangeburg**  
**Mary Kay Oliver**

Hope all of you are keeping warm during this cold weather. Hang in there as spring will be here before you know it. We all enjoyed our Christmas get-together at President Lauritza's house. Lots of good food and fellowship. So glad that Lauritza is feeling better and know she is anxious to get back to work. All of us in LSPO wish to thank our past president Sonia Hunt for filling in during Lauritza's absence and keeping our group on track. Great job Sonia! Our January meeting was a planning meeting and we did not have a speaker. We discussed upcoming elections of officers for our group, community projects and speakers for our meetings. There was an interest by our group in having speakers speak to us on the new e-filing system the Orangeburg County Clerk of Court's office has implemented and new rules regarding child support payments. Looking forward to seeing everyone at the upcoming annual meeting.





# Meet Our Members



Name: Mollie Lenzi

Local Chapter: Hilton Head Legal Staff Professionals

Join Date: 12-11-18

Position/Occupation: Legal Assistant

Firm/Company: Mikkelson Law Firm

Current Certifications: None, yet!

Education/Legal Experience: Bachelors Degree in Psychology

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

How did you become involved working in the legal profession? My best friend is a Paralegal

What do you enjoy most about working in the legal profession? Everyday you learn something new

If you were not working in the legal profession, what would you be doing? Vacationing all day, everyday

Spouse/Significant Other/Children (Family): My fiance', Adam

Hobbies/Extracurricular Activities: I love a good Instagram photo! 😊

Where do you see yourself in five years? Married, kids, happy!

I want nothing more than to be happy in my personal life, as well as my professional life. It is important to have balance!



# Meet Our Members-Continued



Name: Lori Ignacio  
Local Chapter Member at Large—Myrtle Beach, SC  
Join Date: July 2018  
Position/Occupation: Legal Assistant, Paralegal, Advocate  
Firm/Company: South Carolina Legal Services  
Current Certifications: Scheduled for PP in April 2019

Education/Legal Experience: AAS in Applied Science /Paralegal Studies Horry-Georgetown Tech

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

How did you become involved working in the legal profession? I have always wanted to be an Attorney when I was young. I got into the restaurant business and once my children were grown, I decided it was time to go back to school. I finished my degree in 2017. I started my position with Legal Services in August of 2018.

What do you enjoy most about working in the legal profession? Helping people! The fast-paced environment and the organization and learning potential. \_\_\_\_\_

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

Spouse/Significant Other/Children (Family): Richard Rodrigue-husband, 3 grown children and 4 grandchildren

Hobbies/Extracurricular Activities: Studying for the PP exam!! Reading, playing with grandbaby.

Where do you see yourself in five years? 120 lbs!!! haha Hopefully in a leadership position as a Paralegal and many certifications after my name



# Meet Our Members-Continued



Name: Nicole Suarez

Local Chapter: Midlands

Join Date: September 12, 2018

Position/Occupation: Legal Assistant

Firm/Company: Burr Forman McNair

Current Certifications: Studying for the Professional Paralegal exam in March

Education/Legal Experience: A.S. in Paralegal Studies, Midlands Technical College & B.S. in Legal Studies, South University; three years Paralegal work experience and currently on the Program Action Committee for the Paralegal & Legal Studies program at South University

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

How did you become involved working in the legal profession? I first went to South Carolina School of Real Estate and Real Estate Law is what first got my attention

\_\_\_\_\_

What do you enjoy most about working in the legal profession? Seeing lawyers win cases we worked hard on for our clients

\_\_\_\_\_

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

Spouse/Significant Other/Children (Family): I have my mother, grandmother, older sister and extended family here in South Carolina and I have an identical twin sister who lives in Tampa, FL who works at the new First Citizens branch in Tampa

Hobbies/Extracurricular Activities: I love art & drawing, dancing, running, & yoga. I am also an advocate for the American Foundation for Suicide Prevention

Where do you see yourself in five years? In five years I will have my Masters in Public Administration, have formed a non-profit agency that helps meet needs in our communities and be a Senior Paralegal





# Meet Our Members-Continued



Name: Pamela Bennett  
Local Chapter: Midlands  
Join Date: September 18, 2018  
Position/Occupation: Paralegal  
Firm/Company: Willson Jones Carter & Baxley PA  
Current Certifications: NALS Certified PP, SCCP

Education/Legal Experience: Associate's Occupational Science in Medical Management and 6 years of legal experience.

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

How did you become involved working in the legal profession? I worked as a legal secretary in 2004 for a firm in Chester County, SC and decided to go into the medical field, after being convinced by my mom. For the next 8 years I worked as a unit secretary and then as a medical assistant. I obtained my phlebotomy certificate and then decided I wanted to go to school to get a degree so I could become a certified medical assistant. I graduated in 2010 and sat for the certification exam through the National Association for Health Professionals. I passed with flying colors and became a Nationally Registered Certified Medical Assistant. I continued working as a medical assistant and after dealing with Workers' Compensation patients and patients trying to get disability, I realized I wanted to do more to help them so I made a career change.

What do you enjoy most about working in the legal profession? I can use everything I have learned about medical and incorporate it into the legal profession. I feel like I am really using all of my knowledge in both fields and that gives me a sense of accomplishment and happiness.

If you were not working in the legal profession, what would you be doing? I would more than likely go back to school and become a registered nurse so I can still help people who need care.

Spouse/Significant Other/Children (Family): I have been married to my best friend and soul mate, Troy Bennett, for almost 22 years. We have three children: Alex, 19; Valory, 17, and Chloe, 15.

Hobbies/Extracurricular Activities: I love singing in my spare time, fishing, and soon I will be metal detecting with my husband in hopes to find some awesome treasures!

Where do you see yourself in five years? I still hope to be at Willson Jones Carter and Baxley enjoying what I do and making differences in peoples' lives.



