



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



engage | inspire | enhance | promote

## Effective Speaking

<https://www.skillsyouneed.com/ips/effective-speaking.html>

### Effective Speaking

Speaking effectively is defined as speaking in such a way that your message is clearly heard and, if possible, acted upon. There are two main elements to speaking effectively: what you say, and how you say it.

What you say means your choice of words. The words you might use when chatting to a friend are likely to be quite different from those used in a formal presentation or interview.

Similarly, the way that you speak will also vary in different situations. However, there are also likely to be some common factors: for example, whether you naturally talk quietly or loudly, and how you use body language. This page discusses aspects of effective speaking. It also suggests ways in which you can become a more effective speaker. Effective speaking means being able to say what you want to say in such a way that it is heard and acted upon. Whether you are talking to a major conference about a new scientific discovery, your children about their behavior, or your boss about a pay rise, you need to be able to speak effectively. This means considering every possible tool and aspect to ensure that nothing distracts or detracts from your message.

### Aspects of Effective Speaking

**There are three main elements of effective speaking:**

- The words you use.
- Your voice.
- Your other non-verbal communication, particularly body language.

### Choosing Your Words

**What you say—the words you choose—matters.**

If in doubt about your meaning, your audience will come back to the words that you used and double-

check what you might have meant. It is therefore important to choose carefully, especially when you are saying something important. Things to consider include:

**Your audience.** The words you choose will be different if you are talking to 200 people at a conference, a trusted colleague, your boss, or your children. You need to think about your audience's overall level of understanding of the subject, and also the type of language that you use.

**Shorter sentences** are easier to process and understand. Using shorter sentences also creates urgency.

**Simpler words** are also easier to understand. If you cannot explain something in simple terms, you have probably not understood it yourself. This is particularly important if your audience are not all native speakers of the language.

### Accents

Regional and ethnic accents are part of individual personality and add a unique element to the way that you speak.

They may also, however, in some situation, create potential barriers to communications. For example, if you have a very strong accent, people from another area or country may find it harder to understand what you are saying. You may therefore need to slow down your speech to ensure they have time to process what you are saying.

It is worth remembering, however, that words are only a part of your overall communication and message. The tone of voice and your body language also send strong messages.

### Your Voice

Your voice can reveal as much about your personal history as your appearance. The sound of a voice and  
*(Continued on page 2)*

SPOTLIGHT

(Continued from page 1)

the content of speech can provide clues to an individual's emotional state. For instance, if self-esteem is low, it may be reflected by hesitancy in the voice. A shy person may speak quietly, but someone who is confident in themselves will be more likely to have command of their voice and clarity of speech.

It is worth taking time to improve your command over your voice, especially if you find it hard to speak in public. It can even help to boost your confidence!

It is important to get used to the sound of your own voice. Most people are more relaxed in a private situation, particularly at home, where there are no pressures to conform to any other social rules and expectations. This is not the case in public situations when there are all sorts of influences exerted upon the way people speak.

Often people don't like the sound of their own recorded voice - in the same way that some people don't like photographs of themselves - they can feel embarrassed.

Most of us are not used to hearing our own voices and these feelings are totally normal. Get past the initial, 'Do I really sound like that?' stage and develop a better understanding of your voice.

The more you get used to the sound of your voice functioning in a slightly more formal way, the easier it is when doing it 'for real'. In conversational mode, individuals tend to speak in short phrases, a few at a time. Speaking or reading aloud helps you to become used to the more fluent sound of your voice.

#### **An exercise to help develop your effective speaking skills:**

Find a document to read, something about two pages in length – the first few pages of a book would work well.

Read your document through silently first, then read it aloud in your normal speaking voice. Don't worry if you stumble or falter, just pick up and continue to the end.

Now read it a third time, recording your voice if possible and remember: Slow down: It is a natural reaction to want to get it over as fast as possible and this often causes people to stumble over their words. Speeding up also occurs when you are nervous and usually makes you more difficult to understand. Keep your head up: Try not to tuck your chin into the book as your voice is then addressing the floor. Hold your book higher and project your voice. Pause occasionally: Let the end of a sentence or the end of a paragraph gives you a chance of a small, two or three second rest. Pauses can be useful for emphasis. Practice this exercise as often as you can.

Anyone can improve the sound of their voice and the way they speak in a matter of days through a few simple exercises, like the one above. To improve you will need to maintain a certain commitment and practice regularly for a few minutes.

## **The Effect of Breath on Voice and Speech**

The voice is responsive to emotions and sometimes gets 'blocked', which can prevent or hinder the expression of a range of feelings. When under stress an individual's breathing pattern will change. When your muscles are tense you cannot use your lungs to their full capacity. When someone is frightened or nervous, a common symptom is tension in the neck and shoulders. This occurs because, when under pressure, we tend to breath faster. This means we inhale plenty of air, but there is not enough time to exhale fully and relax, so we do not get the full benefit. Good breathing is essential for two reasons:

1. By using full lung capacity the breath will support the voice and the voice will become richer, fuller and stronger.

This will benefit individuals who have a small voice and who worry that they cannot be heard when speaking to a group of people. Volume is controlled in the abdomen not in the throat, so breathing to full strength will allow for greater control of the voice.

2. Breathing deeply and rhythmically has a calming and therapeutic effect as it releases tension and promotes relaxation. People who are relaxed are more balanced, receptive and confident.

It is no coincidence that many religions use rhythmic breathing techniques such as meditation, yoga and silent contemplation, and vocal release in the form of chants, mantras or hymn singing as aids to their devotions. By easing physical tension, mental stress decreases and the mind is effectively freed to follow creative pursuits.

### **Breathing Exercise**

1. Stand in an easy position with your feet one pace apart, with the knees 'unlocked' and not rigidly pushed back. Keep spine straight, head balanced and face muscles relaxed.
2. Breathe in to a slow count of three, then out to a slow count of three.
3. Try not to raise your shoulders as you breathe. Breathe in through your nose and out through your mouth. Consciously think of your breath 'filling down' to the bottom of your lungs.
4. Put the palm of your hand flat against your abdomen and feel the movement. Push slightly against your hand as you breathe in and out.
5. Repeat this exercise ten times.

Depending on how you feel after several days of doing this exercise, extend the count of the out-going breath from three to four, five and six gradually building up to ten before you need to take another breath. Then count out loud on the out-going breath from one to ten. Repeat five times.

By building up your control of out-going breath, you will never sound 'breathy' or feel you are 'running out of breath' when you speak to a group or a meeting.

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### Spotlight

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2019-2020 Editors:  
Susan Church  
Lois J. Belle, CLP




# President's Report

by **Tara Brown, PP, PLS, SCCP**  
2019-2020 President

As I write this article it is hard for me to believe that my year as your State President is almost over. I would like to thank the members of LSPSC for allowing me the opportunity to serve in this role. I have truly enjoyed being your President and can't believe it is over. Thank you to all the past presidents for your guidance and for your patience this year.

Thank you for participating in the random exercises this year. Please remember that you ARE important to Legal Staff Professionals of South Carolina and to your home Chapters and as Members at Large. If you were at the Winter Membership Meeting on January 25, 2020 at Nelson Mullins you were able to participate in the "What Shoe Are You" exercise. I am sure that it was no surprises to some of you, which shoe you are.

I hope that you have considered being a part of this wonderful Association, and feel led to join one of our committees when asked this year. Each one of us has unique ideas and talents that are needed to come together for the good of the Association. You are needed to continue to help us grow and continue the momentum in accomplishing all that we have done. Thank you to all my Committee chairs and to my wonderful Board for all that each of you did this year. I really appreciate your hard work and dedication to the association.

I am truly blessed to have met such wonderful ladies that I am honored to call friends. Thank you once again for allowing me to serve as your President this year. I am truly honored to have served as your President this past year.





**President-Elect  
Meredith Lazarski,  
ACP, SCCP**

**OFFICER &  
COMMITTEE  
REPORTS**

Naomi Nation or any member of the Executive Board for more information.

As April and our annual meeting quickly approaches, I am very excited about being your 2020-2021 LSPSC President once again. Many, many thanks to Stacy, Michelle, Ann Marie, Traci, and Katherine for accepting your nomination on the 2020-2021 Board. It's exciting to see a couple new faces on our state board this year. I'm also very excited that I have almost all of the LSPSC Committee Chairman positions filled. If I haven't already spoken to you about a committee chairperson position and you're interested in a certain committee, please reach out to me. I look forward to working with all of you during the 2020-2021 year.

Wishing everyone a Happy Spring and I can't wait to see you at our Annual Meeting April 24-26, 2020 at The Courtyard Charleston in Summerville.



**Functional Director of Certification/  
Education  
Naomi Nation, PP, PLS, CLA,  
SCCP**



Legal Staff Professionals of South Carolina has postponed the Myrtle Beach CLE/ Membership Drive. We look to revisit this function later this year or early 2021.

Our Winter Meeting seminars were a success and very informative. Attorney Jeremy Stipkala enlightened us on ethical issues when dealing with intellectual property law; Attorney Stephen Samuels shared with us his wealth of information and experience in workers' compensation; and Attorney Jason Reynolds was the icing on the cake with an upbeat presentation on personal injury law.

Please remember that LSPSC has its own CLE Award. Anyone can achieve this award, just attend Legal Staff Professionals of South Carolina CLEs during the year, and earn a minimum of 7 CLE credits. Get with

As mentioned before, all of NALS certification examinations are held the first of every month. You will need the proper technology as outlined on the website. We wish all of you much luck in your endeavors.

