



Legal Staff Professionals of South Carolina



engage
inspire
enhance
promote

SPOTLIGHT

Professional Communication*

by Annemarie Hamlin, Chris Rubio, Michele DeSilva

Professional communication in written form requires skill and expertise. From text messages to reports, how you represent yourself with the written word counts. Writing in an online environment requires tact, skill, and an awareness that what you write may be there forever. From memos to letters, from business proposals to press releases, your written business communication represents you and your company: your goal is to make it clear, concise, and professional

E-mail

E-mail is familiar to most students and workers. It may be used like text, or synchronous chat, and it can be delivered to a cell phone. In business, it has largely replaced print hard copy letters for external (outside the company) correspondence, and in many cases, it has taken the place of memos for internal (within the company) communication.^[2] E-mail can be very useful for messages that have slightly more content than a text message, but it is still best used for fairly brief messages. Many businesses use automated e-mails to acknowledge communications from the public, or to remind associates that periodic reports or payments are due. You may also be assigned to “populate” a form e-mail in which standard paragraphs are used but you choose from a menu of sentences to make the wording suitable for a particular transaction.

E-mails may be informal in personal contexts, but business communication requires attention to detail, awareness that your e-mail reflects you and your company, and a professional tone so that it may be forwarded to any third party if needed. E-mail often serves to exchange information within organizations. Although e-mail may have an informal feel, remember that when used for business, it needs to convey professionalism and respect. Never write or send anything that you wouldn't want read in public or in front of your company president.

Tips for effective business e-mails

As with all writing, professional communications require attention to the specific writing context, and it may surprise you that even elements of form can indicate a writer's strong understanding of audience and purpose. The principles explained here apply to the educational context as well; use them when communicating with your instructors and classroom peers.

(continued on page 19)

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Spotlight

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2020-2021 Editors:
Susan Church
Lois J. Belle, CLP



President's Report

by Meredith Lazarski, ACP, SCCP

We Are the Building Blocks of Our Association

"Have to" or "Get to" (Excerpts from an article by Jon Gordon)

Who knew that two simple words could change one's mindset, perspective and approach to work and life? Just two words have the potential to enhance joy, productivity, performance and change a complaining voice to an appreciative heart.

So often we say things like, "I have to take the kids to practice. I have to go to this meeting." "I have to finish this project. I have to go to work today." "I have to take care of this customer." "I have to share this new information with my team." "I have to see my family this weekend."

We act as if we don't have a choice. As if we are imprisoned by a paycheck and the expectations of a world that forces us to do things we don't want to do. But in reality we do have a choice. We can choose our attitude and our actions. We can choose how we view our life and work. We can realize that every day is a gift. It's not about what we "have" to do. It's about what we "get" to do.

We get to live this life while so many have left this world far too early. We get to drive in traffic while so many are too sick to drive a car. We get to go to a job while so many are unemployed. We get to raise our children, even if they drive us nuts at times, when others are praying to have children. We get to interact with our employees and customers, and probably make a difference in their lives. We get to use our gifts and talents to make a product or provide a service, or simply make someone smile. We get to eat three meals a day, while millions of people are starving. We get to work on projects, answer phone calls, serve customers, participate in meetings, design, create, share, sell, lead, and suit up every day for the game of life, while others may not have such freedom in their lives.

Yes, there will be challenges and life isn't easy; but each day we

wake up we get another opportunity to make today better than yesterday and tomorrow better than today. We get to uplift, inspire, encourage, and impact others. We get to live this life. Let's make the most of it by remembering that life is a gift, not an obligation, and each day is a precious blessing.

It was great to see those members who were able to attend, both in person and virtually, our Winter Meeting at the Ndoki Lodge at the Riverbanks Zoo & Garden in Columbia on Saturday, January 23, 2021. The location was well received by those who attended in person and the LSPSC Board also received positive feedback from those who attended virtually. I hope that LSPSC will consider holding future meetings at locations like the Riverbanks Zoo in the future. With a little finetuning we also hope to be offering our continuing education seminars and membership meetings virtually as well going forward.

It's not too late to participate in our Member Rewards Program this year. This contest is retroactive from **May 1, 2020 through March 31, 2021**. Points are accumulated as a member

completes an achievement on the achievement list. The points can be earned in any combination and the total number of points a member can earn is limitless. 1st Prize: Registration & CLE to LSPSC's 56th Annual Meeting and Educational Conference in Columbia; 2nd Prize: Registration to LSPSC's 56th Annual Meeting and Educational Conference in Columbia; and 3rd Prize: \$75.00 cash for the member to use any way you wish. Your point tally is due by the 5th of each month. The winning member(s) will be announced on **April 7, 2021**. More details on this year's rewards program are in this issue of LSPSC's *Spotlight*. This is a great opportunity for both new and continuing members!

SAVE THE DATE! Our Annual Meeting and Education Conference will be held in the Embassy Suites Columba-Greystone April 23, 2021 through April 25, 2021. Please note that the Embassy Suites will be abiding by the current state and county COVID-19 procedures. In addition, LSPSC will be supplying masks and hand sanitizer for everyone's safety. We look forward to seeing everyone there!

Hope everyone continues to stay healthy and safe! See you in April!

Thanks to our 2020-2021 Outgoing Board

President	Meredith Lazarski, ACP, SCCP
President-elect	Stacy Russo Strobel, PP, PLS
Secretary	Ann Marie Minerva, PP, SCCP
Treasurer	Michelle Dender Campbell
Functional Director – Certification/ Education	Katherine R. Helms, PP, SCCP
Functional Director – Marketing/ Membership	Traci B. Wolfe, PP
Immediate Past President	Tara Jean Brown, PP, PLS, SCCP

We Are the Building Blocks of Our Association

Member Reward Program

This contest will run retroactively from **May 1, 2020 through March 31, 2021**.

Points are accumulated as a member completes an achievement on the following list. The points can be earned in any combination and the total number of points a member can earn is limitless.

Members will report their monthly point total with an explanation of how the points were accrued (i.e., copies of letters, membership certificates, copies of event programs, pictures, etc.) directly to me by the 5th of each month.

The winning member(s) will be announced on **April 7, 2021**.

- Prizes*:
- 1st Prize: Registration & CLE to LSPSC's 56th Annual Meeting and Educational Conference in Columbia
 - 2nd Prize: Registration to LSPSC's 56th Annual Meeting and Educational Conference in Columbia
 - 3rd Prize: \$75.00 cash for the member to use any way you wish

*In case of a tie, names will be placed in a hat with the first name drawn placing 1st and the second name drawn placing 2nd, and if applicable, the third name drawn placing 3rd.

Please do not hesitate to contact me if you have any questions. Good luck!