(Continued from page 2)

creating a sense of comradery between coworkers, these can be seen as overly casual in many contexts.

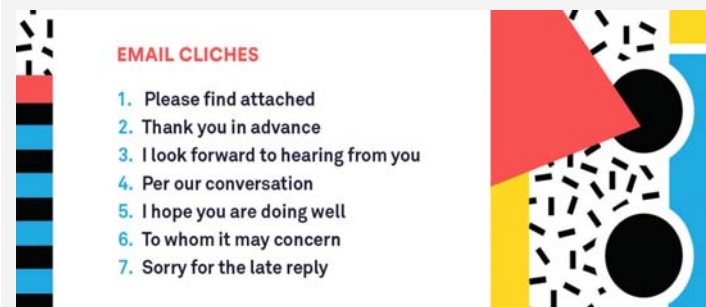
“Be careful in new relationships. The intelligent use of emoticons in emails can help you be more understood. At the same time, a lot of people will read it as unprofessional, so until you’ve established that relationship, you want to be careful with how you use it. Take care and think about it,” says Post Senning.

## 5. Cliches

Not all email cliches are cardinal sins. Certain aspects of your emails are bound to be a little formulaic. After all, most emails have the same basic structure, and there are phrases that you may use to ensure clarity or cover your bases. But if you’re going to repeat phrases, make sure they have a clear purpose.

As Kiera Wright-Ruiz, a social media manager at Google’s Local Guides puts it, “Even though I always repeat, ‘please let me know if you have any questions,’ I actually do want to know if they have questions.”

However, most of the time, you’ll want to edit out cliches whenever possible since they can make people tune out. Here are the top seven to avoid:



**What to do instead:** Try reading the draft for cliches, tone, and voice to more effectively communicate your message while keeping the reader engaged. Ask yourself: If your boss (or mom) read this email, would you be happy with it? If the answer is yes, then you’re on the right track.

## 6. Repetition

People often repeat words within the same paragraph, twice in two sentences, or just too close together to go unnoticed. While it’s not the worst offense, it’s another thing that can make a reader tune out.

Here are the most commonly repeated words to avoid:



### WORDS COMMONLY REPEATED

- |                |             |             |
|----------------|-------------|-------------|
| 1. only        | 8. also     | 15. order   |
| 2. account     | 9. find     | 16. still   |
| 3. like        | 10. just    | 17. even    |
| 4. always      | 11. take    | 18. date    |
| 5. issue       | 12. message | 19. request |
| 6. information | 13. website | 20. cost    |
| 7. item        | 14. send    | 21. report  |

**What to do instead:** Try reading your draft out loud, using the text-to-speech function on your phone, or running it by a colleague before sending it off. Grammarly can also help you catch these repeated or overused words.

## 7. Robotic language

Email may be a descendant of snail mail, but that doesn’t mean your messages should sound like an old-timey version of your. In fact, emails should sound like the person who is writing it. So using phrases that sound like something out of a Victorian novel isn’t the best move if you want to connect with the reader.

“Let’s face it: Nobody wants to read a college textbook. You want to read a blog or an article or a real conversation. They’re a person, they’re not a robot. So use language that sounds like something you would say if you’re just sitting in a coffee shop,” says copy chief Schafer.

**What to do instead:** You can get a more natural effect by pretending you’re writing to a friend or having a conversation with a friendly acquaintance. For example, you probably wouldn’t say something like, “Greetings” and “I hope the weather is fair where you are” if you were meeting someone for coffee. You’d say something like, “Hi” and “Thanks again for your time.”

## 8. Overuse of exclamation points!

Enthusiasm is great. But in certain contexts, the overuse of exclamation points can do more harm than good. This is especially true if you’re forging a new relationship or contacting someone outside of your company. You are, after all, a representative of your work when you use a company email address. But people love exclamation points, and they’re still something that many people rely on to convey a positive tone.



(Continued on page 26)

(Continued from page 25)

For example, here are the most common sentences and words people use with exclamation points in emails:

**SENTENCES WITH ! MARKS**

1. thanks!	1. hello!
2. thank you!	2. greetings!
3. have a great weekend!	3. hi!
4. good day!	4. good morning!
5. hello!	5. have a great day!

**WORDS WITH ! MARKS**

1. you!	1. much!
2. thanks!	2. soon!
3. day!	3. well!
4. weekend!	4. great!
5. it!	5. us!

**What to do instead:** After you've written your draft, do a quick search for exclamation points and use your judgment to determine which (if any) to keep based on your relationship with the recipient. As a general rule, try to keep it to one or two per email with colleagues.

### Next-level email moves

Once you've got the basic structure and you know what mistakes to avoid, it's time to focus on making your drafts stand out from the myriad emails most people get every day. Here are four strategies to take yours to the next level:

### Think positive

Sending an email that is remotely negative, or even neutral, can put you in a tricky place. And as with any written communication, there may be room for misinterpretation.

"In the absence of other information, our interpretation often defaults to the negative," explains communication-etiquette expert Post Senning. "When you're talking about negative communication, you're [missing] the information that is tone of voice, the twinkle in your eye, the good humor that you intend something with or even the genuine care or concern with which you're offering critique. So be really careful. When something reads as negative to you it probably comes across as even more negative to someone else."

### Personalize each interaction

You wouldn't want to get an email that reads, "Dear [client]," or which references your work in public relations when you're actually in sales, because it would immediately show that the sender is either mass emailing you, or they didn't do the proper research to find the right contact. Similarly, you'll want to make sure that every email you send is crafted specifically for the recipient and that you're sending it to the right person.

So even though it may be tempting to use templates, it's

important to personalize it and keep in mind the communication style of the recipient before hitting send. To accomplish this, a quick Google search or a peek at the recipient's LinkedIn or Twitter feed can do wonders. Before sending, try putting yourself in the recipient's shoes for a gut-check on tone and content.