Our "online" library is available by contacting me or any one of our officers. We are trying to keep a record of who has access and making sure all passwords are active. Please let us know if you are interested in "checking-out" these resources and let us know of any problems you encounter.

**SO YOU ARE NOW A Professional Paralegal (PP)!** Consider submitting your application to become a South Carolina Certified Paralegal (SCCP). Just complete the application and mail it to the address below with a \$50 check payable to the South Carolina Bar. Visit the South Carolina Bar website at <https://paralegal.sccbar.org/certification.html> for additional information.

South Carolina Bar  
ATTN: Paralegal Certification  
Post Office Box 608  
Columbia SC 29202-0608

SCCP certifications and chapter accreditations should be renewed by **June 30, 2020**. More information on chapter accreditation at our Annual Meeting in April.

Remember to re-new your NALS certifications before they expire. Use the tools available on the NALS website for logging your CLE credits. This makes it easy when time to submit your application for re-certification. Each certification through NALS is good for five years.

The Accredited Legal Professional (ALP) certification requires 50 hours of CLE and a payment of \$50; the Certified Legal Professional (CLP) and Professional Paralegal (PP) require 75



hours of CLE and a payment of \$75. For the CLP and PP, at least 5 credits must be ethics.

Retired members or those retired from employment in the legal field may qualify for Emeritus status. Upon obtaining Emeritus status, the certified member will no longer be required to accumulate CLE credits for recertifying.

**Speakers for Annual Meeting 2020 (Saturday, April 25, 2020):**

- Attorney Stephanie Brinkley - **Assisted Reproductive Technology (A R T)**
- Attorney Brad Banias - **Immigration Litigation**

**Newly Certified Members!**

Ashley Haworth, PP, SCCP (Midlands)  
Alicia Silldorff, CLP, ALP (Midlands)  
Lenette Pauley, PP (Midlands)  
Tresa (Traci) Wolfe, PP (Midlands)  
Meuanchay Qvicklund, PP (Midlands)



KUDOS to the Midlands! All of our newly certified members were produced by Legal Staff Professionals of the Midlands. Whatever you are doing there, keep up the fantastic work.

Our total certified members are as follows:

|         |   |    |
|---------|---|----|
| ALP/ALS | - | 3  |
| CLP/PLS | - | 23 |
| PP      | - | 21 |
| SPECIAL | - | 6  |
| SCCP    | - | 20 |

Looking to see all of you in Charleston/Summerville this April.

**Functional Director of Membership and Marketing**

**Katherine Helms, PP, SCCP**

Our membership continues to grow and I look forward to continuing efforts to retain and build our membership.

**PUBLICATIONS:** Spotlight: Please submit a new member for the upcoming June issue. The deadline is May 10th.

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. Also, please feel free to share posts, create your own postings and continue to interact with others.

**FUNDRAISERS:** Each chapter and individual members please continue to solicit Happy Grams, Spotlight Ads, and Chapter Sponsorships for the upcoming issues.

**MARKETING OPPORTUNITY:** If you have not received a phone back, please ask Tara Jean.

**LSPSC’S CURRENT ROSTER:** LSPSC-97; Greenville 29; Hilton Head 9; Lowcountry 11; Midlands 31; Orangeburg 6; Spartanburg 7; and Members at Large 4.

**MEMBERSHIP BROCHURE:** It has been added to the LSPSC website.

**MORE TO COME:** Even though this is my last Spotlight report, I would still like to encourage local chapters to reach out and obtain relationships with your local paralegal schools and encourage 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 your local meetings.

It was an honor to serve you all in this position for the past 2 years. I am so grateful for the opportunities I have been given and I look forward to the next chapter of our association!

**Treasurer’s Report**  
**Sonia L Hunt**



Thank you for allowing me to serve LSPSC as the Treasurer for the 2019-2020 year. As this year comes to a close, I wanted to take this opportunity to share with you a few more tips on how to protect

yourselves and your firms. It seems in this technology age, there are always new ways to scam someone. Here are a few that have come across my desk at work in the last month.

**Card Cracking Scams** – These scams usually begin on social media with some type of solicitation. The scammers try to recruit participants that are looking to make “quick cash”. The scammers will try to entice potential victims to interact with them oftentimes posting images of piles of money, jewelry and sports cars. They then encourage people to contact them for an easy way to make money. The scammers will then try to obtain your debit card numbers, PIN numbers, and online banking information so that they can make a mobile deposit. Victims are then asked to return funds in the form of gift cards. However, the deposited funds are typically counterfeit, altered or stolen, and it will be charged back, leaving the account holder and the bank at a loss.

**Tax Scams** – We have now entered tax season and the fake IRS phone calls have already begun. I received one a couple of weeks ago telling me that a warrant had been issued for my arrest for my failing to file my tax returns and pay the money owed. I just laughed at the obviously recorded phone call. These scams can cause fear and confusion to people who are unaware of what is going on in society. Spread the word, the IRS will never call you.

These con artists will also attempt to contact you by email. Be aware that the emails often contain malware which includes a link which will take the victim to a spoofed website that they have set up to gather your personal information. The IRS will never contact you by email.

Lastly, the final part of the tax scam is the letter scam. As people become more aware of the traditional IRS scams, the fraudsters have started sending letters from the “Bureau of Tax Enforcement” demanding payment of back taxes. **The “Bureau of Tax Enforcement” does not exist.** Although the letters may

appear to be legitimate, they are a scam.

Stay vigilant in what you do to protect yourself and your firm. I look forward to seeing everyone in Summerville for the Annual Meeting and Educational Conference.

**Annual Meeting Report - 2020**  
**Naomi W. Nations, PP CLA**  
**SCCP**



Well, it’s final. The 55th Legal Staff Professionals of South Carolina Educational Conference and Membership Meeting is set for April 24-26, 2020, at the Courtyard Marriott at 1510 Rose Drive, Summerville, South Carolina. Summerville is a beautiful place on the outskirts of Charleston, offering that “small-town” feel.

Room rates are \$155 per night, which is a good deal for the Charleston area during the month of April. Please, please follow the deadline rules for reservations. Rooms can be reserved up until **noon on March 30, 2020**. Call the hotel directly at 843-285-8338 and reference Legal Staff Professionals of South Carolina.

The deadline to register for the conference is **April 3, 2020**. The registration form and sponsorship/advertisement form are included in this publication. We hope all of our chapters will consider purchasing an ad---or two! Also, if you have “swag” to share, call or email any member of Legal Staff Professionals of the Lowcountry and we will coordinate deliveries. As mentioned before, our theme is *A New Vision; A New Era*. Our speakers are lined up and we hope to plan an excursion for Sunday if there is enough interest. Be sure to stick around for our Sunday morning Ethics workshop for additional CLE credit. If you have questions, feel free to call or email Amy Baker, Amy Johnson, Cheryl LeGrand, Stacy Russo-Strobel, or Naomi Nation.

As mentioned before, our theme is *A New Vision; A New Era*. Our speakers are lined up and we hope to plan an excursion for Sunday if there is enough interest. Be sure to stick around for our Sunday morning Ethics workshop for additional CLE credit. If you have questions, feel free to call or email Amy Baker, Amy Johnson, Cheryl LeGrand, Stacy Russo-Strobel, or Naomi Nation.



## Employment Traci Wolfe, PP



Thank you for allowing me the opportunity to serve the Association as the Employment Chair. I ask that each of you forward me Employment Opportunities as soon as you receive so that I am sending out to the chapters as soon as I can.

If you know of an opening, please send to me at [Twolfe@burnetteshutt.law](mailto:Twolfe@burnetteshutt.law)

## Finance (Theme Auction) Deborah J. Reynolds, PP, PLS, SCCP, and Lois J. Belle, CLP

Thanks to everyone who contributed to and participated in our theme auction at the Winter meeting. Because of you, we are almost sure to reach our goal. With a strong finish at our Spring meeting, we can meet, or even surpass that goal. So, our theme this time is sweet – Sweet Summertime in Summerville. Let's bring out our best, most enjoyable items for the sweet warm breezes off the Carolina beaches, and the refreshing coolness of the Carolina Blue Ridge mountains. Just suggestions of course, but good books to read at the beach or the mountains are always a treat, especially if the author is a native. We also love our head scarves; cute hats and visors; beach coverups and towels; wind chimes; sweet tea or hot tea mixes (flavored or not – I discovered a hibiscus tea that is scrumptious), sunglasses, reading glasses, wine glasses (and something to fill them, LOL); summer recipes with a couple of non-perishable ingredients to inspire a little light cooking or grilling; preserves, jellies, jams, and anything homemade (Carlene's bread perhaps?); handmade crafts were very popular at the last meeting; colorful fun jewelry; and, no matter how hot it is, chocolate is never wrong! Bottom line, anything you want to share is greatly appreciated. And most of all, we hope you win some great stuff! Thanks to Legal Staff Professionals of the Lowcountry for finding a beautiful venue for us. We are looking forward to seeing everyone in Summerville in April.



## NALS Foundation Jan W. Berger, ALP



### 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, 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 will result in a donation. Donations are made by the AmazonSmile Foundation and are not tax deductible by you.

### Nomination Committee Debra Bailey, CLP & Linda Wilson, PLS

We had a call for nominations from the floor at our Winter meeting in Columbia on Saturday, January 25, 2020. The position to be filled was President-Elect. Stacy Russo Strobel, PP, PLS was nominated and accepted the position.