Meredith Lazarski, ACP SCCP
(843) 816-3015
mlazarski@haleandhalelaw.com





Achievement List

Invite an attorney from a non-member firm to speak at your chapter meeting*	50 points
*Add 5 points for every legal secretary/legal assistant/ paralegal he/she brings with him/her	
Give a membership presentation to an office in the legal community that does not have members	50 points
Pass a NALS Certification (or equivalent)	50 points
Enlist a new member	50 points
Attend NALS 69 th Virtual Educational Conference in September 2020	50 points
Be a NALS Mentor	50 points
Renew a NALS Certification	30 points
Hold a State Board position	30 points
Serve on a National Committee	30 points
Hold a Local Board position	25 points
Bring a non-member to a state meeting	25 points
Write an article for <i>Spotlight</i>	25 points
Participate in Court Observance Week	25 points
Attend a state membership meeting	25 points
Attend state's CLE seminars (both seminars)	25 points
Obtain/Renew CLE Award	25 points
Bring a non-member to a local meeting	15 points
Serve on a Local/State Committee	15 points
Send a Scholarship application to a student going into the legal field	10 points
Nominate a member for the LSPSC Award of Excellence	10 points
Post upcoming chapter events on Facebook (locally and on the state page)	10 points
Send a birthday card, thank you card, etc. to a member via first class mail	10 points
Send a birthday card, thank you card, etc. to a potential or non-member via first class mail	10 points
Attend a local membership meeting	10 points



President Elect
Stacy Russo-Strobel, PP, PLS



LSPSC currently offers to our members, free access to the online study materials for the exams, so if you are looking to start studying, please let me know. Once you are registered for an exam, you can also access study materials online through NALS Exam Study Hall, live or past webinars/CLEs and quizzes.

What an amazing Winter Membership Meeting that we had. It's sure been a long time coming. While we understand those who chose not to come due to this pandemic situation, we so appreciate all of you who joined us by Zoom. We followed the proper protocol for this meeting and everything went smoothly.

The 2021-2022 Annual Conference and Spring Membership Meeting is fast approaching and we look are looking forward to another successful event and meeting. Mark your calendars and look for the registrations forms to be coming to you by email and online, along with all information in the Spotlight. We will continue to follow all protocol necessary to make this a successful event. We do plan on offering the seminars and meetings on Zoom at the pricing noted on the registration forms.

I look forward to being installed as your 2021-2022 LSPSC President and, along with the new state board officers, we are going to do what is necessary to keep this association going strong. Times have changed this past year and we are embracing the changes and challenges that have come our way. We are using and going to use these changes for not only for our benefit, but for the members' benefit as well. There is no stopping this association in what we can do to make it even better.

I look forward to seeing all those who plan to attend and those who will be joining us by Zoom.

Functional Director of Certification/ Education

Katherine R. Helms, PP, SCCP



This wraps up my last report as Functional Director of Certification/Education for the 2020-2021 year. It has been my honor and a privilege to be on the LSPSC Board.

As you know, our certification exams (ALP, CLP, PP) are on-line. Proper internet connection, microphone/webcam are needed to complete the online exams. Online registration information can be found on the NALS website. If you would like to take the paper exam in Columbia, please reach out to me.

All of our local chapters are hosting SCCP and NALS accredited seminars, so please join us and earn your credits. If you are looking for additional CPE credits please attend the NALS' Online Membership Meetings. Be sure to log your CPE hours with NALS and the SC Bar and remember that you must recertify every five years.

If you have not updated your NALS profile with your current certifications, please do so.

We currently have 3 ALPs, 17 CLP/PLSs, 14 PPs, 1 Specialty and 14 SCCPs.

I look forward to seeing you all Annual Meeting, there are some awesome speakers lined up!

Immediate Past President
Tara Jean Brown, PP, PLS, SCCP

We had a wonderful time at the Winter Meeting at the Riverbank Zoo. During the winter meeting I was able to partially close out the 2019-2020 year, we recognized Lucinda Jordan as the 2020 Scholarship winner, and officially passing the gavel to President Meredith Lazarski. 2020 Award of Excellence winner was not in attendance, we hope to be able to make that presentation at the Annual meeting in April.

Looking forward to seeing all our Legal Staff Professionals of South Carolina members at the Annual Meeting in Columbia. I look forward to continuing to lend my support to President Meredith and the 2020-2021 LSPSC Board as they serve this association.

Stay safe.

Annual Meeting Report
Debra H. Bailey, CLP



The Midlands Chapter is excited to host our 56th

Annual Meeting and Educational Conference this year in Columbia! We're ready to see all of our members and friends we have not seen since we were not able to have the Annual Meeting in 2020. We are hosting our meeting at the Embassy Suites near the Riverbanks Zoo, just off I-126. Room rates are \$99 per night. The information for reservations and the applicable deadlines is included in the Spotlight. Call the hotel directly and reference Legal Staff Professionals of South Carolina to make your hotel reservation.

Also, don't forget we need sponsors and advertisers! This is an important part of our Annual Conference. We hope all of our chapters will consider purchasing an ad and ask your favorites vendors to do the same. Remember, your local chapter receives a small rebate on ads you obtain for publication. Also, if you have any "swag" to share with our group, please call or email me, or any member of the Midlands chapter, and we will coordinate getting it from you.

We are excited to announce that the hotel is allowing us to have vendors present. This is a great opportunity to secure your favorite vendor or small business to be on-site as part of our Vendor Fair.

Again, check out the information in the Spotlight for more details.

If you have any questions, please give us a call.

Award of Excellence Report

Jasmine Williams, co-chair

Lauritza S. Hill, co-chair

(803) 707-4059

lauritza@sclegal.org



This is a reminder of the deadline for the Award of Excellence applications which is March 15th. Jasmine and I look forward to receiving the applications. We are looking for one from each chapter

Community Service Committee

Sonia L. Hunt

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

What a year this has been! Thank you for your support of SCCADVASA, the charity for the LSPSC Winter Meeting. It is hard to believe that we are now

preparing for our Annual Meeting and Educational Conference in Columbia, South Carolina. Legal Staff Professionals of the Midlands, as the hosting chapter for the Annual Meeting, has chosen Hannah House as the charity for our community service project.

Hannah House was founded in 1999 by Christ Central Ministries as the first women's and children's shelter in the Midlands. Hannah House provides transitional shelter and basic necessities to women, with or without children, who are seeking independence and self-sufficiency. Hannah House focuses on rebuilding families, job placement, childcare and affordable housing.

Monetary donations may be made to Christ Central Ministries, Inc., and be sure to specify that the funds are to be directed to Hannah House. We also obtained a wish list from Hannah House which is included in this issue of the *Spotlight*.

Hope to see you all in April!

Finance Projects Report

Sonia L. Hunt and Deborah J. Reynolds, PP, PLS, SCCP



It sure was good for us to finally be able to have a meeting. Many thanks to all of those that participated in person and via Zoom and bought tickets and brought items to help support the Winter Membership Theme Auction.

As we turn to thinking about the Annual Meeting and Educational Conference, we are thinking we need some "Cheer" with everything that we have been going through. With that in mind, we are looking for "All Things Bright and Beautiful". We are sure that everyone can find something "bright" colored, something "beautiful", or something that brings you "cheer". Let's see how creative you can get with what you bring to support the Annual Meeting Theme Auction.