### Follow up—in good time

If you're sending an email, you're likely looking for a timely response. But with the large amounts of emails most people sort through each day, things can end up getting lost. As a general rule, a follow-up message should never come less than 24 hours after sending the initial email.

In other words: Don't be the person who sends a follow-up request two hours after sending your email. In extreme cases, that kind of behavior can even get you blocked. "When you're taking more time and actually caring about the person on the other side of the email, you're immediately going to see a much higher response rate. I had to learn that the hard way," says copy chief Schafer.

### Make it easy on the eyes

Most of the messages you send will likely be on the shorter side, which is great for rapid responses and getting things done. But for longer emails, scannability is the name of the game. That's when things like bolded font, bullet points, underlined sentences, and a TL;DR (too long, didn't read) section come in handy.

There are a lot of factors to keep in mind when composing an email, and there's a wide margin of error. But after all is said and done, it isn't about perfection. It's about effective communication.

"I think people feel this pressure that you need to be this perfect communicator with this huge vocabulary and these perfectly structured sentences. And I don't know that that's always the case because you're just two people, communicating," says freelance writer Boogaard.

\*



# Spring Cleaning Tips

## **Remove water stains with lemon for a natural faucet fix**

This spring, make faucets clean and sparkly by rubbing a lemon half on the water stains. The citric acid helps remove hard water marks. Then, use the other half of the lemon for our next tip.

## **Clean your microwave by heating lemon juice and rinds in water**

Cut a lemon into halves, squeeze the juice into 1/2 cup of water and drop the rinds into the mixture. Microwave for three minutes and let it stand for five minutes without opening the door. The trapped steam will loosen the grime, so you can wipe the microwave clean with less elbow grease.

## **Use white vinegar to beat shower head buildup**

Looking for more natural ways to clean your bathroom? Vinegar can dissolve the mineral deposits accumulate in showerheads over time, causing reduced pressure and water flow. Fill a plastic bag with white vinegar, secure it over the showerhead with a rubber band and leave it overnight to get rid of buildup. Just be sure to run the shower before you hop in, or you risk smelling like vinegar all day.

## **Clean stainless steel sinks with baking soda**

Simply wet your sink and faucet, sprinkle baking soda, and scrub with a sponge. If you need more heavy-duty scrubbing power, add salt to the baking soda.

## **Use newspaper to clean dirty windows and mirrors**

Mix ¼ cup of white vinegar, 2 cups of water and 2 teaspoons of liquid soap into a spray bottle. Spray the mixture onto the glass and scrub with newspaper for a streak-free window or mirror. The ink acts as a mild abrasive and allows you to make use of old newspapers.

## **Organize your fridge and cabinets with rotating turntables**

Don't limit rotating turntables and Lazy Susans to your tabletops. After discarding old condiments and spices, organize your pantries and refrigerator with this useful storage hack.

## **Place a wet dryer sheet on your ceramic stovetop to remove burnt-on residue**

Dryer sheets are non-abrasive and a great way to remove burnt-on food from your stove. Place the wet dryer sheet on your stovetop at least 15 minutes before rubbing the gunk away.

## **Clean your grill with an onion.**

Get your grill cleaned up and ready for the warm weather. First, heat it up and spray some white vinegar onto the grates to help loosen the residue. Then, scrub the area firmly using half an onion. The acid from the onion will rid your grill of any leftover remnants.

## **Let coffee filters do more than put a spring in your step**

Does your TV screen or computer monitor show fingerprints, smudges and dust? The fiber in coffee filters is gentle enough to rub them away, even on delicate TV screens. Just don't press too hard!

## **Unpack and stack your spring/summer clothes vertically**

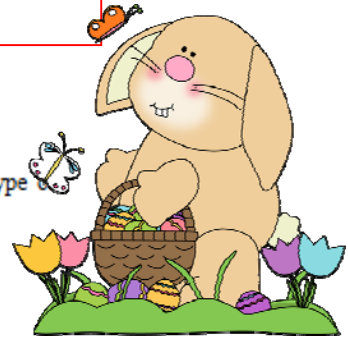
Are your dresser drawers a mess? Instead of putting away folded clothes flat, stack them vertically for easy access.

## **Use cream of tartar to clean toasters and tea kettles**

Combine 1 tsp of cream of tartar with just enough water to create a milky paste. Rub the solution onto your stainless steel appliances and wipe away to reveal their original shine.



## Spring Cleaning Tips (continued)



### **Know your couch or rug before cleaning it.**

Don't ruin your upholstered furniture by using the wrong cleaner. Not all manufacturer labels state what type solvent to use. Familiarize yourself with the cleaning codes below.

Upholstery Cleaning Labels:

W: Use water-based cleaning solutions.

S: Use dry-cleaning solvents. Do not saturate. Do not use water.

S-W: Use water-based cleaners or dry-cleaning solvents.

X: Use a vacuum or brush only.

### **Use a window squeegee to scrape pet hair from your carpet or rug**

The rubber edge of the squeegee is a great tool for gripping and removing pet hair from your rug. Use a firm grip and make sure to clean up the excess hair as you go. Finish by running the vacuum to catch any hair still on the surface.

### **Avoid scratching floors by placing clean towels under furniture while rearranging**

Looking to freshen up your home by rearranging furniture? Slide heavy pieces like couches and tables easily and without damage by placing folded, clean towels under each end of the furniture.

### **Use Velcro strips to keep drawer organizers in place**

Attach the grippy strips to one end of your drawer and the other to your drawer organizers. This keeps the organizers in place, but lets you remove them when needed.

### **Put the spring back in your dirty keyboards with cotton swabs**

If certain keys or sticking, or your entire keyboard just doesn't have the same pop that it used to, chances are dirt and crumbs are the culprits. Sweep cotton swabs between your keys to dislodge dust and grime. And for a real deep clean, use compressed air to blast away any leftover dust, and follow it up with one more sweep through your keys, this time using a cotton swab dipped in rubbing alcohol to kill germs.