Also, we had two members (Amy S. Baker, CP, SCCP and Traci B. Wolfe, PP) who accepted the position of Functional Director – Membership/Marketing. Ballots were mailed to all eligible members on February 4, 2020 and were returned on February 17, 2020. Below is the slate of officers to be installed at the 2020 Annual Meeting in Summerville:

**President-Elect – Stacy Russo Strobel, PP, PLS**  
**Treasurer – Michelle Dender Campbell**  
**Secretary – Ann Marie Minerva, PP, SCCP**



**Functional Director – Membership/  
Marketing—Traci B. Wolfe, PP**

**Functional Director – Certification/  
Education – Katherine R. Helms, PP, SCCP**

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

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

We are currently making plans for putting President Tara’s book together. If you have any pictures or items from your chapter that you would like included in her book, please send them to us. We want this book to be a “reflection” of her year as President of LSPSC.

We look forward to working on the book and getting it ready to present to her next year.



Left to Right: Cristy Bradley, PP, SCCP; Shelly Qvicklund, PP; and Ashley Haworth, PP, SCCP; being pinned by Naomi W. Nation, PP, PLS, CLA, SCCP - Functional Director of Certification & Education

## WINTER MEMBERSHIP MEETING PICTURES



Left to Right: Shelly Qvicklund, PP; Jamie I. Early, PP, PLS-SC, SCCP; Cristy Bradley, PP, SCCP; Ashley Haworth, PP, SCCP and Naomi W. Nation, PP, PLS, CLA, SCCP - Functional Director of Certification & Education





Jason Reynolds, Samuel Law Firm spoke on Paralegal Roles in Workers Compensation and Personal Injury



Jeremy Stipkala, Ph.D, JD spoke on Ethics In Intellectual Property Law



Stephen Samuels of Samuels Law Firm - co-speaker with Jason Reynolds - spoke on Paralegal Roles in Workers Compensation and Personal Injury



Naomi W. Nation, PP, PLS, CLA, SCCP introduced speaker Jeremy Stipkala, Ph.D, JD



Tabitha Hanna, Member at Large - Winner of 2 Gamecocks Men's Basketball tickets, complimentary of Samuels Law Firm



Sonia L. Hunt - Orangeburg - winner of the LSPSC Foundation Art Fundraiser



Jessica Costlow and Tara J. Brown, PP, PLS, SCCP



# 2019-2020 Annual Meeting



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

NOTICE is hereby given that the 2019-2020 55<sup>th</sup> Annual Meeting  
will be held on Saturday, April 25, 2020 at 1:45 p.m.  
and  
the 2020-2021 Spring Membership Meeting  
will be held on Sunday, April 26, 2020 at 10:00 a.m

At:

Courtyard by Marriott Charleston Summerville  
1510 Rose Drive  
Summerville, South Carolina 294862  
*(Dress is business attire)*

Exact meeting information is available on the meeting registration form

Legal Staff Professionals of South Carolina

*/s/ Ann Marie Minerva*

Ann Marie Minerva, PP, SCCP  
Secretary



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

April 24-26, 2020

Hosted by Legal Staff Professionals of the Lowcountry  
Courtyard by Marriott Charleston Summerville  
1510 Rose Drive

Summerville, South Carolina 29486

Deadline for Registration/Must Be Post-Marked By: **April 3, 2020**

Late Fee Charged after Deadline: **\$10.00**

No Refund after **April 5, 2020**

Name: \_\_\_\_\_ Nickname for Badge: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Chapter: \_\_\_\_\_

Current Office(s) Held: \_\_\_\_\_

**I WILL ATTEND:**

|       |                 |   |
|-------|-----------------|---|
| _____ | <b>\$125.00</b> | Full Registration<br><i>(covers all meetings; Saturday's lunch &amp; banquet; Sunday's breakfast)</i> |
| _____ | 15.00           | Annual Meeting Only (Saturday)  |
| _____ | 30.00           | Saturday Lunch / Guest  |
| _____ | 50.00           | Saturday Evening Banquet / Guest  |
| _____ | 20.00           | Sunday Breakfast / Guest  |
| _____ | 15.00           | Spring Membership Meeting Only (Sunday)   |
| _____ | \$10.00         | Late Fee Charge after April 3, 2020   |
| _____ |                 | <b>TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND"</b>   |

Please make check(s) payable to **LSPSC Annual Meeting Fund**

Mail to:

**Naomi W. Nation**  
**Office of the Solicitor**  
**101 Meeting Street, Suite 400**  
**Charleston, South Carolina 29401**



**FOR ROOM RESERVATIONS CALL COURTYARD BY MARRIOTT AT 843 285-8338 BY  
MARCH 30, 2020, NOON. ROOM RATE: \$155.00 PER NIGHT PLUS APPLICABLE TAXES.  
REFERENCE: LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 55<sup>th</sup> ANNUAL MEETING AND EDUCATIONAL CONFERENCE

April 24-26, 2020

Hosted by Legal Staff Professionals of the Lowcountry  
Courtyard by Marriott Charleston Summerville  
1510 Rose Drive  
Summerville, South Carolina 29486



## A New Vision; A New Era



### SCHEDULE OF EVENTS

#### FRIDAY, APRIL 24

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!** (Courtyard)  
**Dinner on your own!**

#### SATURDAY, APRIL 25

8:00 a.m. to 9:00 a.m. Registration and Breakfast  
9:00 a.m. to 10:30 a.m. **Assisted Reproductive Technology (A R T)**  
Attorney Stephanie Brinkley  
10:30 a.m. to 10:45 a.m. Break and Theme Auction Ticket Purchase  
10:45 a.m. to 12:15 **Immigration Litigation**  
Attorney Brad Banias  
12:30 p.m. to 1:30 p.m. President-Elect's Luncheon – Courtyard  
1:30 p.m. to 1:45 p.m. Break and Theme Auction Ticket Purchase  
1:45 p.m. to 3:45 p.m. Annual Meeting and Theme Auction  
**Auction Theme: Sweet Summertime in Summerville**  
6:00 p.m. 2020-2021 President's Reception (Cash Bar)  
7:00 p.m. Dinner and Installation of 2020-2021 Officers



#### SUNDAY, APRIL 26

8:00 a.m. to 9:00 a.m. Breakfast  
9:00 a.m. to 9:45 a.m. Ethics for the Paralegal/Legal Assistant  
10:00 am to 11:00 a.m. Spring Membership Meeting - 2020

\_\_\_\_\_ *Legal Staff Professionals of the Lowcountry is planning a Sunday afternoon excursion in the Summerville downtown area. More information to come. Please [mark here](#) if you are interested. There may be a small fee.*

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH THE **COURTYARD BY MARRIOTT**, 1510 ROSE DRIVE, SUMMERVILLE, SOUTH CAROLINA (843 285-8338) **BY MARCH 30, 2020 AT NOON**. THE ROOM RATE IS **\$155.00 PER NIGHT PLUS APPLICABLE TAXES**.

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

**Seminars are approved for a total of 3.75 CPE (Continuing Paralegal Education) credits by the South Carolina Paralegal Certification Board of the South Carolina Bar**



*Legal Staff Professionals of South Carolina*  
**55TH ANNUAL MEETING AND EDUCATIONAL CONFERENCE**  
**April 24-26, 2020**  
**Hosted by Legal Staff Professionals of the Lowcountry**  
**Courtyard by Marriott Charleston Summerville**  
**1510 Rose Drive**  
**Summerville, South Carolina 29486**

**Deadline for Registration: Friday, April 10, 2020**  
**NO REFUNDS AFTER Monday, April 13, 2020**

\*\*\*\*\*  
**CONTINUING LEGAL EDUCATION**

**Saturday, April 25, 2020**

**9:00 a.m. – 10:30 a.m.            TOPIC: Assisted Reproductive Technology [A R T]**  
**Speaker: Stephanie Brinkley, Attorney at Law**

Stephanie Brinkley, Attorney at Law, is the founder of Brinkley Law Firm and has helped families grow and expand since 2011 by navigating them through legal challenges surrounding Assisted Reproduction Technology (ART) and adoption. Stephanie stays informed of procedures and laws regarding egg and sperm donation; surrogacy; adoption; and family law.

**10:45 a.m. – 12:15 p.m.        TOPIC: Immigration Litigation**  
**Speakers: Brad Banias, Attorney at Law**

Brad Banias, Attorney at Law, focuses his career on federal court immigration litigation and family-based and employment-based visa petitions. Brad is also an adjunct professor at the Charleston School of Law.

**Sunday, April 25, 2020**

**9:00 a.m. – 9:45 a.m.            TOPIC: Ethics for the Paralegal/Legal Assistant**  
**Speakers: SCCPs of LSPSC Board**

An interactive discussion with your board members covering the NALS Code of Ethics and other ethical situations.

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

|  | <u><b>MEMBER</b></u>   | <u><b>NON-MEMBER</b></u> |
|--|------------------------|--------------------------|
| <b>I will be attending the following seminars:</b> |                        |                          |
| ____ Assisted Reproductive Technology              | ___ \$20 for one CLE   | ___ \$25 for one CLE     |
| ____ Immigration Litigation                        | ___ \$30 for both CLEs | ___ \$40 for both CLEs   |
| ____ Ethics for the Paralegal/Legal Assistant      | Free                   |                          |

\*\*\*\*\*

TOTAL AMOUNT:    \$ \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CHAPTER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

Sonia L. Hunt, Treasurer  
 Post Office Box 124  
 South Carolina 29112-0124  
[slhunt1963@gmail.com](mailto:slhunt1963@gmail.com)

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

*Seminars qualify for a total of **3.75 CPE** credits by the South Carolina Paralegal Certification Board.*



# Annual Meeting-Community Project



## Hope, Safety and Opportunity for Young Women

Every 154 minutes a South Carolina teen gives birth. Less than 50% will finish high school, increasing the likelihood that they will live in poverty and have unstable housing.