We look forward to seeing you all for the Annual Meeting and Educational Conference.



Handbook Committee

**Lois J. Belle, CLP &
Meredith Lazarski, ACP, SCCP**



You can locate a link to the Handbook under the “Members Only” section (*Password required*) of the LSPSC website (www.lspsc.org) or your local chapter President has access to it as well.

Let us know if you have any updates (i.e., change of address, employment, phone number, etc.) and we will pass this information on to the next Handbook committee.

Hope to see you at the annual meeting in Columbia

NALS Foundation

Susan L. Olmstead, PLS



I very much enjoyed our winter board meeting site at the Columbia Zoo. The speakers were great and having time after to visit the animals and learn about them and their habitat was special.

A raffle for NALS Foundation will be presented at annual meeting. The prize will be a “Spa” basket. Tickets will be available for \$2 each or 3 for \$5. Drawing will be Sunday during membership meeting.

For those new members who may not have been introduced to the NALS Foundation and its purpose:

The NALS Foundation strives to ensure top-notch legal services are the norm. It funds quality education programs for legal professionals working with attorneys and the public to enhance their skills and provide them with the latest information on their profession. The NALS Foundation also keeps the good of the legal profession in the public eye, emphasizing a positive image of the profession and the importance of qualified, competent legal professionals.

The NALS Foundation is governed by a volunteer board of trustees. The board has designated the following as funding priorities:

- Educational/Research Opportunities
- Grants
- Keynote Speakers/Workshops
- Recognition

Please direct any questions you may have to the NALS

Foundation Chair at foundation@nals.org.

Donations can be made [online](#) or mailed to:
NALS Foundation
3502 Woodview Trace, Ste 300
Indianapolis, IN 46268

[Learn more and apply for ALP Amnesy here.](#) If you have any questions reach out to NALS Certification Manager Natalie Schryock at natalie@nals.org.

NALS Announces Partnership with MultiView

Friday, February 12, 2021

[Share](#)

We’re excited to announce that we have partnered with North America’s largest B2B publisher, [MultiView](#), to produce a new email newsletter, *The NALS Legal News Brief*. We know how important it is to have direct access to the latest information, trends, and developments in our ever-changing field of practice. With this customized news brief, we’re proud to offer subscribers a hand-curated selection of relevant news and association updates. We work with a dedicated MultiView news editor every week to ensure that stories in *The NALS Legal News Brief* are timely and interesting — that there is always something new and exciting in your inbox.

If you’re already a member of NALS, be on the lookout for *The NALS Legal News Brief* in your inbox every other week, beginning Tuesday, February 16. You can also subscribe by entering your e-mail address on our subscription page [<https://multibriefs.com/optin.php?nals>] to sign up today.

Use your desktop, laptop, iPhone, tablet, or mobile device to easily access *The NALS Legal News Brief* and get the news you need to stay on top of the game.

Partnering with MultiView allows us to harness the power of a captive audience, and advertising in *The NALS Legal News Brief* is the best way to place your products and services in front of those who need them most.

For more information about advertising in *The NALS Legal News Brief* please visit: <https://mk.multibriefs.com/MediaKit/Contact/NALS>

**NALS Board & NEC Election Results
Wednesday, February 17, 2021**

Thank you to the NALS voting members who participated in our recent elections. Each of the following candidates were confirmed with nearly

unanimous approval. Congratulations to all elected leaders.

Board of Directors:

Nakia Bradley-Lawson | One-Year Term Expiring March 2022

2021-2022 Officers:

Nakia Bradley-Lawson | President
Julie A. Abernathy, Emeritus PP, PLS | Secretary
Barry Pickreign, CLP, ALP | Treasurer

Nominations and Elections Committee:

Shannon Crossley | Two Year Term expiring March 2023
Sandy J. Lavender, CHRS | Three-Year Term expiring March 2024

These elected leaders will join the following to make up the complete Board of Directors and Nominations and Elections Committee:

Board of Directors:

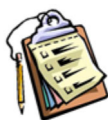
Nakia Bradley-Lawson | President
Julie A. Abernathy, Emeritus PP, PLS | Secretary
Barry Pickreign, CLP, ALP | Treasurer
Laleise Curtiss
Darlene Howard-Holt, PP-SC

Nominations and Elections Committee:

Marcie Carter | Chair
Shannon Crossley
Donna Dendy, PP, PLS
Ron Herbison
Sandy J. Lavender, CHRS
Emily Walterscheid, PP, CLP

Nominations and Elections

Naomi W. Nation, PP, PLS, CLA, SCCP and Tabitha Hanna



The election process for the 2021-2022 state officers of Legal Staff Professionals of South Carolina was addressed during the 2021 Winter Meeting in Columbia on Saturday, January 23, 2021. The following reflects the officers nominated and elected by acclamation:

President-Elect - *Katherine R. Helms, PP, SCCP*
Secretary - *Lois Belle, CLP*
Functional Director of Certification/Education - *Traci Wolfe, PP, SCCP*

The following state positions will be revisited at the April 2021 Annual Meeting in Columbia:

Treasurer

Functional Director of Membership/Marketing

We will install the above-mentioned officers, along with in-coming president **Stacy Russo-Strobel, PP, PLS**, at our 2021 Annual Membership Meeting and Educational Conference scheduled for April 23-25, 2021, in Columbia, South Carolina.

A big round of applause to our 2020-2021 officers who marched on and endured a historical pandemic. We also wish the best to the 2021-2022 officers and look forward to witnessing their installation. Thank you.

Scrapbook

Carlene B. Kilgore, PLS and Betty V. Parks



It was so good to see many of you in person at the January 23rd meeting at the Riverbanks Zoo in Columbia.

Betty and I would appreciate your e-mailing, faxing or snail mailing any pictures or other mementos you might have regarding this past year of Meredith's leadership. We do want to provide her with some sort of scrapbook – although I don't think there is any way any of us will ever forget this past year! Suggestions are appreciated.

Please stay well and we hope to see many of you in April at our annual meeting in Columbia.

Technology

**Tara Jean Brown, PP, PLS, SCCP
Katie Johnson**



The Legal Staff Professionals of South Carolina website has been updated as well as the member only page. Hopefully, by the time you read this report the Annual Meeting forms will be posted as well.

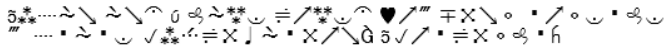
If you see anything that needs to be updated or changed please don't hesitate to send me an email. Once we have some updated pictures we will get those posted as well.

I hope that you continue to stay safe.

Spotlight

Editor: Susan Church

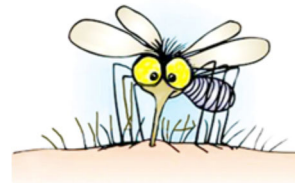
Proofreader: Lois J. Belle, CLP



Oops - this is what the first sentence in our report below would look like in Bookshelf Symbol 7 font! We are thankful for proofing and spell-check.