### **Use a dustpan to help fill a large mop bucket**

Not all mop buckets fit in bathtubs or sinks. If your bucket is too large, try using a dustpan as a spout by placing it flat on your sink to transfer water to the bucket. This handy hack is also helpful for other large containers you want to fill.

### **Use a butter knife to clean air vents**

Don't let that dust build up for another minute; use a butter knife to reach those tough get places between and behind your vents. Simply wrap the knife in a rag and wipe between the slats. Then, open the windows and run your central air to fill your home with fresh spring air (just be sure your heat or AC isn't on while you're running the fan).

### **Wrap a towel over a broom to clean hard-to-reach places**

Cobwebs and dust can collect in room corners and on ceiling fans. Wipe them away by securing a towel over the bristle end of a broom with a large rubber band. The dust and cobwebs stick to the cloth.

### **Recycle old socks to use as dusting mitts**

Cotton is a great fabric for trapping dust particles. Try using a (clean) pair of socks as dust mitts and you'll have more control over where dust goes.



Hilton Head Legal Staff Professionals welcomes its newest member

Christine Vandenberghe of Burr Forman McNair



(Left to right: Christine Vandenberghe, Susan Olmstead, FLS)

## STAY CONNECTED TO LSPSC . . .



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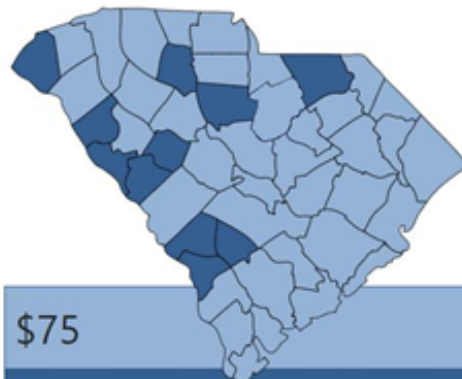
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**CAREER CONNECTIONS, INC.**

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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE 2018-2019 WINTER MEMBERSHIP MEETING  
SATURDAY, JANUARY 26, 2019  
COLUMBIA, SC**

The Winter Membership Meeting of Legal Staff Professionals of South Carolina for the year 2018-2019 was held on Saturday, January 26, 2019, at Nelson Mullins Riley & Scarborough, LLP in Columbia, South Carolina.

**CALL TO ORDER:** President, Kerry A. Waldrop, called the meeting to order at 1:45 p.m. She reminded everyone to check in with the Credential Chairperson, Lois J. Belle, PLS. She asked members to turn off all cell phones and electronic devices while in the meeting room. She asked that each chairperson giving a report come to the lectern. She also requested members addressing the meeting to please stand and give their name, certification and chapter, and to please speak loudly and clearly to ensure proper identification in the minutes of the meeting. President Kerry introduced herself to the membership as the 2018-2019 LSPSC President.

**THOUGHT FOR THE DAY:** Naomi W. Nation, PP, PLS, SCCP, CLA, read an inspiring verse concerning discipline from the book, *One Day My Soul Just Opened Up: 40 Days and 40 Nights Toward Spiritual Strength and Personal Growth* by Iyanla Vanzant.

**PLEDGE OF ALLEGIANCE AND CODE OF ETHICS:** President Kerry asked the members to please rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Katherine R. Helms, PP, SCCP, Functional Director of Membership/Marketing lead the Pledge of Allegiance and Ann Marie Minerva, PP, SCCP, Functional Director of Education/Certification presented the NALS Code of Ethics.

**WELCOME:** President Kerry welcomed everyone to the 2019 Winter Membership Meeting. She thanked the members of Legal Staff Professionals of the Midlands for hosting the membership meeting. She also stated that we all appreciate the time and hard work they put into organizing this meeting for LSPSC.

President Kerry asked that any member attending their *first* LSPSC membership meeting to please stand and give their name, certification, and chapter, and welcomed them. She stated that she hoped they would make plans to attend future LSPSC meetings. Samantha Beaver, Lori Ignacio and Traci Wolfe announced that they were first timers. Samantha Beaver and Lori Ignacio announced that they were *members-at-large*. She thanked Tabitha Hanna, paralegal from Honda North America for visiting and hoped to see her again at the next LSPSC meeting. President Kerry acknowledged the 11 *past presidents* in attendance.

**INTRODUCTION OF LSPSC OFFICERS FOR 2018-2019:** President Kerry introduced the officers of LSPSC for the 2018-2019 as follows:

- President.....Kerry A. Waldrop (Spartanburg)
- President-elect..... Tara Jean Brown, PLS, PP, SCCP (Greenville)
- Secretary..... Lauritza S. Hill (Orangeburg)
- Treasurer.....Deborah L. Brown, PLS (Spartanburg)
- Functional Director – Education/Certification..... Ann Marie Minerva, PP, SCCP (Greenville)
- Functional Director – Membership/Marketing.....Katherine R. Helms, PP, SCCP (Midlands)
- Immediate Past President..... Sonia L. Hunt (Orangeburg)



**PRESIDENT'S REMARKS:** President Kerry stated that she did not have a speech but reminded members of her Theme - TAO, *Together as One*. She stated that it is amazing what the Association has accomplished regarding the increase of our membership to 99 members at present. She also reminded new members to take the time to learn from our more seasoned members. She asked attendees what brought them to join NALS and among the responses were: networking with people in the same careers, education, and helping to build confidence. Members stated that what has kept them here was learning a lot about themselves and the friendships that have been made.

**BUSINESS MEETING:** President Kerry reminded the membership that any member of LSPSC may offer motions, second motions, and enter discussions. All motions should be reduced to writing, and Sonia L. Hunt, Immediate Past President/Parliamentarian, has forms for this purpose.

**ROLL CALL:** Lois J. Belle, PLS, Credentials Chairperson provided us with our roll call attendance. Lois reported 23 members present and 13 represented a quorum, which is one member over one-half. Two-thirds of the members were 15.

**CONSENT AGENDA:** President Kerry stated that at the beginning of this meeting, all members were provided with information in the Consent Agenda packet for review. The Board approved these items at its meeting on Friday, January 25, 2019:

Minutes of the Summer Membership Meeting (2018-2019)  
Treasurer's Second Period Report (2018-2019)

President Kerry stated that the membership meeting minutes were published in the December, 2018 edition of the *Spotlight* and the board meeting minutes have been posted to the Member's Only Section of the LSPSC website. She asked if there were any comments or questions regarding the items approved by the Board, and there were none. The above items were approved by consent. President Kerry noted to members that the Board Meeting Minutes, as well as the Handbook and Budget, will continue to be made available to the Membership through the Members' Only portion of the website. The first incentive drawing was held, and Traci Wolfe was the winner of \$50.00.

#### **REPORTS FROM ELECTED OFFICERS:**

**President Kerry Ann Waldrop.** President Kerry reminded members if they are not receiving the @Law, NALS Docket, NALS e-news, or *Spotlight* (if you have requested a hard copy by mail), make sure your address is updated on the NALS website. Please visit [www.NALS.org](http://www.NALS.org) to update your membership profile and enter your CLE hours. President Kerry reminded members that the *Spotlight* deadline for the March issue is February 1, 2019, and she encouraged chapter advertisements/happy grams ads. She thanked membership for allowing her to attend the NALS Annual Conference in Phoenix, Arizona, and her Report was in the December 2018 *Spotlight*. President Kerry acknowledged the three recipients of the free NALS exam offered by LSPSC - Jasmine Williams, Samantha Beaver and Lori Ignacio. She acknowledged that there was one first timer registration winner, Pam Bennett. Unfortunately, she was unable to come to this meeting. She also asked that members keep Elaine Sumerel and Cynthia Stephens in their prayers.

**President-elect Tara Jean Brown, PLS, PP, SCCP.** Tara informed members her Report was printed in *Spotlight*. She also informed members that she is there to assist and serve as liaison with local chapters. Tara encouraged members to participate by considering service on a LSPSC committee. She stated she will contact members once there is a slate of officers. Tara also reminded members that we are a professional organization and should not place anything unprofessional on the LSPSC Facebook page, such as bashing your attorney or discussing salaries or political views. Tara also stated that while we cannot censor members' personal Facebook pages, members should

be careful about what they post. It was suggested by member Jamie Early that a statement be prepared and sent to the chapters to upload to their Facebook pages.

**Secretary Lauritza S. Hill.** Lauritza thanked members for all their phone calls, cards of encouragement and emails while she was out on leave after surgery. Lauritza reminded members, who have not done so, to please send her signed reports for the permanent records. She also stated that with the minutes approved by consent, she will have them signed and scanned in the permanent records. She reminded members that the Board Minutes are posted on the Members' Only page of our website. She also reminded members that Committee reports for the Annual meeting will be due by March 23, 2019.

**Treasurer Deborah L. Brown, PLS.** Deborah stated that the NALS Foundation contribution has been sent to NALS as budgeted, and where you see the \$200, that was because there was an oversight on the payment last year and that has been paid this year. There were no other questions. She asked that members make sure they place their certifications in the order wanted on the registration form as this helps to make sure we have the correct certification information for name badges, sign-in sheets, and other purposes.

**Immediate Past President/Parliamentarian Sonia L. Hunt.** Sonia noted that we had guests sign-in today for the meeting and that was something that may not have been done before, but would be beneficial to us in keeping up with visitors. She has the motion forms.

President Kerry noted that the Functional Directors' reports will be given with the Committee Reports. The second incentive drawing was held, and Betty Parks of Hilton Head was the winner of \$25.00.

#### **COMMITTEE REPORTS**

President Kerry asked that the 2018-2019 Committee chairs please stand and give their reports when called upon. The reports were as follows:

**Annual Meeting 2019, Kerry A. Waldrop/Deborah L. Brown, PLS.** Kerry stated that the Annual Meeting will be held April 6, 2019, in Spartanburg at the Hampton Inn and Suites-Summit Pointe Conference and Events Center, on Spartan Blvd. The room rates are \$124. Lt. Doug Harwell, of the Spartanburg Police Department, is the speaker for the CLEs on Forensics. An interactive murder mystery is planned at the banquet, and Kerry said that more information will follow soon. The registration information will be in the *Spotlight*.

**Award of Excellence, Susan L. Olmstead, PLS/Carlene Kilgore, PLS/Meredith Lazarski, ACP, SCCP.** Susan stated that the application is in the packet and they have received some applications already, but look forward to receiving more. The deadline for applications is March 1.

**Certification/Education, Ann Marie Minerva, PP, SCCP.** Ann Marie gave a recap on the speakers, Julie Martino, Esq., from the Office of Disciplinary Counsel of the SC Supreme Court presented a CLE on Ethics for Non-Lawyers and her charity was Sister care. Peter Leventis, IV, Esq., of Chappel Smith & Arden, Certified Circuit Court Mediator, gave a presentation on Mediation in South Carolina and Confidentiality in General, and his charity was PAWS an animal welfare society. There were 26 attendees at the CLEs. She reminded members that webinars continue to be offered online with NALS and members should take advantage of the CLEs. She also reminded members about the CLE award and members need 60 hours of CLEs over a three-year period to be eligible for the award.