Young women in foster care are also more likely to become homeless at an earlier age and drop out of school. Over 70 percent will become pregnant by 21.

Our mission is to provide hope, safety and opportunity to young women in order to instill self-worth and self-sufficiency. We value the right of every young woman to obtain the education, skills, and support needed to have a healthy start in life – for today and tomorrow. That's why we provide programming to help pregnant and at-risk girls gain the skills they need to become independent.

Located in downtown Charleston, we have been serving the state of South Carolina since 1897.

### ***At this time, their greatest needs include:***

- SwaddleMe velcro swaddle clothes (S/M)
- Reusable water bottles
- Full-size shampoo and conditioner
- Ethnic hair care product
- Laundry hamper
- Shower caddy
- Plastic storage totes
- Schools Supplies

Check out their Amazon Wish list at this link: [https://www.amazon.com/hz/wishlist/ls/18CML23UXCHJR?ref\\_=wl\\_share](https://www.amazon.com/hz/wishlist/ls/18CML23UXCHJR?ref_=wl_share)

Read more about Florence Crittenton at: <https://www.florencecrittentonsc.org/about-uspregnant-teens/>





(continued from page 2)

## Vocal Production

The following three core elements of vocal production need to be understood for anyone wishing to become an effective speaker:

**Volume** - to be heard.

**Clarity** - to be understood.

**Variety** - to add interest.

### Volume

This is not a question of treating the voice like the volume control on the TV remote. Some people have naturally soft voices and physically cannot bellow. Additionally, if the voice is raised too much, tonal quality is lost. Instead of raising the voice, it should be 'projected out'. Support the voice with lots of breath - the further you want to project the voice out, the more breath you need. It also needs to come from the diaphragm, not the throat.

When talking to a group or meeting, it is important not to aim your talk to the front row or just to the people nearest you. Instead, you need to consciously project what you have to say to those furthest away. By developing a strong voice, as opposed to a loud voice, you will be seen as someone positive.

### Clarity

Some people tend to speak through clenched teeth and with little movement of their lips. It is this inability to open mouths and failure to make speech sounds with precision that is the root cause of inaudibility. The sound is locked into the mouth and not let out.

To have good articulation it is important to unclench the jaw, open the mouth and give full benefit to each sound you make, paying particular attention to the ends of words. This will also help your audience as a certain amount of lip-reading will be possible.

### Variety

To make speech effective and interesting, certain techniques can be applied. However, it is important not to sound false or as if you are giving a performance. Words convey meaning, but the way that they are said reflects feelings and emotions. Vocal variety can be achieved by variations in:

**Pace:** This is the speed at which you talk. If speech is too fast, then listeners will not have time to assimilate what is being said. It is also a good idea to vary the pace - quickening up at times and then slowing down - because this will help to maintain interest.

**Volume:** By raising or lowering volume occasionally, you can create emphasis. If you drop your voice to almost a whisper (as long as it is projected) for a sentence or two, it will make your audience suddenly alert. Be careful not to overuse this technique, though, or it will lose its impact.

**Pitch - Inflection - Emphasis:** When speaking in public, try to convey the information with as much vocal energy and enthusiasm as possible. This does not mean your voice has to swoop and dive all over the place in an uncontrolled manner. Try to make the talk interesting. Remember that when you are nervous or excited, your vocal chords tense and shorten, causing the voice to get higher. Emphasize certain words and phrases within the talk to convey their importance and help to add variety.

**Pause:** Pauses are powerful. They can be used for effect to highlight the preceding statement or to gain attention before an important message. Pauses mean silence for a few seconds. Listeners interpret meaning during pauses so have the courage to stay silent for up to five seconds - dramatic pauses like this convey authority and confidence.

### Warm up your voice

Before any important speaking situation, whether it is an appointment, meeting or talk, it is beneficial to have a voice warm-up.

The voice is an instrument - no musician arrives at a concert hall and launches into Beethoven without first tuning up. The length of time and frequency of a warm-up is up to you and will depend on how much speaking you need to do.

### Body Language

A considerably amount of communication—some estimates suggest over 50%—is non-verbal. Tone of voice, pace and emphasis are all part of nonverbal communication.

However, your body language is also important. This includes how you stand, your facial expressions, the way you use your hands to emphasize your speech, and even whether and with whom you make eye contact. There is more about how to use body language to communicate effectively in our page on Body Language. This includes considering how far away you are from your audience, and therefore whether you need to exaggerate your gestures to make them clearer.

### The importance of congruence

Perhaps the most important aspect of effective communication is congruence.

For communication to be effective, your non-verbal communication needs to reinforce your words: the two must say the same thing. Non-verbal communication is much harder to disguise than verbal—if you see that someone's body language is giving a different message from their words, it pays to listen to the non-verbal communication first as it is more likely to reflect their real views.

You may therefore need to put some thought into how you want to use body language and other non-verbal cues. *This* is particularly important if you are trying to get across a difficult or unwelcome message.

# 69th Annual Conference | Detroit Michigan | September 22 - 27

## 69th Annual Conference Driving the Soul of Legal Professionals

Conference Hotel:  
Sheraton Detroit Metro Airport  
8000 Merriman Road  
Romulus, MI 48174

September 22-27, 2020

Opportunities are limited - [purchase your sponsorship or booth now!](#)



## Save the date!



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

***SPOTLIGHT***  
**ADVERTISEMENT FORM**



*A publication of Legal Staff Professionals of South Carolina*

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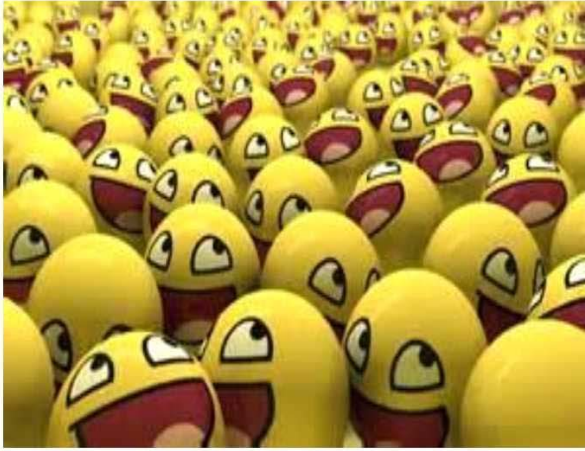
*\* Full Page advertisements include a web link to the business's webpage.*

**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, SCCP**  
**LSPSC Functional Director of Marketing/Membership**  
**Samuels Law Firm, LLC**  
**1320 Richland St.**  
**Columbia, SC 29201**  
**E-mail: helmsdaka@aol.com**  
**(803) 779-4000**

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*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 |

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LSPSC Functional Director of Marketing/Membership  
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Columbia, SC 29201  
E-mail: [helmsdaka@aol.com](mailto:helmsdaka@aol.com)  
(803) 779-4000
3. Deadline for Happy Grams: May 10, 2020 (June issue)

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Thanks for making someone's day a happy one.

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

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

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

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

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



# Chapter Reports

## Legal Staff Professionals of Greenville

Lois Belle, CLP  
LSPG 2019-2020 President



election of officers and auction with April closing out our year with the Installation of our 2020-2021 officers.

## Legal Staff Professionals of the Lowcountry Amy Baker, CP SCCP 2019-2020 President

Welcome to 2020! It's a new decade and we can't wait to see what 2020 has in store for LSPL and LSPSC!

As our Chapter has been looking back and looking forward over the past year, we have enjoyed making new friends, embracing new challenges, and seeking every opportunity to improve as individuals and as a collective group.

We have been blessed to see new faces at our meetings, where we have been diligently and meticulously planning for the LSPSC Annual Conference in April. I know everybody is excited to see old friends, make new ones, and get the

chance to learn from some of the best attorneys in their respective areas of practice.

We asked ourselves how we can share the "new" Lowcountry Charleston flavor with our friends statewide. We knew we had to look forward with 20/20 vision and explore expanding and emerging areas of law that will impact the industry and our area in the coming decade. We are also excited to spend time with our membership in the Nexton area of Summerville, South Carolina, which is a new, up and coming area of the Lowcountry that sits right beside the quaint small-town atmosphere of downtown Summerville. We have selected this location for its close proximity to I-26, "fresh" atmosphere, and abundance of available activities to enjoy should you happen to have some downtime or want to bring your family for a weekend trip. April

**H**appy New Year y'all! We

ended 2019 with a fun evening at our Second Annual Ugly Christmas Sweater party. It's always nice to share a meal together and actually have time to visit with each other; not rushing back to work.

Debbie Reynolds, Lois Belle, Miranda Gaitlin, Tara Brown, Ann Marie Minerva, Michelle Campbell, Judy Morgan-Glenn & Guest: Wanda Forrester



Our 2020 chosen charity, Safe Harbor representative, Amanda Manley, attended our December Lunch & Learn. Safe Harbor provides services for victims of domestic violence and their children. We look forward to partnering with Safe Harbor this year.