Susan and I have loved working together on our state publication, Spotlight. Susan is a natural at this and I am her sidekick! I'm not sure how many years we have done this together but we took great pleasure in getting to know each other better and getting to know all of you. Of the 23 (give or take a few) reports we need from our officers and committee folks to publish each issue of Spotlight there has been approximately one point five percent that have reached us by the deadline. LOL! We thank those committees/people (you know who you are) for being so prompt! So, needless to say we have had a lot of contact with people to secure those reports (all good – loved connecting with our members!). All kidding aside, we really have enjoyed working on Spotlight. (I hope you noticed the newly designed cover to Spotlight created by Susan!) I trust that you all have relished reading it from cover to cover as soon as it hit your desk! We love this association and look forward to serving alongside you in the future.

All the best as we celebrate our 2021-2022 officers at our 56th Annual Meeting and Educational Conference in Columbia in April! Hope to see you then!



Did You Know?

Studies have shown that **mosquitoes** are more attracted to people with greater amounts of lactic acid being emitted through their skin. Certain foods, such as beer, potassium-rich foods, salty snacks and sweets, are known for increasing lactic acid. Avoid potassium-rich foods like bananas, potatoes, prunes, raisins, lima beans, avocados and spinach when you are going to be outdoors. Sodium increases the amount of lactic acid your body produces, too, so avoid eating chips, roasted peanuts and other salty snacks. Foods that repel mosquitoes are garlic and cider vinegar.

Nationwide Blog-July 5, 2016



Notice of 56th Annual Meeting and Spring Membership Meeting April 24-25, 2021

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the 2020-2021 56th Annual Meeting
will be held on Saturday, April 24, 2021 at 1:45 p.m.
and
the 2021 Spring Membership Meeting
will be held on Sunday, April 25, 2021 at 9:00 a.m.

At:

Embassy Suites Columbia-Greystone
200 Stoneridge Drive
Columbia, South Carolina 29210
(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
56th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
APRIL 23-25, 2021**



**Hosted by Legal Staff Professionals of the Midlands
Embassy Suites Columbia-Greystone
200 Stoneridge Drive
Columbia, South Carolina 29210**

SCHEDULE OF EVENTS

FRIDAY, APRIL 23:

2:00 p.m. to 4:00 p.m. 2020-2021 Outgoing Board Meeting
4:00 p.m. to 6:00 p.m. 2021-2022 Incoming Board Meeting
6:00 p.m. to 7:30 p.m. Early Registration
Dinner on Your Own!

SATURDAY, APRIL 24:

8:00 a.m. to 9:00 a.m. Registration (Breakfast included with hotel stay)
9:00 a.m. to 10:30 a.m. CLE: Hands on First Aid
Speaker: Serena DeMasters, SC House Calls
10:30 a.m. to 10:45 a.m. Break and Theme Auction Ticket Purchase
10:45 a.m. to 12:15pm CLE: Legal Ethics
Speaker: Carl L. Solomon, Esquire, Solomon Law Group
12:30 p.m. to 1:30 p.m. President-Elect's Luncheon
1:30 p.m. to 1:45 p.m. Break and Theme Auction Ticket Purchase
1:45 p.m. to 3:45 p.m. Annual Meeting and Theme Auction

6:00 p.m. 2021-2022 President's Reception (Cash Bar)
7:00 p.m. Dinner and Installation of 2021-2022 Officers

SUNDAY, APRIL 25:

8:00 a.m. to 9:00 a.m. Breakfast
9:00 a.m. to 10:00 a.m. Spring Membership Meeting

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH THE EMBASSY SUITES, 200 STONERIDGE DRIVE, COLUMBIA, SOUTH CAROLINA (803-252-8700 or 800-EMBASSY) **BY APRIL 2, 2021.**
THE ROOM RATE IS **\$99.00** PER NIGHT PLUS APPLICABLE TAXES.
REFERENCE: **LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

**Seminars are approved for a total of 3.00 CPE credits by the
South Carolina Paralegal Certification Board of the South Carolina Bar**

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
56th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
APRIL 23-25, 2021**



Hosted by Legal Staff Professionals of the Midlands
Embassy Suites Columbia-Greystone
200 Stoneridge Drive - Columbia, South Carolina 29210
Deadline for In-Person Registration/Must Be Post-Marked By: **April 14, 2021**
Deadline for Virtual Registration: **Wednesday, April 21, 2021, 5:00 p.m.***
***NOTE: Both payment AND registration form must be received by deadline.**
Late Fee Charged after Deadline: \$10.00
No Refund after **April 14, 2021**

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

I WILL ATTEND:

_____	\$100.00	Full Registration <i>(covers all meetings; lunch and dinner on Saturday; breakfast included with Saturday and Sunday hotel stay)*</i>	
_____	15.00	Annual Meeting Only (Saturday)	_____ Virtual
_____	30.00	Saturday Lunch / Guest	
_____	50.00	Saturday Evening Banquet / Guest	
_____	15.00	Summer Membership Meeting Only (Sunday)	_____ Virtual
_____	10.00	Late Fee Charge after April 14, 2021	
\$ _____		TOTAL PAYABLE	

* If you are not a guest at the hotel, breakfast can be purchased on-site for \$10.

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



Scan. Pay. Go.

Mail to:
**Debra Bailey, CLP
Nelson Mullins Law Firm
PO Box 11070
Columbia, SC 29211**

ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH
THE EMBASSY SUITES, 200 STONERIDGE DRIVE, COLUMBIA,
SC

(803-252-8700 or 800-EMBASSY or use this link:

[Embassy Suites Reservation Link](#))

BY APRIL 2, 2021.

THE ROOM RATE IS **\$99.00** PER NIGHT PLUS APPLICABLE
TAXES.

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

Legal Staff Professionals of South Carolina
56TH ANNUAL MEETING AND EDUCATIONAL CONFERENCE
 April 23-25, 2021
 Hosted by Legal Staff Professionals of the Midlands
 Embassy Suites by Hilton Columbia Greystone
 200 Stoneridge Drive
 Columbia, South Carolina 29210

Deadline for In-person Registration: Friday, April 14, 2021
NO REFUNDS After Friday, April 14, 2021

Deadline for Virtual Registration: Wednesday, April 21, 2021, 5:00 p.m.*
***NOTE: Both payment AND registration form must be received by deadline.**

CONTINUING LEGAL EDUCATION
Saturday, April 24, 2021

9:00 a.m. – 10:30 a.m. TOPIC: Hands on First Aid
Speaker: Serena DeMasters of SC House Calls

Ms. DeMasters is the Director of Education and Training with this Columbia based healthcare organization that assists healthcare providers in inducting home visits to senior adult patients and bridge the gap in care after a hospitalization, acute illness, or injury.

10:45 a.m. – 12:15 p.m. TOPIC: Legal Ethics
Speaker: Carl L. Solomon, Esq., of Solomon Law Group

Mr. Solomon is an attorney in Columbia who practices in Wrongful Death, Tractor Trailer Collisions, Personal Injury, Civil Litigation, Products Liability and Medical Malpractice.