Ann Marie gave an update on the number of NALS/State members with certifications. There were 13 with state certifications. She also asked that members send her a copy of their certifications with their name and chapters. Ann Marie recognized recipients of the free NALS certification exams from LSPSC. They were: Jasmine

Williams, Samantha Beaver, and Lori Ignacio. She also recognized all new ALP/PLS/PP/Special Certifications and re-certifications. There were four new PPs: Anne Beaudette, Pamela Bennett, Cristy Bradley, and Eliza Mecaj. She reminded members of the upcoming application deadlines and exam dates, and promoted members getting certified.

**Community Projects, Jimi L. Bullard, ALP.** Report was in the Spotlight and \$110.00 was received for the Ronald McDonald House.

**Credentials, Mary Kay Oliver/Lois Belle, PLS.** Lois had no further report.

**Employment, Deborah J. Reynolds, Certified PP, PLS /Patti Bacon.** Patti stated the report was in the *Spotlight*.

**Finance, Jamie I. Early, PP, PLS, SC Corporate, SCCP/Sharon K. Wotherspoon, CLP.** Sharon and Jamie stated that \$404.00 was collected.

**Financial Review, Susan Olmstead, PLS/Judith Morgan-Glenn.** Susan stated the report was in the packet.

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

**Historian, Sonia L. Hunt.** Sonia stated that her history is included in the Handbook and if you have any changes to your mailing addresses or email addresses to please let the Handbook person know and to update same on the NALS website as this is what the Board uses to communicate with members.

**Membership and Marketing, Katherine R. Helms, PP, SCCP.** Katherine stated her report was in the *Spotlight*. However, she stated that we currently have 99 members. There are 5 members-at-large, 11 Charleston (Low Country), 26 Columbia (Midlands), 29 Greenville, 12 Hilton Head, 6 Orangeburg, and 10 Spartanburg. She encouraged members to provide member and new member questionnaires for the *Spotlight* and to coordinate with Katie Johnson for posting on the Website. She also encouraged members to send articles/pictures to *Carolina Paralegal News* and the next deadline for their March issue is February 16, 2019. She also asked members to send her any suggestions they have for promotional items. She also encouraged *Spotlight* advertisements from chapters. She also stated that there is a member incentive to attend the Annual Meeting with full registration in exchange for a report. She has received a report from Angel Reid and Jenn Ott from the last incentive. The details will be in the *Spotlight*.

**NALS Foundation, Jan W. Berger, ALP.** Jan's report was in the Officers and Committee packet.

**Nominations and Elections, Meredith Lazarski, ACP, SCCP.** Her report is in the *Spotlight*.

**Publication, Susan Church, Lois J. Belle, PLS, and Cristy Bradley, PP, SCCP.** Lois thanked everyone for sending in items on-time and the deadline is February 1, for the *Spotlight*. The *Spotlight* will have to be out no later than March 4, since the Annual Meeting is about four weeks early this year. Susan will need the time in order to have the *Spotlight* published according to the Standing Rules. She stated to please send your ads in on time.

**Scholarship, Debra H. Bailey, PLS/Linda S. Wilson, PLS.** Deborah stated that the report is in the packet. There is a \$1,000 scholarship. They have three great judges and if you have any scholarship information to add, let her know.

**Scrapbook, Lauritza S. Hill/Sonia L. Hunt.** Lauritza stated the report was in the *Spotlight* and to please send her and Sonia lots of pictures for Kerry's scrapbook.

**Standing Rules and Bylaws, Sonia L. Hunt.** Sonia indicated that there are a few minor changes to the Standing Rules which she will be sending to the membership. These changes will be voted on at Annual Meeting.

**Technology, Katie M. Johnson.** Katie stated she had no report, but send her any items you have for posting to the website.

The third incentive drawing was held, and Katie Johnson of Greenville was the winner of \$75.00.

**UPCOMING MEETINGS.**

President Kerry stated that the upcoming meetings were as follows:

**LSPSC 54th Annual Education Conference – April 5-7, 2019**

Hampton Inn & Suites and Summit Pointe, Spartanburg, South Carolina

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

September 28, 2019 – Little Rock, Arkansas

**Hosting Chapters for Annual Meetings**

- 2019 Spartanburg County Legal Staff Professionals
- 2020 Legal Staff Professionals of the Lowcountry
- 2021 Legal Staff Professionals of the Midlands
- 2022 Legal Staff Professionals of Greenville
- 2023 Hilton Head Legal Staff Professionals
- 2024 Legal Staff Professionals of Orangeburg

**NEW BUSINESS**

**Elections for 2019-2020 LSPSC Board of Officers:**

President Kerry stated that the membership received an official call for nominations for the 2019-2020 Board of Officers on November 1, 2018. The deadline for nominations was November 15, 2018. We had numerous nominations, however, after receiving acceptance and decline forms, there are three vacant positions. She asked that the notice requirement for a call for nominations be set aside so that we can proceed with taking nominations for the position of President-elect, Treasurer and Functional Director of Certification/Education. Deborah Brown, PLS, made a motion to set aside the notice requirement which was seconded by Stacy Russo-Strobel, PP, PLS. The motion carried.

President Kerry stated the nomination slate is as follows:

- President-elect
- Treasurer
- Functional Director of Certification/Education

President Kerry asked if there were any questions or comments before the floor was opened for nominations. There were no questions. She opened the floor for nominations for the office of **President-elect** and stated:

A member seeking the office of **President-elect** shall have been a member in good standing for three (3) years; shall have served this Association for at least two (2) years as an elected officer; must have



attended State Membership Meetings and Annual Meetings, as of the date for call for nominations; and shall have been active in his/her local chapter as approved by his/her Chapter Board and verified by a Chapter Board member to the State Nominations and Elections Committee Chair, who will be responsible to provide a “verification of qualification” form to Chapter Presidents.

A member seeking the office of President-elect shall assume the duties of president in the absence of the president, is a signer on all bank accounts, and shall perform such other duties as are assigned by the president or the board of directors. All matters of violation of the NALS Code of Ethics and Professional Responsibility shall be referred to this officer for attention.

There were no nominations for President-elect. President Kerry stated that the nominations for the Office of President-Elect will remain open until the Annual Meeting in April.

President Kerry then opened the floor for nominations for the office of **Treasurer** and stated that:

A member seeking any other state office or functional director position shall have been a member in good standing for two (2) years; shall have served as an officer on the local level for at least one (1) year; must have attended at least one (1) state membership meeting and one (1) state annual meeting as of the date for call for nominations; and shall have been active in his/her local chapter as approved by his/her local chapter board and verified by a local chapter board member to the state nominations and elections committee chair, who will be responsible to provide a “verification of qualification” form to chapter presidents for completion.

She then asked for nominations. Jamie I. Early, PP, PLS, SC Corp, SCCP made a motion which was seconded by Sharon K. Wotherspoon, CLP to nominate Sonia Hunt for Treasurer. President Kerry then asked for any other nominations. Hearing none, she stated that she had a nomination and a second for Treasurer. She then asked for motion and second to close the nominations for Treasurer and received a motion by Ann Marie Minerva, PP, SCCP and seconded by Katherine Helms, PP, SCCP, to close the nominations for Treasurer. The motion was carried. She thanked Sonia for her willingness to serve.

President Kerry opened the floor for nominations for the office of **Functional Director of Education/Certification** and stated:

A member seeking any other state office or functional director position shall have been a member in good standing for two (2) years; shall have served as an officer on the local level for at least one (1) year; must have attended at least one (1) state membership meeting and one (1) state annual meeting as of the date for call for nominations; and shall have been active in his/her local chapter as approved by his/her local chapter board and verified by a local chapter board member to the state nominations and elections committee chair, who will be responsible to provide a “verification of qualification” form to chapter presidents for completion.

She then asked for nominations. Sonia Hunt made a motion to nominate Naomi W. Nation, PP, PLS, SCCP, CLA for Functional Director of Education/Certification which was seconded by Katie Johnson. President Kerry asked for any other nominations. Hearing none, she stated that she had a nomination and a second for Functional Director of Education/Certification. She then asked for motion and second to close the nominations for Functional Director of Education/Certification and received a motion by Sharon K. Wotherspoon, CLP and seconded by Stacy Russo-Strobel, PP, PLS, to close the nominations. The motion was carried. She thanked Naomi for her willingness to serve.

Sonia Hunt then made a motion that the ballots be dispensed with, and the following officers be elected by acclamation for their respective positions for the 2019-2020. The motion was seconded by Deborah L. Brown, PLS and carried. The following were elected:

Secretary – Ann Marie Minerva, PP, SCCP

Treasurer – Sonia L. Hunt

Functional Director of Education/Certification – Naomi W. Nation, PP, PLS, SCCP, CLA

Functional Director of Membership/Marketing – Katherine R. Helms, PP, SCCP

President Kerry gave congratulations to the 2019-2020 LSPSC Board of Officers, who will be installed at the Annual Education Conference in April in Spartanburg.

President Kerry stated that the Premium Prize for our Winter Membership Meeting was provided by **Legal Staff Professionals of Greenville**. The Premium Prize for our Annual Membership Meeting will be provided by **Hilton Head Legal Staff Professionals**.

President Kerry asked if there was any new business, or if any member had anything to share?

Naomi asked if chapters were getting their checks from NALS for membership dues? There seems to have been a delay in the processing of dues checks and LSPSC has just received checks for the November and December dues, but direct deposit has already been filed. No other chapter has received anything yet.

Carlene Kilgore stated that she has retired after working 40 years at the same firm and her new email address is: [CarleneK@hargray.com](mailto:CarleneK@hargray.com).

#### **ADJOURNMENT**

President Kerry stated that if there were no objections, the Winter Membership Meeting of Legal Staff Professionals of South Carolina for 2018-2019 was hereby adjourned at 2:50 p.m. She looked forward to seeing everyone in Spartanburg in April for our Annual Conference and Spring Meeting.

Respectfully submitted,

Lauritza Hill, Secretary  
Legal Staff Professionals of South Carolina

Approved by:

Kerry A. Waldrop, 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](http://hostedftp.com) and take a Speed Test! Try it free for 21 Days. No credit card required, upgrade anytime.
- **UPS:** UPS was founded in 1907 as a messenger company in the United States. UPS has grown into a multi-billion-dollar corporation by clearly focusing on the goal of enabling commerce around the globe. Today, UPS serves more than 200 countries and territories, reaching 90% of the world's population. Whether you need a shipment to arrive the same day, the next day, or in a few days, UPS will get your package there on time – guaranteed. UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%.

# LSPSC OFFICERS 2018-2019

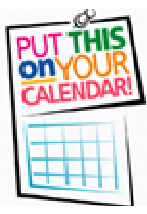
President .....Kerry Ann Waldrop (Spartanburg)  
 President-elect.....Tara Jean Brown, PP, PLS, SCCP (Greenville)  
 Secretary .....Lauritza S. Hill (Orangeburg)  
 Treasurer .....Deborah League Brown, PLS (Spartanburg)  
 Functional Director – Certification/  
 Education .....Ann Marie Minerva, PP, SCCP (Greenville)  
 Functional Director – Marketing/  
 Membership.....Katherine R. Helms, PP , SCCP (Midlands)  
 Immediate Past President.....Sonia L. Hunt (Orangeburg)

# LSPSC COMMITTEE CHAIRS 2018-2019

- |                                     |   |   |
|-------------------------------------|---|---|
| Annual Meeting                      | - | Deborah League Brown, PLS and Kerry Waldrop                                   |
| Award of Excellence                 | - | Susan L. Olmstead, PLS, Carlene Kilgore, PLS and Meredith Lazarski, ACP, SCCP |
| Bar Liaison                         | - | Tara Jean Brown, PP, PLS, SCCP  |
| Community Projects                  | - | Jimi L. Bullard, ALP  |
| Credentials                         | - | Mary Kay Oliver and Lois Belle, PLS   |
| Employment                          | - | Deborah J. Reynolds, PP, PLS, SCCP and Patti E. Bacon                         |
| Finance                             | - | Jamie I. Early, PP, PLS, SC-Corporate, SCCP and Sharon K. Wotherspoon, CLP    |
| Financial Review                    | - | Susan Olmstead, PLS and Judith Morgan-Glenn                                   |
| Handbook                            | - | Camilla G. Pitman, MMC, PLS   |
| Historian/Standing Rules and ByLaws | - | Sonia L. Hunt   |
| NALS Foundation                     | - | Jan Berger, ALP   |
| Nominations and Elections           | - | Meredith Lazarski, ACP, SCCP  |
| Publication                         | - | Susan Church, Lois Belle, PLS and Cristy Bradley                              |
| Scholarship                         | - | Debra H. Bailey, PLS and Linda S. Wilson, PLS                                 |
| Scrapbook                           | - | Lauritza S. Hill and Sonia L. Hunt  |
| Technology                          | - | Katie M. Johnson  |







**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
2018 – 2019 CALENDAR**

**MAY 2018**

- 1 Deadline for NALS Award of Excellence
- 1 Law Day – Separation of Powers: Framework for Freedom
- 11 Deadline for LSPSC Chapter Rosters to NALS
- 11 LSPSC handbook deadline
- 11 Deadline for LSPSC *Spotlight* (June)
- 18-20 LSPSC Officer Retreat in Santee
- 28 NALS closed for Memorial Day

**JUNE 2018**

- 1 Deadline NALS Foundation Grant

**JULY 2018**

- 1 Early Registration Deadline for NALS 67<sup>th</sup> Educational Conference & National Forum in Phoenix, AZ (September 20-22, 2018)
- 4 NALS closed for Independence Day
- 5 NALS Leadership Appreciation Day
- 9 NALS Online Membership Meeting (1 hr. CLE)
- 25 Registration Deadline for LSPSC Summer CLEs & Membership Meeting in Santee, SC

**AUGUST 2018**

- 10 LSPSC Summer Board Meeting in Santee, SC
- 11 LSPSC CLE Seminars and Summer Membership Meeting in Santee, SC
- 15 NALS September ALP, PLS(CLP), PP Exam Application Deadline

**SEPTEMBER 2018**

- 1 Deadline for NALS Foundation Grant
- 1 Hotel Reservation Deadline for NALS 67<sup>th</sup> Education Conference & Forum in Phoenix, AZ (September 20-22, 2018)
- 4 NALS closed for Labor Day
- 15 Deadline to file IRS Form 990N
- 29 NALS ALP, PLS(CLP), PP Examination Date

**OCTOBER 2018**

- 8 NALS Online Membership Meeting (1 hr. CLE)
- 8-12 NALS Court Observance Week – theme same as Law Day
- 15 NALS December ALP Examination Deadline
- 15 Nominations Verification of Qualification forms sent to local chapter presidents for local board approval for “Good Standing”

**NOVEMBER 2018**

- 1 Call for Nominations of 2019-2020 LSPSC Officers
- 1 Deadline for chapter return of Nominations Verification of Qualification forms

**NOVEMBER 2018 (continued)**

- 15 Close of Nominations of 2019-2020 LSPSC Officers
- 15 Deadline for LSPSC *Spotlight* (December)
- 22-23 NALS Closed for Thanksgiving
- 24 Nominations Acceptance and Qualification forms sent to qualifying nominees

**DECEMBER 2018**

- 1 Deadline for NALS Foundation Grant
- 1 NALS ALP Examination Date
- 5 Deadline to return Nominations Acceptance and Qualification forms
- 18-29 NALS closed for Holidays

**JANUARY 2019**

- 1 Distribution of LSPSC 2018-2019 Scholarship Award Application
- 1 Distribution of LSPSC 2018-2019 Award of Excellence Application
- 15 NALS March ALP, PLS(CLP), PP Exam Application Deadline
- 19 Registration Deadline for LSPSC Winter CLEs and Membership Meeting in Columbia
- 26 LSPSC Winter Board Meeting in Columbia
- 27 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

**FEBRUARY 2019**

- 1 Deadline for LSPSC *Spotlight* (March)
- 5 prepare official ballots for mailing (If applicable)
- 15 Deadline to submit Scholarship Award Applications
- 28 End of Third Period ##

**MARCH 2019**

- 1 Deadline for NALS Foundation Grant
- 1 Deadline to submit LSPSC Award of Excellence Applications
- 2 NALS March ALP, PLS(CLP), PP Examination Date
- 19 Registration Deadline for LSPSC Annual Education Conference hosted by SCLSP in Spartanburg

**APRIL 2019**

- 5 LSPSC Annual (outgoing) Board Meeting and Spring (incoming) Board Meeting in Spartanburg, SC
- 6 LSPSC Annual Education Conference and 2019-2020 Officer Installation in Spartanburg, SC
- 7 LSPSC Spring Membership Meeting in Spartanburg, SC

## - Financial Review asked that the end of Third Period be moved back in order to give them time to review before Annual

Yellow highlights – dates changed due to Annual Meeting’s earlier date

Blue highlights – corrections or items added/changed to comply w/Standing Rules

All Carolina Paralegal News references removed (per discussions at Summer meeting)

# NALS Code of Ethics

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

Every member shall:

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

**LEGAL STAFF PROFESSIONALS OF  
SOUTH CAROLINA  
Attn: Susan Church  
Post Office Box 10208  
Greenville, SC 29603**

**TO:**