Our newest member, **Justin Stoddard**, has already attended his first state meeting. Thank you to everyone for welcoming Justin. We look forward to getting to know him.

LSPG has had a great year of education and networking. We've learned about HIPAA, Probate, Common law marriages just to name a few. Thank you to **Tara Brown, PP, PLS, SCCP** for her willingness to provide LSPG with a great line-up of speakers. I love how so many of our members step up and help out when and where needed. Our March meeting includes our

is a busy time in the Charleston area, and we feel exceptionally lucky to get reasonable room rates for this location. We ask that everyone please book their rooms by the due date of March 30th, after that they will release the room block and the rates will return to their standard rates, which will be considerably higher.

In addition to utilizing our brains to plan an amazing conference, we have also had many opportunities to learn in our January LSPL Chapter meeting and at the LSPSC State Winter Membership Meeting and CLEs in Columbia.

On January 20th, we welcomed Michelle McMahon, Esquire of Ogletree Deakins in Charleston to present on the Basics of Employment Law. The session was extremely informative. Ms. McMahon was a pleasure to spend time with and our members greatly enjoyed an interactive learning experience.

On January 25th, several members of the Lowcountry Chapter traveled to Columbia to enjoy two very well-presented CLEs on Ethics in IP Law in the early morning session and Workers' Compensation and Personal Injury law in the late morning session. After a delicious meal, we were finally able to share some of what we have planned for the Annual Conference in Summerville, and discussed other pending business before the state membership, including the election of officers and a call for nominations for the 2020-2021 President-Elect. After nominations were made and accepted, our own Stacy Russo-Strobel, PP, PLS will be installed as President-Elect in April. Stacy is honored by your trust in her leadership and the Lowcountry is looking forward to supporting her in 2021 during her term as LSPSC President.

#### **Legal Staff Professionals of the Midlands** **Debra Bailey, CLP, President**

Congratulations to our latest member to have passed her PP certification exam – Shelly Qvicklund, PP. We are proud of you!!

We have continued to have excellent speakers this year. In January we had Terri Bailey, Esquire, former Assistant U.S. Attorney speak to us on Depositions – Truth or Consequences? In February we had Daniel Jones, Esquire, staff attorney with S.C. Court Administration speak on Common E-Filing Mistakes and How to Avoid Them. It was beneficial for all of us.

In looking back at the holidays, we had a work day in December at Hannah House (a Christ Central Ministry providing transitional housing for women and children) and helped them decorate for the holidays and had a light dinner and smore's around a campfire! Everyone had a lot of fun!

We look forward to seeing all of our LSPSC friends at our Annual Meeting in April

#### **Legal Staff Professionals of Orangeburg** **Lauritza S. Hill, Chapter Liaison**

We pray that everyone is safe and sound after the bad storms that have crossed South Carolina over the past few days. Most parts of Orangeburg were spared.

We had a great time with some of our state members who visited with our chapter at our December meeting. Katherine Helms, Tara Brown and Naomi Nation met at my house for our December/Christmas party. It was a joy to have them visit. We hope they enjoyed it as much as we did. Mary Kay Oliver and Sonia Hunt attended our January 2020 State meeting.

Mary Kay Oliver is still providing some great speakers for our monthly meetings as our Education and CLE chairman. In January, Jennifer Blanchard spoke to us about Retirement and our Finances, which gave us all a lot to think about. In February, Taylor Ott, staff attorney, and Elder Law Unit Head of South Carolina Legal Services will speak on, "The Role of the Court-Appointed Guardian." We are continuing to collect items for the Samaritan House, a local homeless shelter that is being re-opened some time this year.

We also want to say congratulations to Mary Brant and her husband, Roger Brant who will be celebrating their 50th anniversary this year.

Our Chapter looks forward to meeting everyone in April at our Annual Conference and Membership meeting.



### Officers Visit with Legal Staff Professionals of Orangeburg for Christmas Party



Left to Right-Mary Kay Oliver, Sonia Hunt, Mary Brant, Katherine Helms, Lauritza Hill, Tara Brown, Naomi Nation and Jasmine Williams





# Meet Our Members



Name: Kaye K. Mullinax, AACP, RP®, AACP

Local Chapter: LSPM

Join Date: December 2019

Position/Occupation: Litigation Specialist

Firm/Company: CompuScripts

Current Certifications: AACP (American Alliance of Paralegals, Certified Paralegal), PACE® Registered Paralegal (RP®), SC Certified Paralegal

Education/Legal Experience: AS-Business/Legal Assistant/Paralegal, MTC 1989; BA, Political Affairs, Columbia College of SC, 1997 (summa cum laude); 30+ years of legal experience

Positions held on the local, state and national level: Past President (2006 & 2012), Palmetto Paralegal Association; Treasurer, PPA, Parliamentarian, PPA; Chair, ad hoc Committee on National Affiliation, PPA; CLE Director, NFPA; NFPA Representative, PPA

How did you become involved working in the legal profession? In 1982, I was interviewed as a witness by a paralegal (who, in later years, became a good friend). The paralegal profession was still very young and I was totally intrigued by what she did. I decided that might be good career path.

What do you enjoy most about working in the legal profession? Learning something new every day. Even though you may be doing the same thing technically, each case brings its own unique facts and situations.

If you were not working in the legal profession, what would you be doing? Selling skincare.

Spouse/Significant Other/Children (Family): Significant other, Tommy Wingard; children, Chandler (23) and Hunter (19)

Hobbies/Extracurricular Activities: All things gamecock, especially Carolina Baseball; tennis, reading, being at and on the beach.

Where do you see yourself in five years? Retired living in Costa Rica.



# Meet Our Members-Continued



Name: Margaret Marstin

Local Chapter: Legal Staff Professionals of the Midlands

Join Date: February 12, 2020

Position/Occupation: LPA

Firm/Company: Parker Poe Adams & Bernstein, L.L.P.

Current Certifications: \_\_\_\_\_

Education/Legal Experience: Bachelor's in Criminal Justice Administration and a Master's in the Administration of Justice and Security, 3 years as a Paralegal to a Family Court Commissioner in Georgetown, Delaware, 2 years as an Intergovernmental Child Support Case Manager in Temple Hills, Maryland, 4 years as a Personal Injury Paralegal in Savannah, Georgia, and current LPA in Construction, Development and Condemnation Litigation in Columbia, South Carolina.

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

How did you become involved working in the legal profession? Some of the obstacles life brought my way placed me in a position where I felt I needed to know more about the justice system

What do you enjoy most about working in the legal profession? I love the feeling of accomplishment and knowing that I have a role in what is going on in each case.

If you were not working in the legal profession, what would you be doing? I would either be an art teacher in an elementary school or I would be working in a bakery (I love to make novelty cakes)

Spouse/Significant Other/Children (Family): My husband is currently active duty Army and preparing for retirement after 22 years of service. Together we have 5 children (my 3, all girls, and his 2, a son and daughter) and, of course, I cannot forget my fur babies, two French Bulldogs named Bugsy and Tink.

Hobbies/Extracurricular Activities: My passion is Genealogy. I work with a group of individuals that "save" photos (generally early 1900s and back) from auctions and online sales. We then attempt to research the people in the photos and return them to their rightful owners free of charge. When I am not elbow deep in photos and research, I am doing crafts with my youngest daughter and traveling with my family.

Where do you see yourself in five years? Working as a Corporate Paralegal, certified, for my current employer and spending my evenings sitting on the front porch of our forever home thinking about our next family adventure.



## LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

### 2020 APPLICATION FOR SCHOLARSHIP

[www.lspsc.org](http://www.lspsc.org)



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

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

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

#### Eligibility Requirements – Each candidate must:

- A. Be preparing for a career as a legal secretary/paralegal or for a legal support staff position.
- B. Be enrolled in a school of advanced education.
- C. Be in need of financial assistance.
- D. Have at least a “B” average (or not below an average of 80% if the percentile system is used) or the equivalent work/life experience.
- E. If selected the winner, attend a state recognition meeting of Legal Staff Professionals of South Carolina.

Applications will be judged on need, merit, and ability as follows:

- 40% Need** - Applicant’s financial situation (where applicable), whether outside help is being received by the applicant or other sources (including other scholarships), and job(s) held.
- 35% Merit** - Includes (1) evaluation of narrative (Section IV of application) and (2) school activities, leadership record and initiative. Application should be typed, information complete, and presentable, including neatness, accuracy, spelling, grammar, etc.
- 25% Ability** - Includes GPA, standing or rank in class, letters or recommendation, educational background (including transcripts), and other information reflecting applicant’s ability.

**PLEASE NOTE:** *Legal Staff Professionals of South Carolina must receive this application no later than **Friday, March 27, 2020**. Funds awarded are available for a period of one (1) year from the date of notification. The careful and detailed completion of this form is very important. The answers to the questions on the following pages will be kept in strictest confidence.*

**Submit Application to:**  
Deborah League Brown, PLS  
2019-2020 Scholarship Chairman  
Butler Means Evins & Browne, P.A.  
Post Office Drawer 451  
Spartanburg, SC 29304-04

**I. ATTACH TO THIS APPLICATION FORM FROM THE FOLLOWING:**

- A. Official transcript of school grades. Transcript should show number of students and applicant's rank in class.
  