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

I will be attending the following seminars:

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_____ First Aid	_____ \$20 for one CLE	_____ \$25 for one CLE	_____
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56TH ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 23-25, 2021

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Distributed to NALS Members from Charleston, Columbia, Greenville,
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_____	Camera-ready Ad emailed	

EXHIBITORS: SATURDAY MEETING 8 A.M. TO 1 P.M. **\$25**

Name: _____ Exhibit Type: _____

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Scan. Pay. Go.

Deadline:

April 14, 2021

PAYABLE TO "LSPSC ANNUAL MEETING FUND" \$ _____

Mail form, ad, and check to: **Debra Bailey at Nelson Mullins**
PO Box 11070, Columbia, SC 29211
Phone: (803) 255-9345

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13 gallon Trash Bags
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Laundry Detergent
Food Storage Containers (Large and Small)
Bath Mats (10)
Twin Sheet Sets

Chapter Reports

Legal Staff Professionals of Greenville

Tara Jean Brown, PP, PLS, SCCP

LSPG 2020-2021 President

The Greenville Chapter has been meeting virtually during this pandemic. However, we are finally able to attend in person meeting with great social distancing and have been offering virtual meetings to those members who could not attend in person.

Our Lunch and Learn/CLEs included the following speakers:

- In November – We had our State Officer's by Zoom
- In December – We had our 2021 Charity – Safe Harbor came and talked with us. We collected items for their Holiday Wish list and had a good time with our ornament exchange.
- In January – Our very own Camilla G. Pitman, MMC, PLS spoke with us on Leadership Development.
- In February – we heard from Marcelo Torricos, attorney at law and he spoke on criminal law and changes in the legal system.

We would like to welcome our newest member **Audra Webb, CP, SCCP** to the group. Audra has been attending as a guest off and on for the past year or so. We are so glad to have her join us.

LSPG had two members attend the Winter Meeting in person and one member attended virtually. Reports from the members were positive about the speakers and the venue. Thank you to President Lazarski for setting that up.

We look forward to seeing everyone at the Annual Meeting. Stay safe!

Legal Staff Professionals of the Lowcountry

Naomi W. Nations, PP, PLS, CLA, SCCP

2020-2021 President

Legal Staff Professionals of the Lowcountry (LSPL) has been steady with its membership and we are still making plans for a Spring Virtual CLE.

We blame the Covid-19 virus for several delays, including the monthly meetings we have missed. Yet, we are looking forward to the coming months. This will give us a moment to re-set.

Three of our members attended the Winter Meeting in Columbia on January 23, 2021-- one virtually, and two in person. We even walked away with \$100 of the incentives! Many thanks to the Columbia chapter and the State Board for coordinating two great CLEs and a successful Winter Meeting. Having the meeting at the Columbia Zoo was a fantastic idea.

Plans are in the making for the 2021 Annual Meeting, which will highlight the installation of one of our own, Stacy Russo-Strobel, PP, PLS. Stacy will once again take on the reins as president. It is our hope that as many LSPL members as possible will do all they can to support Stacy during her presidential term.

Looking to see everyone in Columbia in April!

Legal Staff Professionals of the Midlands

Katherine R. Helms, PP, SCCP-President

I think it's been a tough year for us all and I, for one, am ready for a break and to get back to some normalcy. In that we hope you plan to join us in Columbia as we host LSPSC's Educational Conference and Annual Membership Meeting on April 23rd through the 25th at Embassy Suites!

Though it has been a tough year, we have continued our virtual monthly meetings via Zoom. Our meetings and CLEs are held on the second Tuesday of each month except for in April and December. On odd months they are 1:00 p.m. and on even months they are at 9:00 p.m. Please feel free to join us anytime!

- ♦ In January, Reginald C. Hair, Esq., of The Solomon Law Group, spoke on "Ethics: Communication, Coins and Competence."
- ♦ At February's meeting, we heard from our member, Ron Grossberg of Palmetto Legal Gophers, who spoke on "Evolution of Process Serving Over the Past 10 Years."
- ♦ Our March speaker will be determined at a later time.

On Saturday, March 27, 2021, Team LSPM will be participating in the Heart Walk.

In April we look forward to electing a new board and spending some time together at dinner.

We are excited to announce Hannah House as the Annual Meeting Charity. Hannah House is a Christ Central Ministries subsidiary that provides transitional shelter and basic necessities to women, with or without children, who are seeking independence and self-sufficiency.

We are so excited to have you all in Columbia!

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

We welcome our new student members, Kaylla Lundy and A'Netra Hardy, who finally showed up on the NALS membership list. This brings Orangeburg's membership number to eight members.

We had a great virtual meeting in December which included officer visitation with Meredith Lazarski, Tara Brown, and Michelle Campbell. They discussed how the state chapter could be of help with keeping our chapter moving along during these difficult times. The discussion was very informative. We did not have a meeting in January and February.

Our charity is still the Samaritan House, a homeless shelter which was very desperately needed for Orangeburg.

Everyone please remember to wear your mask in public places, social distance, and please stay safe.



In Flanders Fields

***In Flanders fields the poppies blow
Between the crosses, row on row,
That mark our place; and in the sky
The larks, still bravely singing, fly.
Scarce heard amid the guns below.***

***We are the dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved, and were loved, and now we lie
In Flanders fields.***

***Take up our quarrel with the foe:
To you from failing hands we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders fields.***

This was the poem written by World War I Colonel John McCrae, a surgeon with Canada's First Brigade Artillery. It expressed McCrae's grief over the "row on row" of graves of soldiers who had died on Flanders' battlefields, located in a region of western Belgium and northern France. The poem presented a striking image of the bright red flowers blooming among the rows of white crosses and became a rallying cry to all who fought in the First World War. The first printed version of it reportedly was in December 1915, in the British magazine Punch.



(continued from page 1)

- **Open with a proper salutation.** Proper salutations demonstrate respect and avoid mix-ups in case a message is accidentally sent to the wrong recipient. For example, use a salutation like “Dear Ms. X” (external) or “Hi Barry” (internal).
- **Include a clear, brief, and specific subject line.** This helps the recipient understand the essence of the message. For example, “Proposal attached” or “Your question of 10/25.”
- **Close with a signature.** Identify yourself by creating a signature block that automatically contains your name and business contact information.
- **Avoid abbreviations.** An e-mail is not a text message, and the audience may not find your wit cause to ROTFLOL (roll on the floor laughing out loud).
- **Be brief.** Omit unnecessary words.
- **Use a good format.** Divide your message into brief paragraphs for ease of reading. A good e-mail should get to the point and conclude in three small paragraphs or less.
- **Reread, revise, and review.** Catch and correct spelling and grammar mistakes before you press “send.” It will take more time and effort to undo the problems caused by a hasty, poorly written e-mail than to get it right the first time.
- **Reply promptly.** Watch out for an emotional response—never reply in anger—but make a habit of replying to all e-mails within twenty-four hours, even if only to say that you will provide the requested information in forty-eight or seventy-two hours.
- **Use “Reply All” sparingly.** Do not send your reply to everyone who received the initial e-mail unless your message absolutely needs to be read by the entire group.
- **Avoid using all caps.** Capital letters are used on the Internet to communicate emphatic emotion or yelling and are considered rude.
- **Test links.** If you include a link, test it to make sure it is working.
- **E-mail ahead of time if you are going to attach large files** (audio and visual files are often quite large) to prevent exceeding the recipient’s mailbox limit or triggering the spam filter.
- **Give feedback or follow up.** If you don’t get a response in twenty-four hours, e-mail or call. Spam filters may have intercepted your message, so your recipient may never have received it.