- B. Two Letters of Recommendation addressed to LSPSC Scholarship Chairman with (1) one letter from the applicant's major teacher, professor or school counselor, if currently a student, and (2) one letter from the applicant's employer or an individual, other than a family member, providing their relationship with the applicant and stating the applicant's character, personality, initiative, and work skills. (Note: If the applicant is not currently a student, one letter should be provided by applicant's employer and the other by an individual other than a family member.)

**II. EDUCATION/EMPLOYMENT:**

- A. Current School: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Field of Study / Major: \_\_\_\_\_  
Cumulative grade average: \_\_\_\_\_  
Number of students in class / Rank in class: \_\_\_\_\_
  
- B. Other Education:  
High School: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Degree: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
  
School: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Degree: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
  
School: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Degree: \_\_\_\_\_ Graduation Date: \_\_\_\_\_
  
- C. Employment (current/former):  
  
Employer: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
  
Employer: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

**III. FAMILY/FINANCIAL INFORMATION:**

If applicant is emancipated:

- 1. State number of dependents: \_\_\_\_\_
- 2. Ages of dependents: \_\_\_\_\_

B. If applicant lives with parents, state parents' information:

- 1. Parents' occupation: \_\_\_\_\_
- 2. Parents' ages: \_\_\_\_\_
- 3. Number of other dependants living at home: \_\_\_\_\_

C. Living arrangements while attending school (e.g. dormitory, apartment, etc.)

\_\_\_\_\_  
\_\_\_\_\_

D. List any scholarships, loans, or grants, state source and amounts anticipated to be received by applicant towards coming year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. State any financial source, entity, individual or assistance that will be contributing to the payment of your school costs. (e.g. tuition, books, etc.)

\_\_\_\_\_  
\_\_\_\_\_

F. State any employment/internship anticipated while attending school, number of hours, and if this is through a work study program.

\_\_\_\_\_  
\_\_\_\_\_

G. State applicant's financial need requiring funding.

\_\_\_\_\_  
\_\_\_\_\_

**IV. PERSONAL STATEMENTS (Please provide responses listed in space below:**

Briefly explain your interest and goals in pursuing a career in the legal field.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



- B. Briefly describe significant accomplishments, recognitions, community service involvement, or positions of responsibility you have achieved.

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- C. Briefly explain your reason for pursuing the LSPSC scholarship and how you plan to promote interest for others to pursue the same if you are selected as the scholarship recipient.

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**I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Recommended By:

\_\_\_\_\_  
Local Chapter

\_\_\_\_\_  
School, College, or University

**The application and attachments are to be submitted to the LSPSC Scholarship Chairman by March 27, 2020.**

# HAPPY GRAM

## *Thank you to my 2019-2020 LSPSC Board*

Meredith Lazarski, ACP, SCCP  
Ann Marie Minerva, PP, SCCP  
Sonia L. Hunt  
Naomi W. Nation PP, PLS, CLA, SCCP  
Katherine R. Helms, PP, SCCP  
Kerry Ann Waldrop



I couldn't have done it without you ladies. It has been a pleasure serving with you all.



## *Thank you to my 2019-2020 LSPSC Committee Chairs:*

Amy S. Baker, CP, SCCP / Naomi W. Nation, PP, PLS, CLA, SCCP  
Susan L. Olmstead, PLS / Christine Vandenberghe  
Naomi W. Nation, PP, PLS, CLA, SCCP  
Angel E. Reid  
Lauritza S. Hill / Mary Kay Oliver  
Traci Wolfe  
Lois J. Belle, CLP / Deborah J. Reynolds, PP, PLS, SCCP  
Judith Morgan Glenn / Jimi L. Bullard, ALP  
Jasmine Y. Williams / Tara Jean Brown, PP, PLS, SCCP  
Kerry Ann Waldrop  
Katherine R. Helms, PP, SCCP  
Jan W. Berger, ALP  
Debra H. Bailey, CLP / Linda W. Wilson, PLS  
Susan Church / Lois J. Belle, CLP  
Deborah League Brown, PLS / Kaylan M. Looper  
Sonia L. Hunt / Lauritza S. Hill  
Kerry Ann Waldrop  
Katie M. Johnson



It has been a pleasure serving with you all.

*Submitted by: Tara Jean Brown, PP, PLS, SCCP*



Carolyn M. Bone  
Attorney at Law

www.carolynbonelaw.com

THE LAW OFFICE OF  
CAROLYN M. BONE  
DIVORCE & FAMILY LAW

843.261.7025 (phone)  
carolyn@carolynbonelaw.com

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**MINUTES**  
**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**  
**WINTER MEMBERSHIP MEETING Minutes**  
**Saturday, January 25, 2020**  
**1:35 p.m.**

**ANNOUNCEMENTS:** If you have not already done so, please check in with Mary Kay Oliver filling in for **Lauritza S. Hill**, Credentials Chairman, and sign in for the meeting.

**CALL TO ORDER**

President, Tara Jean Brown, PP, PLS, SCCP, called the third meeting of Legal Staff Professionals of South Carolina (LSPSC) to order at 1:49 p.m. She reminded everyone to check in with credentials, if they had not done so, and to please silence all electronic devices while in the meeting room.

President, Tara Jean Brown, PP, PLS, SCCP, asked that all officers and chairs giving reports to please come to the lectern. All members addressing the meeting are asked to please stand, give your name, certification, and chapter. Members were also asked to please speak loudly and clearly to ensure proper identification in the minutes of the meeting. President, Tara Jean Brown, PP, PLS, SCCP, introduced herself as LSPSC's President for 2019-2020.

**THOUGHT FOR THE DAY**

Our Thought for the Day was given by Deborah J. Reynolds, PP, PLS, SCCP from Legal Staff Professionals of Greenville.

**PLEDGE OF ALLEGIANCE AND CODE OF ETHICS**

The Pledge of Allegiance was led by **Katherine R. Helms, PP, SCCP, Functional Director of Marketing and Membership**, and the NALS Code of Ethics was presented by **Naomi W. Nation, PP, PLS, CLA, SCCP, Functional Director of Education and Certification**.

**WELCOME**

On behalf of LSPSC, Tara Jean Brown, PP, PLS, SCCP welcomed everyone to the 2020 Winter Membership Meeting. President, Tara Jean Brown, PP, PLS, SCCP thanked the members of Legal Staff Professionals of the Midlands for helping with this membership meeting.

President, Tara Jean Brown, PP, PLS, SCCP, asked if there were any members attending their first LSPSC membership meeting and, if so, to please stand and give their name, certification, and chapter. We had six new members, as follows:

Miranda Gatlin, member of LSPG; Shelly Qvicklund, PP, member of LSPM; Nicole McCune FD of Education/Certification of LSPM; Justin Stoddard, member of LSPG; Ashley Haworth, PP, member of LSPM; and Cristy Marshall-Bradley, PP, member of LSPM

President, Tara Jean Brown, PP, PLS, SCCP, then asked if there were any members-at-large attending and Tabitha Hanna stood and introduced herself. President, Tara Jean Brown, PP, PLS, SCCP asked if there were any other visitors. There were none.

President, Tara Jean Brown, PP, PLS, SCCP, then acknowledged the past presidents of the association who were in attendance and asked if they would please stand to be recognized. There were 12 past presidents in attendance.

|   |   |
|---|---|
| <b>Sonia L. Hunt</b>                          | <b>1996-1997</b>                              |
| <b>Debra H. Bailey, CLP</b>                   | <b>1998-1999</b> Region 4 Director, 2002-2004 |
| <b>Naomi W. Nation, PP, PLS, CLA, SCCP</b>    | <b>2003-2004</b>                              |
| <b>Susan L. Olmstead, PLS</b>                 | <b>2004-2005</b>                              |
| <b>Deborah J. Reynolds, PP, PLS, SCCP</b>     | <b>2007-2008</b>                              |
| <b>Sharon K. Wotherspoon, CLP</b>             | <b>2008-2009</b>                              |
| <b>Stacy Russo Strobel, PP, PLS</b>           | <b>2009-2010</b>                              |
| <b>Jamie I. Early, PP, PLS, SCCP, SC-Corp</b> | <b>2010-2011</b>                              |
| <b>Tara Jean Brown, PP, PLS, SCCP</b>         | <b>2011-2012</b>                              |
| <b>Lois J. Belle, CLP</b>                     | <b>2013-2014</b>                              |
| <b>Meredith Lazarski, ACP, SCCP</b>           | <b>2016-2017</b>                              |
| <b>Sonia L. Hunt</b>                          | <b>2017-2018</b>                              |
| <b>Kerry Ann Waldrop</b>                      | <b>2018-2019</b>                              |

**INTRODUCTION OF LSPSC OFFICERS FOR 2019-2020**

President, Tara Jean Brown, PP, PLS, SCCP, introduced the LSPSC Officers for 2019-2020, as follows:

|                                     |  |
|-------------------------------------|--|
| President.....                      | Tara Jean Brown, PP, PLS, SCCP (Greenville)      |
| President-elect.....                | Meredith Lazarski, ACP, SCCP (Hilton Head)       |
| Secretary .....                     | Ann Marie Minerva, PP, SCCP (Greenville)         |
| Treasurer .....                     | Sonia L. Hunt (Orangeburg)                       |
| FD – Certification & Education..... | Naomi W. Nation, PP, PLS, CLA, SCCP (Lowcountry) |
| FD – Marketing & Membership.....    | Katherine R. Helms, PP, SCCP (Midlands)          |
| Immediate Past President.....       | Kerry Ann Waldrop (Spartanburg)                  |

**PRESIDENT’S REMARKS**

President, Tara Jean Brown, PP, PLS, SCCP, asked “ What Shoe are you?” and handed out worksheets and asked the membership to complete to discover “What shoe they are” Combat boot, house shoe, clown shoe or an All Business shoe each member was categorized according to the PowerPoint.

**BUSINESS MEETING**

President, Tara Jean Brown, PP, PLS, SCCP, reminded members that any member of LSPSC may offer motions, second motions, and enter into discussions. All motions should be reduced to writing; and **Kerry Ann Waldrop**, Immediate Past President/ Parliamentarian, has forms for this purpose.

**ROLL CALL**

President, Tara Jean Brown, PP, PLS, SCCP, stated that before we moved forward, Mary Kay Oliver filling in for Credentials Chairman **Lauritza S. Hill** would provide us with our roll call attendance. “There are 29 members present and 16 represents a quorum, which is one member over one-half. Two-thirds is 19.”

**CONSENT AGENDA**

President, Tara Jean Brown, PP, PLS, SCCP, stated that members were provided with information in the Consent Agenda packet for review. The Board approved these items at its meeting on Friday, January 24, 2020:

- (a) Minutes of the Summer Membership Meeting (2019-2020)
- (b) Treasurer’s Second Period Report (2019-2020) with edits to items #203 & #213

President, Tara Jean Brown, PP, PLS, SCCP, stated that the Summer Meeting minutes were published in the December 2019 edition of Spotlight and have also been posted to the Members Only Section of the LSPSC Website. President, Tara Jean Brown, PP, PLS, SCCP, asked if there **were any comments or questions** regarding the items approved by the board.



## HEARING NONE, THE ABOVE ITEMS ARE APPROVED BY CONSENT.

President, Tara Jean, reminded members that the Board Meeting minutes will continue to be made available to the board and members through the Members Only Section of the website.

## FIRST INCENTIVE DRAWING . . . MARIS CANNON OF LSPM

### REPORTS FROM YOUR ELECTED OFFICERS:

- A. **President** Tara Jean Brown, PP, PLS, SCCP
1. If you are not receiving your @Law, NALS Docket, or your Spotlight, make sure we have your correct address. Please visit [www.NALS.org](http://www.NALS.org) to update your membership profile and enter your CLE hours.
  2. Spotlight deadline for the March issue is February 16, 2020 (encourage advertisements/happy grams).
  3. Thanks for allowing me to attend the NALS Annual Conference in Little Rock, AR - Report is in the December 2019 Spotlight.
  4. NALS Management Company - Raybourn Group International ("RGI")
- B. **President-elect** – Meredith Lazarski, ACP, SCCP
1. Thank you for sending me to Arkansas for the National Conference. My report was printed in Spotlight.
  2. Serves as liaison with local chapters on behalf of LSPSC Board – we are here to assist. Committees – encourage participation.
- C. **Secretary** – Ann Marie Minerva, PP, SCCP
1. Reports - If you haven't done so, please send signed reports to me for our permanent records.
  2. With our minutes approved by consent, I will have them signed and scanned in our permanent records.
  3. Board Minutes – posting on Members Only page of website.
  4. Committee reports for the Annual meeting will be due by April 22, 2020 [12 noon].
- D. **Treasurer** – Sonia L. Hunt
1. NALS Foundation contribution of \$200 will be sent to NALS as budgeted.
  2. Line items #203 & #213 must be changed #203 should be in #213 and vice versa.
- E. **Immediate Past President/Parliamentarian** – Kerry Ann Waldrop
1. Have motion forms available for any motions submitted
- F. **Functional Directors** – Given with Committee Reports

## SECOND INCENTIVE DRAWING . . . JAMIE I. EARLY OF LSPM

### COMMITTEE REPORTS

President, Tara Jean Brown, PP, PLS, SCCP, called for reports from our 2019-2020 LSPSC committees.

**Annual Meeting 2020, Amy S. Baker, CP, SCCP/Naomi W. Nation, PP, PLS, CLA, SCCP** – Naomi stated the annual meeting is April 24, 2020 – April 26, 2020. The hotel is the Courtyard by Marriott, 1510 Rose Drive, Summerville, SC. The registration and details will be in the Spotlight. Full registration is \$125.00 and the hotel is \$155.00 per night. They are considering **an event on Sunday afternoon and have**

requested that when members complete the registration form they answer the question about their interest in attending a Sunday afternoon event.

**Award of Excellence, Susan L. Olmstead, PLS/Christine Vandenberghe** – Susan stated that the judges have been approved by the board and the nomination form was published in the Spotlight and it will be put it on LSPSC website. The deadline to nominate a member for the award of excellence is March 15, 2020.

**Certification/Legal Education, Naomi W. Nation, PP, PLS, CLA, SCCP** – Naomi gave an update on topics for the winter meeting and encouraged members to check out the NALS website with the online webinars offered to members. She stated that the theme for Court Observance Week is, “Free Speech, Free Press, Free Society” to be held October 7-11, 2019. She reminded members of the CLE award and encouraged members to apply and that you need 60 hours of CLEs in a three-year period to qualify for the award. Naomi stated that 17 attended the 1st CLE and 21 attended the 2nd CLE. She announced the CLE/Membership drive in Myrtle Beach tentatively on February 22, 2020, from 10am to 2pm has been postponed. The Board will be working with the members in that area to try to get it rescheduled. Naomi also announced/discussed the LSPSC CLE award for any member who attends 7 CLEs during our fiscal year. Shelly Qvicklund, PP, Ashley Haworth, PP, and Cristy Marshall-Bradley, PP, were pinned by Naomi. She reminded the membership that LSPSC is now an accredited sponsor with the SC Bar Paralegal Division and that today’s CLE’s will be submitted to Charmy Medlin for approval and the hours will be added to their profiles.

**Community Projects, Angel E. Reid** – No report. President, Tara Jean Brown, PP, PLS, SCCP stated that there was collection box at the back table(s) for Harvest Hope.

**Credentials, Lauritza S. Hill/Mary Kay Oliver**, reported earlier.

**Employment, Traci Wolfe** – Report was sent out by Traci.

**Finance, Lois J. Belle, CLP/Deborah J. Reynolds, PP, PLS, SCCP**, Lois reported on the amount collected for the themed auction.

**Financial Review, Judith Morgan Glenn/Jimi L. Bullard, ALP**, their report was in the committee reports.

**Handbook, Jasmine Y. Williams/Tara Jean Brown, PP, PLS, SCCP**, Tara Jean reported that they are working on it.

**Historian, Kerry Ann Waldrop** – Kerry requested that the Past Presidents provide her with pictures.

**Marketing & Membership, Katherine R. Helms, PP, SCCP**, Katherine stated that her report was in the Spotlight, but she gave an update on the membership numbers for NALS/state/local chapters and that there are 95 LSPSC members (29 Greenville, 5 Orangeburg, 11 Lowcountry, 9 Hilton Head, 30 Midlands, 7 Spartanburg, and 4 Members-at-large). She reminded members to keep their information updated with NALS and their local chapters so that they receive their mailings promptly. Katherine reminded members to send Happy Grams and encouraged chapters to solicit one full page of ads to run three times a year. The ads are \$40 for a quarter page, \$75.00 for a half page, \$125.00 for a full page and \$25.00 for a business card. (Other costs are in the Standing Rules). Katherine announced to the membership that the SC Bar has created a SCCP Badge that may be used in email signature lines, business cards, etc. Katherine also reminded members that they can “like” and post acceptable postings to our Facebook page. The new member questionnaires will be published in the Spotlight.

**NALS Foundation, Jan W. Berger, ALP**, (Jan was absent) President-Elect, Meredith Lazarski, ACP, SCCP, discussed that the NALS Foundation provides chapters with grants to help grow, educate and certify.

**Nominations and Elections, Debra H. Bailey, CLP/Linda W. Wilson, PLS**, report is in packet, please consider taking a position on the board and/or committees.

**Publication, Susan Church/Lois J. Belle, CLP**, Lois Belle reported the deadline for the March issue of the Spotlight is February 16th and she thanked everyone for their timely submissions. She encouraged chapters/members to obtain ads and reminded that it is 3 ads per year for \$125.00 and a free website link on LSPSC. She encouraged chapters and members to secure an ad or submit an article to her or Susan.

**Scholarship, Deborah League Brown, PLS/Kaylan M. Looper**, Deborah is working on judges and updating the form for the current year.

**Scrapbook, Lauritza S. Hill/Sonia L. Hunt**, Sonia reported that they are working on scrapbooks.

**Standing Rules and Bylaws, Kerry Ann Waldrop**, no report

**Technology, Katie M. Johnson**, no report.

### **THIRD INCENTIVE DRAWING . . . JESSICA COSTLOW OF LSPG**

#### **UPCOMING MEETINGS**

##### **LSPSC Annual Education Conference – April 24 - 26, 2020**

Summerville area of Charleston, South Carolina

##### **Hosting Chapters for Annual Meetings**

- 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
- 2025 Spartanburg County Legal Staff Professionals

#### **NEW BUSINESS**

##### **Elections for 2020-2021 LSPSC Board of Officers:**

The membership received an official call for nominations for the 2020-2021 Board of Officers on Friday, November 15, 2019. The deadline for nominations was December 9, 2019. We had numerous nominations and after receiving acceptance and decline forms, all positions were filled with one exception. The membership received an official call for nominations from the floor on January 8, 2020, advising of the vacancy and notifying the membership of the call to take place during the Winter Meeting. The membership has been notified of the vacant position for the slate of officers for the 2020-2021 LSPSC Board. However, due to the lack of timely notice we will need to have a Motion to set aside the 30-day notice. Motion was made by Lois J. Belle, CLP, and seconded by Sharon Wotherspoon, CLP. Said motion passed.

The Ballot is as follows:

- |                        |   |                                    |
|------------------------|---|------------------------------------|
| <b>President-Elect</b> | - | <b>Vacant</b>                      |
| <b>Treasurer</b>       | - | <b>Michelle Dender Campbell</b>    |
| <b>Secretary</b>       | - | <b>Ann Marie Minerva, PP, SCCP</b> |

**Functional Director  
Certification/Education** - **Katherine R. Helms, PP, SCCP**

**Functional Director  
Membership/Marketing** - **Amy S. Baker, CP, SCCP  
Traci B. Wolfe, PP**

President, Tara Jean Brown, PP, PLS, SCCP, asked the membership if they had any questions or comments, then she opened the floor for nominations for the office of **President-Elect**:

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 was a nomination and second for Stacy Russo Strobel, PP, PLS .

There were no other nominations for the office of President-Elect.

There was a motion to close nominations by Amy Baker, CP, SCCP, and a second to close nominations by Carlene Kilgore, PLS.

Hearing a motion and a second to close the nominations for the office of **President-Elect**, the nominations are now closed. We thank Stacy Russo Strobel, PP, PLS, for her willingness to serve and to run for the office.

**SINCE WE HAVE A CONTESTED POSITION, BALLOTS WILL BE DISTRIBUTED ON FEBRUARY 5 AND THE DEADLINE TO VOTE/RETURN BALLOTS WILL BE FEBRUARY 17. THE MEMBERSHIP WILL BE NOTIFIED OF THE RESULTS OF ELECTIONS AND WILL BE PUBLISHED IN THE MARCH 2020 EDITION OF SPOTLIGHT. THE NEW BOARD WILL BE INSTALLED AT THE ANNUAL EDUCATION CONFERENCE IN APRIL.**

The Premium Prize for our Winter Membership Meeting is provided by **Spartanburg County Legal Staff Professionals**. Special thanks to those of you who brought items with you for Community Service project, Harvest Hope Food Bank.

The Premium Prize for our Annual Membership Meeting will be provided by **Legal Staff Professionals of the LowCountry**.

President, Tara Jean, asked if there was any new business, or if any member had anything to share? There was none.

ADJOURNMENT - President, Tara Jean, stated that if there were no objections, the Winter Membership Meeting of Legal Staff Professionals of South Carolina for 2019-2020 is hereby adjourned. She stated that we look forward to seeing everyone in Summerville (Charleston) in April for our Annual Conference and Spring Meeting.



Respectfully submitted,

s/Ann Marie Minerva

Ann Marie Minerva, PP, SCCP  
2019-2020 Secretary, LSPSC

Approved:

s/Tara Jean Brown

Tara Jean Brown, PP, PLS, SCCP  
2019-2020 President, LSPSC

## LSPSC 2019-2020 Officers



Naomi Nation, PP, PLS, CLA, SCCP; Ann Marie Minerva, PP, SCCP; Kerry Waldrop; Tara J. Brown, PP, PLS, SCCP; Meredith Lazarski, ACP, SCCP; Sonia Hunt; Katherine Helms, PP, SCCP

**Thank you 2019-2020 Officers for all  
you do for LSPSC!**



## **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 2019-2020

President .....Tara Jean Brown, PP, PLS, SCCP  
 President-elect.....Meredith Lazarski, ACP, SCCP  
 Secretary .....Ann Marie Minerva, PP, SCCP  
 Treasurer .....Sonia L. Hunt  
 Functional Director – Certification/  
 Education .....Naomi W. Nation, PP, PLS, CLA, SCCP  
 Functional Director – Marketing/  
 Membership.....Katherine R. Helms, PP , SCCP  
 Immediate Past President.....Kerry Ann Waldrop

# LSPSC COMMITTEE CHAIRS 2019-2020

Annual Meeting .....Amy S. Baker, CP SCCP and  
 .....Naomi W. Nation, PP, PLS, CLA, SCCP  
 Award of Excellence .....Susan L. Olmstead, PLS, and  
 .....Christine Vandenberghe  
 Bar Liaison .....Meredith Lazarski, ACP, SCCP  
 Community Projects .....Angela E. Reid “Angel”  
 Credentials .....Lauritza S. Hill and Mary Kay Oliver  
 Employment .....Traci Wolfe  
 Finance .....Lois J. Belle, CLP and  
 .....Deborah J. Reynolds, PP, PLS, SCCP  
 Financial Review .....Judith Morgan-Glenn and  
 .....Jimi L. Bullard, ALP  
 Handbook .....Jasmine Y. Williams and  
 .....Tara Jean Brown, PP, PLS, SCCP  
 Historian/Standing Rules and ByLaws .....Kerry Ann Waldrop  
 NALS Foundation .....Jan Berger, ALP  
 Nominations and Elections .....Debra H. Bailey, CLP and  
 .....Linda W. Wilson, PLS  
 Publication .....Susan Church, and Lois J. Belle, CLP  
 Scholarship .....Deborah League Brown, PLS and  
 .....Kaylan M. Looper  
 Scrapbook .....Sonia L. Hunt and Lauritza S. Hill  
 Technology .....Katie M. Johnson





# Legal Staff Professionals of South Carolina 2019-2020 Calendar

\*subject to change



|  |  |
|--|--|
| <p><b>May 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>1 American Bar Association Law Day<br/><b>Theme: Free Speech, Free Press, Free Society</b></p> <p>12 Deadline – LSPSC Chapter Rosters to NALS<br/>13 NALS 2019 Online Membership Meeting<br/>13 Deadline – LSPSC <i>Spotlight</i> (June)<br/>15 Deadline – NALS Award of Excellence<br/>27 NALS closed for Memorial Day</p> | <p><b>November 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>1 Call for Nominations – 2020-2021 LSPSC Officers<br/>11 NALS 2019 Online Membership Meeting<br/>15 Close of Nominations – 2020-2021 LSPSC Officers<br/>15 Deadline – LSPSC <i>Spotlight</i> (December)<br/>24 Nominations Acceptance and Qualification forms for 2020-2021 sent to qualifying nominees<br/>28-29 NALS closed for Thanksgiving</p>     |
| <p><b>June 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>10 <i>SPOTLIGHT Published</i><br/>14 Deadline – LSPSC Handbook<br/>15 Deadline – Early Registration<br/>NALS Educational Conference and National Forum (September 26-28)</p>   | <p><b>December 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>1 Deadline – NALS Foundation Grant<br/>4 Deadline to return Nominations Acceptance and Qualification Forms for 2020-2021 LSPSC Nominees<br/>9 <i>SPOTLIGHT Published</i><br/>23-31 NALS closed for holidays</p>  |
| <p><b>July 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>4 NALS closed for Independence Day<br/>5 NALS 2019 Leadership Appreciation –<br/>THEME: We are <b>OriginaLS</b><br/>19-21 LSPSC Officer Retreat [Santee]</p>   | <p><b>January 2020</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>15 Distribute – 2019-2020 LSPSC Scholarship Award Application<br/>15 Distribute – 2019-2020 LSPSC Award of Excellence Application<br/>10 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting in Columbia<br/>24 LSPSC Winter Board Meeting in Columbia<br/>25 LSPSC CLE Seminars and Winter Membership Meeting in Columbia</p> |
| <p><b>August 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>9 Deadline – Registration for LSPSC CLE Seminars and Summer Membership Meeting in Santee<br/>12 NALS 2019 Online Membership Meeting<br/>23 LSPSC Summer Board Meeting in Santee<br/>23 LSPSC Summer Social Event in Santee<br/>24 LSPSC CLE Seminars and Summer Membership Meeting in Santee</p>                         | <p><b>February 2020</b></p> <p>Online Exam ALP, PLS/CLP, PP<br/>5 Prepare official ballots for mailing [If applicable]<br/>14 Deadline – LSPSC <i>Spotlight</i> (March)</p>  |
| <p><b>September 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>2 Deadline – Hotel Reservation for NALS Educational Conference and National Forum Little Rock, AR (September 26-28)<br/>2 NALS closed for Labor Day<br/>15 Deadline – File IRS Form 990N<br/>26-28 NALS Educational Conference and National Forum Little Rock, AR</p>   | <p><b>March 2020</b></p> <p>Online Exam ALP, PLS/CLP, PP<br/>9 <i>SPOTLIGHT Published</i><br/>15 Deadline – Submit 2019-2020 LSPSC Scholarship Award Application<br/>15 Deadline – Submit 2019-2020 LSPSC Award of Excellence Application</p>  |
| <p><b>October 2019</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>7-11 NALS Court Observance Week<br/><b>Theme: Free Speech, Free Press, Free Society</b></p>   | <p><b>April 2020</b></p> <p>1 Online Exam ALP, PLS/CLP, PP<br/>9 Deadline – Registration for LSPSC 55th Annual Meeting and Educational Conference [TBD] (hosted by Charleston)<br/>24 LSPSC Outgoing Board Meeting and Incoming Board Meeting<br/>25 LSPSC 55<sup>th</sup> Annual Meeting and Educational Conference and 2019-2020 Officer Installation<br/>26 LSPSC Spring Membership Meeting</p>                       |





# 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  
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**TO:**