Netiquette

We create personal pages, post messages, and interact via online technologies as a normal part of our careers, but how we conduct ourselves can leave a lasting image, literally. The photograph you posted on your Facebook page or Twitter feed may have been seen by your potential employer, or that nasty remark in a post may come back to haunt you later. Following several guidelines for online postings, as detailed below, can help you avoid embarrassment later.

Know your context

- Introduce yourself.
- Avoid assumptions about your readers. Remember that culture influences communication style and practices.
- Familiarize yourself with policies on Acceptable Use of IT Resources at your organization.

Remember the human

- Remember there is a person behind the words. Ask for clarification before making judgement.
- Check your tone before you publish.
- Respond to people using their names.
- Remember that culture and even gender can play a part in how people communicate.
- Remain authentic and expect the same of others.
- Remember that people may not reply immediately. People participate in different ways, some just by reading the communication rather than jumping into it.
- Avoid jokes and sarcasm; they often don’t translate well to the online environment.

Recognize that text is permanent

- Be judicious. What you say online is difficult to retract later.
- Consider your responsibility to the group and to the working environment.
- Agree on ground rules for text communication (formal or informal; seek clarification whenever needed, etc) if you are working collaboratively.

Avoid flaming: research before you react

- Accept and forgive mistakes.
- Consider your responsibility to the group and to the working environment.
- Seek clarification before reacting.
- Ask your supervisor for guidance.**

(continued page 20)

Respect privacy and original ideas

- Quote the original author if you are responding to a specific point made by someone else.
- Ask the author of an email for permission before forwarding the communication.
- ** Sometimes, online behavior can appear so disrespectful and even hostile that it requires attention and follow up. In this case, let your supervisor know right away so that the right resources can be called upon to help.

* This article is excerpts of the article. For the full article use the following link: <https://coccoer.pressbooks.com/chapter/professional-communications/>

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How to Dye Easter Eggs with Food Coloring

By: Amanda Garity

Associate Lifestyle Editor for GoodHousekeeping.com

1. Protect your surface by covering with a sheet of newspaper, paper towel, or garbage bag.
2. Make sure hard-boiled eggs are completely cooled.
3. Stir food coloring — gel-based food coloring results in a more vibrant color — into a cup of hot water. Start with a lighter color, since you'll be dyeing over it later in the process.
4. Mix in 1 Tbsp of distilled white vinegar
5. Carefully drop your hard-boiled egg into the cup and let it sit until it reaches your desired color. It should take about 10 minutes
6. Remove the egg from the cup and let it dry completely.
7. Drizzle rubber cement over the dry egg. (This isn't recommended for young kids.)
8. Let the rubber cement solidify, then dip the egg into a second cup of contrasting dye.
9. Leave the egg in the cup another 10 minutes or so to let the dye set.
10. Take the egg out of the cup and let it dry completely.
11. Peel the rubber cement off the egg. It should come off easily, leaving behind a colorful paint splatter



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Advertisements must be provided in camera ready format.

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LEGAL STAFF PROFESSIONALS OF THE MIDLANDS



Legal Staff Professionals of the Midlands' Board thanks Annual Meeting Committee Chairperson, Debra H. Bailey, CLP, and Committee Member, Jan W. Berger, ALP, for their continued efforts in planning our upcoming conference!



Save the date !



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inspire
enhance
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2020-2021 WINTER MEMBERSHIP MEETING
JANUARY 23, 2021
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2020-2021 was held on Saturday, January 23, 2021, at 1:36 p.m. at The Riverbanks Zoo and Gardens in Columbia, South Carolina.

Call to Order. President Meredith Lazarski, ACP, SCCP, called the Winter Membership Meeting of Legal Staff Professionals of South Carolina for the year 2020-2021 to order. She reminded everyone to check in with the acting Credentials Chairperson, Susan L. Olmstead, PLS. She asked members to turn off all cell phones and electronic devices. Each chairperson or officer giving a report was asked to stand at the lectern. She also requested members addressing the meeting to stand and give their names, certification and chapter. President Meredith introduced herself to the membership.

Old Business. Due to COVID-19, the Winter Membership Meeting was the first membership meeting for 2020-2021. Past President Tara Jean Brown, PLS, PP, SCCP, presented President Meredith with the gavel. President Meredith presented Past President Tara with the Outgoing President's plaque. It was announced that LSP Midlands member Lucinda Johnson was the 2020 scholarship recipient. The 2020 Award of Excellence recipient announcement was held in abeyance until our 2021 Annual Meeting.

Thought for the Day. President Meredith introduced Sonia L. Hunt to give the Thought for the Day which was "Turn Back the Moments" by Dale Smith Thomas. Sonia read one of her Monday inspirational thoughts about moving forward to meet your goals and dreams no matter what, instead of turning back and letting go.

Pledge of Allegiance and Code of Ethics. President Meredith asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance was led by Traci B. Wolfe, PP, Functional Director of Marketing/Membership. The NALS Code of Ethics was then presented by Katherine R. Helms, PP, SCCP, Functional Director of Certification/Education.

Welcome. President Meredith welcomed everyone to the Winter Membership Meeting for the year 2020-2021. She requested all members attending their first LSPSC annual membership meeting to stand and give their names, certifications, and chapters. The members then welcomed Christine Vandenberghe of Hilton Head Legal Staff Professionals and Cassandra Furtick of Legal Staff Professionals of the Midlands. There were no members-at-large or visitors in attendance. She also recognized the ten LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2020-2021. President Meredith introduced the officers of LSPSC for 2020-2021:

Stacy Russo Strobel, PP, PLS
Michelle Dender Campbell
Ann Marie Minerva, PP, SCCP
Katherine R. Helms, PP, SCCP

Traci B. Wolfe, PP

President-Elect (Charleston)
Treasurer (Greenville)
Secretary (Greenville) – not present
Functional Director of Marketing/Membership
(Columbia)
Functional Director of Certification/Education
(Columbia)

President's Remarks. President Meredith thanked those members who attended the meeting both in person and virtually. She mentioned it had been an unprecedented year due to COVID-19 and appreciated the membership's patience. She hoped we were turning the corner and would be able to start meeting again in person. President Meredith reminded members to stay strong, stay healthy and continue to support one another as we are all in this together.

Business Meeting. President Meredith reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing and Tara Jean Brown, PLS, PP, SCCP, Parliamentarian, has forms for that purpose.

Roll Call. President Meredith asked Susan Olmstead, PLS as in-person substitute for Credentials Chairperson Debra H. Bailey, CLP for roll call. Susan reported 16 members present and 9, which was one member over one-half, represented a quorum. Two-thirds of the members present was 12. This included five members who attended virtually.

Consent Agenda. President Meredith stated that all members were provided at the credentials sign-in with the consent agenda packet of items that were approved by the board on January 22, 2021. Due to COVID-19, the packet included the 2020-2021 Budget, the Executive Board, Committees and the Calendar which were all approved at the Incoming Board Meeting held virtually in May, the 2019-2020 Supplemental Treasurer's Report, the 2020-2021 First Period Treasurer's Report and the 2020-2021 Second Period Treasurer's Report. The reports from Officers and Chairpersons were also provided. There being no comments or objections, President Meredith declared that these items were approved by consent.

The first incentive drawing was held and was won by Cheryl LeGrand of Legal Staff Professionals of the Lowcountry.

Reports from Elected Officers.

President Meredith Lazarski, ACP, SCCP. President Meredith reminded everyone that her report was printed in the December *Spotlight*. She also reminded members to make sure that NALS and LSPSC have their correct addresses if not receiving the *@Law* or *Spotlight*. Members can visit NALS.org to update their membership profile and enter CLE hours. President Meredith announced the March *Spotlight* deadline was February 15, 2021. She thanked the membership for allowing her to attend the NALS Virtual Annual Conference. President Meredith reminded members to submit their achievements for the Member Rewards Program. She also announced that the Spartanburg County chapter had filed a petition for dissolution in May 2020 and NALS is currently holding their decision on the petition in abeyance until LSPSC has an opportunity to grow the chapter.

President-Elect Stacy Russo Strobel, PP, PLS. Stacy reminded everyone that her report was printed in the December *Spotlight*. She reminded members that she serves as a liaison to local chapters and she is here to assist. Stacy also encouraged participation in the committees for the upcoming 2021-2022 year.

Secretary, Ann Marie Minerva. President Meredith reminded everyone again that all signed reports should be submitted to the Secretary for the association's permanent records and thanked those who had done so.

Treasurer, Michelle Dender Campbell. Michelle mentioned that the budgeted donation to the NALS Foundation was being mailed.

Immediate Past President Tara Jean Brown, PP, PLS, SCCP. Tara thanked the members for their support during her service on the Board.

The second incentive drawing was then held and was won by Katherine R. Helms, PP, SCCP, of Legal Staff Professionals of Midlands.

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

Annual Meeting 2021 [Legal Staff Professionals of the Midlands]. Debra H. Bailey, CLP. Katherine R. Helms, PP, SCCP, announced that the chapter had been looking at numerous places to hold annual meeting but were having difficulties narrowing down a place due to the COVID-19 restrictions.

Award of Excellence. Lauritza S. Hill and Jasmine Y. Williams. President Meredith announced that the LSPSC board approved the judges and the Award of Excellence application was published in December's *Spotlight* and that copies were available at the meeting.

Certification/Education. Katherine R. Helms, PP, SCCP. Katherine announced that LSPSC had 3 ALPs, 22 PLS/CLPs, 20 PPs, 1 Specialty Certificate and 13 SCCPs in South Carolina. She also reported there were 13 members were in attendance for the first seminar and 13 members were in attendance for the second seminar. 5 members attended virtually. She also reported on the fees generated. The speakers' charities were Prisma Health Midlands Foundation and Love Mutts Rescue.

Katherine informed members that NALS was discontinuing their CLE award and that anyone currently holding a CLE certificate would receive a new one with no expiration date.

Community Projects. Jamie I. Early, PP, PLS-SC Corporate, and Sonia L. Hunt. Sonia announced that the charity for this meeting was the SC Coalition Against Domestic Violence & Sexual Assault (SCCADVASA) based out of Columbia and thanked those who donated. She reminded members that checks and cash would also be accepted.

Credentials. Debra H. Bailey, CLP. Nothing further to report.

Employment. Joanna Albertson. No report.

Finance. Sonia L. Hunt and Deborah J. Reynolds, PP, PLS, SCCP. Sonia reported the total funds generated from the Theme Auction at today's meeting and stated that there were more tickets for sale.

Financial Review. Christine Vandenberghe and Jimi L. Bullard, ALP. Christine stated that their report was in [the Reports of Officers and Chairpersons](#). She also thanked the members for allowing her to serve in the position.

Handbook. Lois J. Belle, CLP, and Meredith Lazarski, ACP, SCCP. Lois stated that their report was in the Reports of Officers and Chairpersons and in December's *Spotlight*.

Historian. Tara Jean Brown, PP, PLS, SCCP. Tara stated that her president's history had been added to the Handbook.

Marketing/Membership. Traci B. Wolfe, PP. Traci thanked the members for allowing her to attend the NALS Virtual Annual Conference in September. She encouraged use of social media and announced that LSPSC was now on Twitter. Traci also encouraged chapter participation with *Spotlight* advertisements. She mentioned that LSPSC wanted to continue to highlight new members in *Spotlight*. Traci stated that LSPSC has a total of 81 members: 3 Members at Large; 7 Legal Staff

Professionals of Orangeburg; 8 Hilton Head Legal Staff Professionals; 9 Legal Staff Professionals of the Lowcountry; 28 Legal Staff Professionals of the Midlands; and 23 Legal Staff Professionals of Greenville.

NALS Foundation. Susan L. Olmstead, PLS. Susan stated that her report was in December's *Spotlight*.

Nominations and Elections. Naomi W. Nation, PP, PLS, CLA, SCCP and Tabitha Hanna. Naomi stated her report was in the Reports of Officers and Chairpersons.

Publication. Susan Church and Lois J. Belle, CLP. Lois reminded members that the deadline for March's *Spotlight* was February 15, 2021.

Scholarship. Christine Vandenberghe. Christine informed members that the judges had been approved by the LSPSC board and that applications were forwarded to local colleges.

Scrapbook. Carlene B. Kilgore, PLS, and Betty Parks. Carlene informed the members that their report was in December's *Spotlight* and encouraged members to send to her and Betty pictures and memorabilia for the scrapbook.

Standing Rules and Bylaws. Tara Jean Brown, PP, PLS, SCCP. No report.

Technology. Tara Jean Brown, PP, PLS, SCCP, and Katie Johnson. Tara informed members that she has updated the website.

Upcoming Meetings. President Meredith announced future meetings as follows:

LSPSC Annual Meetings. President Meredith stated that the hosting chapters for the LSPSC Annual Meetings through the year 2026 were listed in the agenda.

The third incentive drawing was held and was won by Naomi W. Nation, PP, PLS, CLA, SCCP.

New Business. President Meredith stated that membership received an official call for nominations for the 2021-2022 Board of Officers on Wednesday, November 4, 2020. The deadline for nominations was November 20, 2020. We had numerous nominations and after receiving acceptance and decline forms, four positions remained vacant. The membership received an official call for nominations from the floor on December 22, 2020, advising of the vacancies and notifying the membership of the call to take place during the Winter Meeting:

President-Elect	Katherine R. Helms, PP, SCCP
Secretary	Vacant
Treasurer	Vacant
Functional Director of Certification/Education	Vacant
Functional Director of Marketing/Membership	Vacant

There being open positions on the board, President Meredith asked for any volunteers or nominations from the floor. Lois J. Belle, CLP, volunteered for the position of Secretary. Traci B. Wolfe, PP, accepted the nomination for the position of Functional Director of Certification/Education. Motions and seconds were made to close these two nominations.

There being no volunteers or nominations for Treasurer and Functional Director of Marketing/Membership, the positions remained open.

President Meredith announced that the premium prize for today's meeting was provided by Legal Staff Professionals of Midlands. She also announced the premium prize for the Annual Membership Meeting will be provided by Legal Staff Professionals of Greenville.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2020-2021 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Meredith at 3:09 p.m.

Respectfully submitted,

s/Meredith Lazarski
Meredith Lazarski, ACP SCCP
Acting Secretary

Approved:

s/Meredith Lazaarski
Meredith Lazarski, ACP SCCP
President



Liberty
Mutual.



NALS AFFINITY PROVIDERS

Benefits For Members

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

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

LSPSC OFFICERS 2020-2021

President	Meredith Lazarski, ACP, SCCP
President-elect	Stacy Russo Strobel, PP, PLS
Secretary	Ann Marie Minerva, PP, SCCP
Treasurer	Michelle Dender Campbell
Functional Director – Certification/ Education	Katherine R. Helms, PP, SCCP
Functional Director – Marketing/ Membership	Traci B. Wolfe, PP
Immediate Past President	Tara Jean Brown, PP, PLS, SCCP

LSPSC COMMITTEE CHAIRS 2020-2021

Annual Meeting	Debra H. Bailey, CLP
Award of Excellence	Lauritza S. Hill and Jasmine Y. Williams
Bar Liaison	Tara Jean Brown, PP, PLS, SCCP
Community Projects	Jamie I. Early, PP, PLS-SC Corporate, SCCP and Sonia L. Hunt
Credentials	Debra H. Bailey, PLS
Employment	Joanna Albertson
Finance	Sonia L. Hunt and Deborah J. Reynolds, PP, PLS, SCCP
Financial Review	Christine Vandenberghe and Jimi L. Bullard, ALP
Handbook	Lois J. Belle, CLP and Meredith Lazarski, ACP, SCCP
Historian/Standing Rules and ByLaws	Tara Jean Brown, PP, PLS, SCCP
NALS Foundation	Susan L. Olmstead, PLS
Nominations and Elections	Naomi W. Nation, PP, PLS, CLA, SCCP and Tabitha Hanna
Publication	Susan Church, and Lois J. Belle, CLP
Scholarship	Christine Vandenberghe
Scrapbook	Carlene B. Kilgore, PLS and Betty M. Parks
Technology	Katie M. Johnson and Tara Jean Brown, PP, PLS, SCCP





Legal Staff Professionals of South Carolina 2020-2021 Calendar



<p>May 2020</p> <p>1 American Bar Association Law Day Theme: “Your Vote, Your Voice, Our Democracy: The 19th Amendment at 100”</p> <p>12 Deadline – LSPSC Chapter Rosters to NALS</p> <p>15 Deadline – NALS Award of Excellence</p> <p>25 NALS closed for Memorial Day</p>	<p>November 2020</p> <p>1 Call for Nominations – 2021-2022 LSPSC Officers</p> <p>15 Close of Nominations – 2021-2022 LSPSC Officers</p> <p>16 Deadline – LSPSC <i>Spotlight</i> (December)</p> <p>25 Nominations Acceptance and Qualification forms for 2020-2021 sent to qualifying nominees</p> <p>26-27 NALS closed for Thanksgiving</p>
<p>June 2020</p> <p>22 Open Registration for NALS 69th Virtual Educational Conference and National Forum (September 26)</p> <p>22 Deadline – LSPSC <i>Spotlight</i> (July)</p> <p>30 Deadline – Renew SCCP Accredited Sponsorship</p>	<p>December 2020</p> <p>5 Deadline to return Nominations Acceptance and Qualification Forms for 2021-2022 LSPSC Nominees</p> <p>23-31 NALS closed for holidays</p>
<p>July 2020</p> <p>4 NALS closed for Independence Day</p> <p>13 NALS Online Membership Meeting</p> <p>17-19 LSPSC Officer Retreat (Clark’s Inn, Santee)</p>	<p>January 2021</p> <p>1 NALS closed for holiday</p> <p>8 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting in Columbia</p> <p>22 LSPSC Winter Board Meeting in Columbia</p> <p>23 Distribute – 2020-2021 LSPSC Scholarship Award Application</p> <p>23 Distribute – 2020-2021 LSPSC Award of Excellence Application</p> <p>23 LSPSC CLE Seminars and Winter Membership Meeting at the Riverbanks Zoo in Columbia</p>
<p>August 2020</p> <p>21 LSPSC Summer Board Meeting in Summerville</p> <p>21-22 LSPSC 55th Annual Meeting & Education Conference (rescheduled date due to COVID-19 pandemic)</p> <p>23 LSPSC Summer Meeting in Summerville</p>	<p>February 2021</p> <p>5 Prepare official ballots for mailing (if applicable)</p> <p>15 Deadline to Return/Vote Ballots (if applicable)</p> <p>15 Deadline – LSPSC <i>Spotlight</i> (March)</p>
<p>September 2020</p> <p>7 NALS closed for Labor Day</p> <p>15 Deadline – File IRS Form 990N</p> <p>26 NALS 69th Virtual Educational Conference and National Forum</p>	<p>March 2021</p> <p>1 Deadline – Submit 2020-2021 LSPSC Scholarship Award Application</p> <p>15 Deadline – Submit 2020-2021 LSPSC Award of Excellence Application</p>
<p>October 2020</p> <p>12 NALS Online Membership Meeting</p> <p>12-16 NALS Court Observance Week Theme: TBD</p>	<p>April 2021</p> <p>14 Deadline – Registration for LSPSC 56th Annual Meeting and Educational Conference –Embassy Suites (hosted by Midlands)</p> <p>23 LSPSC Outgoing Board Meeting and Incoming Board Meeting</p> <p>24 LSPSC 56th Annual Meeting and Educational Conference and 2021-2022 Officer Installation</p> <p>25 LSPSC Spring Membership Meeting</p>

Mission: engage | inspire | enhance | promote

- ♦ Engage legal professionals on their terms;
- ♦ Inspire legal professionals to want more;
- ♦ Enhance the careers of legal professionals;
- ♦ Promote legal professionals and the legal support industry.

Vision: NALS...the association for legal professionals is the trendsetter for providing information and education through its worldwide partnership with all related professional associations.

NALS Code of Ethics & Professional Responsibility

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



engage
inspire
enhance
promote

SPOTLIGHT

March 2021

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

TO: