



Legal Staff Professionals of South Carolina



SPOTLIGHT

Improving Your Paralegal Writing Skills

Good paralegal writing – the kind that grabs your attention and holds it – is hard to come by. Arguably, it is even harder to create.

With the growth of fully remote positions in the legal world and the billions of emails that we send every year, making your written word count is important. From helping you land that coveted position to improving client communications, writing should be a tool that every paralegal can use proficiently.

Paralegal Writing Tips

1. Slow Down

Especially on those days the emails continually pour in, it is easy to rush and write out replies as quickly as possible. But, as I've learned from the tough teacher of experience, sending a hasty email at the wrong time can quickly hamper your reputation as a legal professional.

Slowing down and ensuring that you aren't missing any information, making egregious errors, or other mistakes will inevitably make your writing stand out from the crowd. Communicating with others effectively through your words is an art that is best done slowly.

2. Make Writing a Habit

One of the most prolific American authors of our time, Stephen King, made the point that

writing every day is one of the key ways to become a better writer. In his book, *On Writing: A Memoir of the Craft*, he notes: "If you want to be a writer, you must do two things above all others: read a lot and write a lot. There's no way around these two things that I'm aware of, no shortcut."

Although his advice might seem inapplicable to legal professionals who aren't looking to become full-time writers, his point still stands. Like anything else in life, writing agreements, emails, memos, or other legal documentation requires practice; lots of it. Even though we generate countless emails a day, making the time for deliberate practice of your paralegal writing (writing practice memos, mock agreement clauses, etc.) can sharpen your intuition for word choice and tone.

3. Proofread Your Paralegal Writing

I'll be honest here. I hate proofreading.

But I also (somewhat contradictory) know that it is one of the few activities that will elevate my writing from good to amazing in a short time. By quickly scanning your work for spelling errors, grammatical issues, and confusing phrases, you'd be surprised at how compelling your work can sound. Why? Because, at its core, syntax is the nuts and bolts of your writing. If there are glaring errors, your entire point will fall apart, no matter how strong it is.

(Continued on page 4)

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Spotlight

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2022-2023 Editor:

Meredith Lazarski, ACP SCCP



President's Report

**By: Katherine R. Helms, PP, SCCP
2022-2023 President**

This is my last Spotlight report as your President, and I must say that it is bittersweet. I have enjoyed this position but am ready to hand it over to Traci B. Wolfe, PP's capable hands and to the rest of the board in April.

Following along with my platform of increasing student membership, LSPSC Board members are meeting with paralegal students at Midlands Technical College on February 21st by Zoom. We will discuss networking and how our association can help them with their future careers.

We are still working on updating the LSPSC website.

Please be reminded of the incentive drawing for two first timers to win full registration to LSPSC's 2023 Annual Meeting hosted by Hilton Head Legal Staff Professionals (HHLSP) on April 21 through 23. Registration includes the meeting and CLE seminars, as well as hotel accommodations for the weekend. If you qualify, send an email to Functional Director of Membership and Marketing, Cheryl Legrand at clegrand@hsblawfirm.com by March 13, 2023, at noon, to be entered into the drawing, which will be held at 5:00 that afternoon. Recipients of the incentive would simply need to submit a report after the meeting to be published in the Spotlight.

Again, thank you all for your support of our association and I look forward to seeing you all in April!



LSPSC Suggestion Board

I would like to see
LSPSC hold a
membership meeting
at a location like...

I think a good idea
for LSPSC
marketing swag
is...

I would like to see
LSPSC offer a CLE on
a topic like... Or in the
area of...

What's the best
thing about LSPSC?

As an organization is
there anything we
should START
doing?

Why did you
become a LSPSC
member?

Why do you stay a
LSPSC member?

As an organization
is there anything we
should STOP
doing?

Send your suggestions to the LSPSC Board via email to:
legalstaffprofessionalsc@gmail.com

Programs like Grammarly fix small errors to spruce up a piece. But they should not be used as a substitute for your eyes and mind. Part of what makes proofreading a productive task is that it puts you in the mindset to better your paralegal writing skills, such as word choice, tone, spelling, etc. Simply clicking a button does not have the same effect.

4. Keep it Simple

As paralegals, we like to flex our drafting muscles every once in a while. However, knowing what circumstances call for such vocabulary or tone separates a keen writer from someone who knows big words. For most situations, it is best to keep things simple. And there's a good reason for that.

A study mentioned in a Harvard Business Review article surveyed two groups of people that were given information about how to lose weight. Each group was given similar material, but one group's information was presented in a much more technical manner. Interestingly, the group that used the simplified information reported more confidence in succeeding in their weight loss goals.

The takeaway? More ink doesn't mean more impact.

5. Read Widely and Read Often

As mentioned in Stephen King's quote above, reading widely (and habitually) is another crucial step to improving your way with words in your paralegal writing. You might object that you already read thousands upon thousands of words per day, but it's important to read the right material properly.

Reading news articles or online posts is good, but it's not as beneficial as reading more involved material such as law articles, memos, classical works of fiction, or, better yet, books about writing. The reason is that to create good works, you also need to consume them. Part of becoming a great writer involves learning how to emulate masters of the craft.

Additionally, while you may shy away from fiction because of its seeming irrelevance to law, learning to read and write about grand landscapes and powerful narratives may widen your perspective. Studies have shown that reading fiction correlates with being more empathetic toward others. So, pick up some Charles Dickens from the library on your way home, and maybe those irritating co-workers might not seem so bad after all.

6. Receive Constructive Criticism for Your Paralegal Writing Well

Out of all the tips listed, this is probably the hardest to do consistently.

When faced with a critique of your paralegal writing, whether it be an email, memo, agreement draft, or another document, it is important to view the criticism as only a review of your work, not you personally. Admittedly this is easier said than done, but taking the time to take a step back – even waiting a day or two – before reviewing their comments will make applying their feedback much easier.

None of us are perfect at what we do. Learning to take feedback in stride will allow you to continue to grow as a writer by incorporating different styles, editorial perspectives, and syntactical choices into your ever-growing writer's toolbox. Not taking feedback seriously puts your drafting abilities in danger of stagnation and, consequently, your paralegal career.

While this advice may seem easy to execute, the last thing I want to do is give the impression that becoming a great writer in the legal profession is a simple matter. It is not.

Learning to take criticism well, proofread meticulously, read often, and slow down your writing process takes immense time to acquire. But there is a common thread throughout all this advice that will make this endeavor easier.

Excerpts from:

Paralegal Bootcamp posted within Paralegal Brief

By Brett Surbey - February 10, 2023

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
58th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
APRIL 21-23, 2023

Hosted by Hilton Head Legal Staff Professionals
HOLIDAY INN & SUITES BEAUFORT @ HIGHWAY 21
2225 Boundary Street, Beaufort, SC 29902

Meeting on the Marsh

SCHEDULE OF EVENTS

FRIDAY, APRIL 21:

2:00 p.m. to 4:00 p.m. 2022-2023 Outgoing Board Meeting - 4th Floor Boardroom
4:00 p.m. to 6:00 p.m. 2023-2024 Incoming Board Meeting - 4th Floor Boardroom
6:00 p.m. to 9:00 p.m. WELCOME PARTY and MEET & GREET!
Early Registration - Tide's Lounge

SATURDAY, APRIL 22:

8:00 a.m. to 9:00 a.m. Registration [*Breakfast on your own*] - Salon A
9:00 a.m. to 10:30 a.m. CLE: Elder Law
Cathy West Olivetti, Esquire
10:30 a.m. to 10:45 a.m. Break and Theme Auction Ticket Purchase
10:45 a.m. to 12:15 p.m. CLE: Hot Topics in SC Legislation
Thomas C. Davis, Esquire
12:30 p.m. to 1:30 p.m. President-Elect's Luncheon - Salon B
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 - Salon A
Auction Theme: Spring it On!
6:00 p.m. 2023-2024 President's Reception (CASH ONLY BAR) - Salon B
7:00 p.m. Banquet and Installation of 2023-2024 Officers

SUNDAY, APRIL 23:

8:00 a.m. to 9:00 a.m. FREE CLE: Leadership Round Tables
During this hour new members will have the opportunity to discuss the various state board and committee positions with seasoned members to learn more about what the positions involve.
9:00 a.m. to 11:00 a.m. Spring Membership Meeting - Salon A

FOR ALL ROOM RESERVATIONS CALL HOLIDAY INN & SUITES

AT 843-379-3100 by **March 21, 2023**. GROUP CODE: LSP

Or use the link below

ROOM RATE: \$154.00 PER NIGHT PLUS APPLICABLE TAXES

[breakfast NOT included in room rate].

Group Booking Link:

<https://www.holidayinn.com/redirect?path=hd&brandCode=HI&localeCode=en®ionCode=1&hotelCode=BFTBS&PMID=99801505&GPC=LSP&cn=no&viewfullsite=true>

Seminars are approved for a total of 4.00 CPE (Continuing Paralegal Education) credits by the South Carolina Paralegal Certification Board of the South Carolina Bar

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
58th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
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2225 Boundary Street, Beaufort, SC 29902

REGISTRATION

(Does not include CLE registration)

Deadline for Registration/Must Be Postmarked By: **April 7, 2023**
Late Fee Charged after Deadline: **\$10.00 / No Refund after April 7, 2023**
Virtual Deadline April 19, 2023

Name: _____ Nickname for Badge: _____

Address: _____ Phone Number: _____

Email Address: _____ Chapter: _____

Current Office(s) Held: _____

I WILL ATTEND:

- _____ **\$110.00** Full Registration (*Does not include CLE registration*)
(covers all meetings; Saturday's lunch & banquet)
- _____ 15.00 Annual Meeting Only (Saturday) _____ In-Person or _____ Virtual
- _____ 30.00 Saturday Lunch/Guest
- _____ 50.00 Saturday Evening Banquet/Guest (*inform of dietary restriction*)
- _____ 15.00 Spring Membership Meeting Only (Sunday) _____ In-Person or _____ Virtual
- _____ \$10.00 Late Fee Charge after April 7, 2023
- _____ **TOTAL**

PLEASE MAKE CHECK PAYABLE TO "LSPSC ANNUAL MEETING FUND"

Mail to: Susan Olmstead, Certified PLS
P.O. Box 3466
Bluffton, South Carolina 29910
susanolmstead369@gmail.com



Scan. Pay. Go.

FOR ROOM RESERVATIONS CALL HOLIDAY INN & SUITES
AT 843-379-3100 by **March 21, 2023**. Group Code: LSP
ROOM RATE: **\$154.00 PER NIGHT PLUS APPLICABLE TAXES**
[breakfast NOT included in room rate].

Legal Staff Professionals of South Carolina
58th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
 April 21-23, 2023

Hosted by Hilton Head Legal Staff Professionals
HOLIDAY INN & SUITES BEAUFORT @ HIGHWAY 21
 2225 Boundary Street, Beaufort, SC 29902

Deadline for In person Registration: Friday, April 7, 2023
NO REFUNDS After Friday, April 7, 2023

Deadline for Online Registration: Wednesday, April 19, 2023, 5:00 p.m.

CONTINUING LEGAL EDUCATION

(Does NOT include Conference Registration)

Saturday, April 22, 2023

9:00 a.m. – 10:30 a.m.

TOPIC: Elder Law

Speaker: Cathy West Olivetti, Esquire

Attorney Olivetti focuses her practice on real estate, complex probate matters, trust administration, and estate planning law on Hilton Head Island. Cathy has more than 25 years of experience practicing law in South Carolina. She will be talking about various Elder Law matters.

10:45 a.m. – 12:15 p.m.

TOPIC: Hot Topics in SC Legislation

Speaker: Thomas C. Davis, Esquire

Senator Davis has lived in Beaufort, South Carolina, since 1985, practicing law at the firm of Harvey & Battey, P.A. Tom attended the Furman University in 1982 and obtained a Juris Doctor degree from the University of Maryland School of Law in 1986. He will give an overview of the latest hot topics in our South Carolina legislation.

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:

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>VIRTUAL</u>
___ Elder Law	___ \$20 for one CLE	___ \$25 for one CLE	___
___ Hot Topics	___ \$30 for both CLEs	___ \$40 for both CLEs	___

 TOTAL AMOUNT: \$ _____

NAME: _____ CERTIFICATIONS: _____
 PHONE #: _____ EMAIL: _____

Options for payment: PayPal QR code below or make check payable to:
Legal Staff Professionals of South Carolina and return completed form to:



Sonia L. Hunt, LSPSC Treasurer
 P.O. Box 124
 North, SC 29112
 (803) 837-2011 (cell)
 slhunt1963@gmail.com

*Legal Staff Professionals of South Carolina is an affiliate of NALS...the national association for legal support professionals
 – dedicated to enhancing the competencies and contributions of members to the legal services profession.
 Seminars qualify for a total of 3.00 CPE credits by the South Carolina Paralegal Certification Board.*

Legal Staff Professionals of South Carolina
58TH ANNUAL MEETING AND EDUCATIONAL CONFERENCE
 April 21-23, 2023

REGISTRATION FOR SPONSORS AND ADVERTISERS

ANNUAL MEETING PROGRAM
 Distributed to NALS Members throughout the state
 LSPSC TAX ID# Available upon request

Holiday Inn & Suites Beaufort @ Highway 21
 2225 Boundary Street - Beaufort, South Carolina

CHECK ALL THAT APPLY:

Annual Meeting Sponsorship

(includes advertisement in program & recognition throughout conference):

_____	Diamond Sponsor (includes full-page program ad, one-year website link, and a one-year Spotlight ad (\$125 value))	\$500
_____	Platinum Sponsor (full-page ad)	\$300
_____	Gold Sponsor (half-page ad)	\$200
_____	Silver Sponsor (quarter-page ad)	\$100
_____	Bronze Sponsor (eighth-page ad)	\$50

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

_____	Saturday Luncheon	\$250
_____	Friday Night Welcome Party/Meet & Greet	\$300
_____	Saturday Night Banquet	\$300

Advertisements in Program:

_____	Full-page Advertisement	\$100
_____	Half-page Advertisement	\$75
_____	Quarter-page Advertisement	\$50
_____	Business card Advertisement	\$25
_____	Camera-ready Ad enclosed	
_____	Camera-ready Ad emailed	

Deadline: April 10, 2023



Scan. Pay. Go.



PAYABLE TO "LSPSC ANNUAL MEETING FUND" \$ _____

Mail form, ad, and check to: Meredith Lazarski, Hale & Hale, PA
 1533 Fording Island Road, Suite 294
 Hilton Head Island, SC 29926
 Phone: (843) 837-3000

Goody Bags will be distributed to all members in attendance, filled with YOUR advertising items. **Please send 30 of each item.** Contact Meredith Lazarski @ Hale & Hale, PA with questions. Please mail your items to her at 1533 Fording Island Road, Suite 294, Hilton Head Island, SC 29926.

OFFICER & COMMITTEE REPORTS

President-Elect Traci B. Wolfe, PP

Can you believe that in a few short weeks, Daylight savings will once again be upon us? There are so many changes that happen around this time of year. The same goes with in our association. We are gearing up for our Annual Meeting in April, and we are excited to spend some time in Beaufort. The Hilton Head Legal Staff Professionals have done a fantastic job getting everything ready, and I hope to spend time with each of you during our time there. At that time, we will install our new Board and I am looking forward to an exciting 2023-2024 year with the elected officers. Thank you all for your support and encouragement as I embark as the President of LSPSC. Then, In August we will head to Huston Texas for our NALS National Conference. Please go to the NALS website and get in your registrations, grab your cowboy boots and I will meet you there.



Functional Director of Certification/Education Susan L. Olmstead, PLS

The NALS Certifying Board is offering a **limited-time amnesty** period for those who wish to reinstate their NALS credential(s). The program is available for all NALS credentials, and is open to everyone, regardless of reason for the lapse. If you are unsure about your credential status, you can check the Certified Professionals List under the “Certification” tab on the NALS website. The cost is \$100 for ALPs and \$150 for CLP/PLS & PP, and you must submit 50 hours of CLP for ALP and 75 hours of CLP (5 of which need to be ethics) for all other certifications within a five-year timeframe. Submissions will be accepted through May 14, 2023.

If you need CLP's , please take advantage of educational opportunities such as NALS Exam Cram On-Demand which series span topics ranging from citations, electronic discovery, to various areas of substantive law. Past Webinars are accessible through the NALS online store. There are several NALS

CLE Events listed for free or a small fee to members. If you are missing hours to re-certify, take advantage of these offers.

We have fabulous CLP scheduled for April and I want to encourage all of you to participate in these seminars, one being on Elder Law and Medicare and the other on current South Carolina legislation.

Functional Director of Membership/Marketing Cheryl D. LeGrand

Hello, this will be my final report for the 2022-2023 year in my position, wow, how time has flown!

I want to remind everyone, particularly for those new members who have been in attendance at recent meetings, that the drawing for the two (2) winners for first timers to attend 2023 Annual Meeting and CLE's, and hotel registration will be held on **March 13, 2023 at 5:00 p.m.** Please forward an email to me at clegrand4@gmail.com and/or clegrand@hshblawfirm.com by **12:00 p.m.** on March 13, 2023 in order to be included in the 5:00 p.m. drawing. In exchange for LSPSC providing this incentive, we ask that the winners submit an article to the next edition of the Spotlight about your experience at the meeting. This article will also appear on state and local Facebook pages. So please, get your names to me – you don't want to miss this! 😊

The LSPSC Board has ordered new magnetic name badges for the state board with the new NALS logo! Yay !! 😊 We should have them for pinning at the upcoming installation banquet. If you would like to order new name badges for your local chapters, please contact: Terry Hall at Larry's Trophies at terry@larrystrophies.com and place your orders. The charge for the badge is \$7.00 each. We have looked at a sample, and they are great!!

We are also very excited about getting a new website for Legal Staff Professionals of South Carolina! We are looking forward to a new look and capability for our expanding association!

Happy
Passover



We would also like to encourage the local chapters with advertisements for our Spotlight applications. If your employer, or if you know of a vendor or company that would be interested in placing an advertisement for publicity in our publication, please submit the Spotlight advertisement form to me at my email addresses listed above, and mail the checks to the address listed on the form. We thank you very much for your assistance and consideration.

We are in the process of continuing the implementation process for reaching out to new members. This includes an introduction and providing information regarding our association, including all of the perks and benefits from being a part of NALS and Legal Staff Professionals of South Carolina. We also emphasize education and certification, and how that impacts legal careers. A draft PowerPoint presentation has been given to each president of the local chapters so they may amend to for their particular chapter and distribute at local membership drives and colleges. We are very proud of the chapters for having membership drives, and spreading the word about who we are and what we are about. We are grateful for those who are excelling in service, attitude and aptitude in our association.

Some virtual presentations have been conducted for colleges who have Paralegal programs, and we are hopeful that the seeds planted will produce more interest and membership. I would like to thank the Greenville chapter for being so involved and active with the local college that offers the paralegal program curriculum. The professors and students are so grateful for the Greenville chapter's help and support as they study and prepare to enter the profession.

On January 31, 2023, some of our board members and other LSPSC members attended a webinar presented by NALS for Chapter Leader Development – Presidents. Here are some great take-a-ways from the session:

Did you know that all renewing and new members get a FREE webinar? What a great perk that is for all of us!! Thank you NALS, for this new benefit for members! 😊

Stay tuned: the NALS Chapter Reimaging Task Force has interviewed many chapter leaders. This includes compiling responses and making recommendations to the NALS Board. As the NALS Board has reviewed the responses, many new ideas and programs are being introduced.

The NALS Board of Directors is always available for all of us for questions, information, etc. If you have a question for the NALS Board members, please email: board@nals.org., and one of the board members or a staff member will respond to your email.

It takes many different styles of leaders to create a great association.

As always, we encourage our members to share uplifting posts and news on the LSPSC social media platforms, such as NALS announcements, events, news, photos from events attended, South Carolina Bar news, anything that shed positive and inspiring light and glory to the ongoing progress in our profession. We thank you very much for your support, encouragement, and participation in all everyone does to be part of the LSPSC team. We are looking forward to seeing everyone at the annual meeting in Beaufort in April.

I, personally, am also very grateful to serve you the past year to the best of my ability and capacity. I would also like to extend my appreciation to the LSPSC Board for their **PATIENCE, GRACE**, encouragement, and support this past year. I express my sincere congratulations and best wishes to the upcoming Functional Director of Marketing and Membership, as well as all of the incoming board members. The next year is going to be sensational and groundbreaking!



Immediate Past President
Stacy Russo-Strobel, PP, PLS

It was great to see those who were able to attend our Winter Membership Meeting in Columbia. We had some great speakers for our CLE's. I hope you were able to come out with learning something new. Lawyer Lori is still making her presence known with the continuing saga of the Murdaugh trial.

This is my last report as Immediate Past President and it was an honor and privilege to serve LSPSC and its members over the years. I look forward to continuing my support to the incoming 2023-2024 LSPSC Board and its members.

Our 58th Annual Meeting and Educational Conference is fast approaching. Hilton Head Legal Staff Professionals will be hosting this event. Let's get those registration forms in as soon as you can. Also, don't forget to get your hotel reservation made as the rooms are quickly filling up.



Annual Meeting Committee
Meredith Lazarski, ACP SCCP and Betty Parks

Hilton Head Legal Staff Professionals is hosting the 58th Legal Staff Professionals of South Carolina Annual Meeting and Educational Conference. We look forward to "Meeting you on the Marsh" at the Holiday Inn & Suites Beaufort @ Highway 21 located at 2225 Boundary Street in Beaufort. The meeting will be held Friday, April 21, 2023 to Sunday, April 23, 2023. We have some great seminars lined up as well as some fun Saturday night entertainment and an opportunity for everyone to meet and mingle with some of our Beaufort and Hilton Head area judges and clerks at the Welcome Party Friday night.

The meeting schedule as well as the meeting registration form and CLE form can be found on pages 5 through 7.

We also ask each chapter to participate by securing sponsors and advertisers, as well as items for our goodie bags. The sponsor and advertisement form can be found on page 8.

BUT MOST IMPORTANTLY – The deadline to reserve your room is **MARCH 21, 2023**. For room reservations please call the Holiday Inn & Suites at 843-379-3100 or use the below link. GROUP CODE: LSP and the room rate is \$154.00 per night plus applicable taxes. Please note that breakfast NOT included in room rate.

Group Booking Link:
<https://www.holidayinn.com/redirect?path=hd&brandCode=HI&localeCode=en®ionC>

[ode=1&hotelCode=BFTBS&PMID=99801505&GPC=LSP&cn=no&viewfullsite=true](https://www.holidayinn.com/redirect?path=hd&brandCode=HI&localeCode=en®ionCode=1&hotelCode=BFTBS&PMID=99801505&GPC=LSP&cn=no&viewfullsite=true)

Please make plans now to join us. It will be a wonderful weekend of networking, friendship and fun. We look forward to seeing everyone!

Award of Excellence Committee
Keshia Shuler-Johnson

My name is Keshia Shuler-Johnson, and I will continue the process with the Award of Excellence applications in place of Margaret Marstin.

Please be reminded to send in an Award of Excellence nominee from your chapter by March 1, 2023 or any member can nominate someone. A copy of the Award application is on the LSPSC website. I am sure there are many deserving members in our organization worthy to be nominated for the Award of Excellence. I look forward to processing the nominees. The award will be presented in April at the LSPSC Annual meeting. Please send your applications to me at keshiashuler@sclegal.org.

Community Service Committee
Christine Vandenberghe

"Never doubt that a small group of thoughtful committed citizens can change the world: indeed, it's the only thing that ever has." —Margaret Mead

Thank you all for donating to Harvest Edge Gathering Home at the Winter 2023 Membership Meeting! Your generosity was and is greatly appreciated.

Hilton Head Legal Staff Professionals has chosen to support the Palmetto Animal League ("PAL") as the charity for our Annual Membership Meeting. Palmetto Animal League is a private, non-profit, No Kill animal rescue organization that believes every animal deserves a second chance at life. PAL's Adoption Center, located in Okatie, South Carolina, serves as a temporary residence for approximately 200 dogs and cats while they wait to find a forever home. Their facility is also home to PAL's Community Clinic, which offers wellness exams, vaccines and other vital services to pet owners at affordable prices. In addition, Palmetto Animal League manages a network of loving foster families to house and care for abandoned animals.

Please consider their current list of needs, found in this edition of *Spotlight*, and donate before or at our Annual Meeting. Monetary donations as well as items from their list will be accepted. By supporting PAL's compassionate No Kill programs and services, you will be helping to save lives.

Please visit <https://palmettoanimalleague.org/> for more information about PAL.

If you have any questions or would like Legal Staff Professionals of South Carolina to highlight a community service or charity, please reach out to me by email at cgvandenbergh@gmail.com.



Employment Committee **Cathy Boggs**

The legal industry has really picked up in hiring now that the holidays are behind us! If you are considering a job change, dust off that resume now! Be sure you keep your resume up to date annually to continuously add the new skills or certifications you have gained. Utilize your network and ask others to stay alert for opportunities. Networking is not just about finding a job, but may also be very helpful in your career and personal growth. If you are not on LinkedIn, create a professional profile today! It a great way to be visible to recruiters and hiring managers. If you are looking to hire, please send your job posting to cathy@godshall.com so that I can communicate any new opportunities to our membership. We all know the value of word of mouth and personal referrals! Also check out LSPG social media page to learn of new job opportunities and don't be afraid to share on your personal account as well!

Finance Committee **Terri J. Coker, ACP SCCP and Kaye K. Mullinax, RP SCCP**

Legal Staff Professionals of the Midlands hosted the LSPSC Winter meeting on January 21,2023, at Segra Park, home of the Columbia Fireflies, in Columbia. Many thanks to all who donated prizes and thanks to

everyone who purchased tickets.

Remember, membership is the heart of our organization and as a whole, membership took a hard hit from the pandemic. Please continue to put forth efforts to *promote* NALS and Legal Staff Professionals all across the state. Reach out to any legal students and to legal support staff and ask them to get involved in NALS on a state and local level.

Our Annual Membership Meeting is scheduled for April 21-23, 2023, in Beaufort. You are going to want to be there for this meeting, so register today! Stay *engaged* and check out other articles in this Spotlight to learn more details as to registration information and agenda.

Legal Staff Professionals of Hilton Head will furnish the Premium Prize for the Annual Meeting.

Themed Auction: "Spring it On!"

Spring is all about getting a fresh start. Trees get leaves again, flowers start to bloom, and the weather finally begins to pick back up. It's the perfect time to get outside and get active before the temperatures and mosquitos become unbearable.

Suggested items include seeds, garden tools, garden ornaments, live plants such as bulbs that can be planted in the garden, gardening gloves, flower vases, gift cards to a national home improvement store (Lowe's, Home Depot, Big Lots, Hobby Lobby, etc.), garden toys for kids, pet toys, bird feeders, windchimes. You know, things that are predominantly Spring related, such as baseball – t-ball set, peanuts and cracker jacks, baseball cards, badminton, picnic supplies, Riverbanks Zoo tickets, etc., Spring cleaning/organizing tools, kites, bubbles, sidewalk chalk.



Handbook Committee **Patti Bacon and Stacy Russo-Strobel, PP, PLS**

Please be sure to update any changes in your chapter rosters, officers or other information on the website. We want to be sure everything is up to date in case our members want to get in touch with someone.

NALS Foundation Committee
Mikki Hancock, PP SCCP

The NALS Foundation is a 501(c)(3) non-profit educational foundation established in 1989 that works with the National Association for Legal Support Professionals to provide educational opportunities. Grants and contributions are provided to state and local chapters for the benefit and enhancement of such educational purposes.

The NALS Foundation is governed by a volunteer board of trustees who oversee the granting of funds to state and local chapters. The funding priorities designated by the board are as follows:

Education/Research Opportunities
Grants Keynote Speakers/Workshops
Recognition

Contact the NALS Foundation Chair at foundation@nals.org if you have any questions.

Serving on the NALS Foundation Board of Trustees is a simple, fun, and rewarding way to give back to the legal support profession. Go to the NALS website and select NALS Foundation Board of Trustees on your volunteer interest form. Contact any current Trustee if you'd like to discuss the possibilities!

2021-2022 NALS Foundation Board of Trustees
Rita Ann Gilson, PP, PLS (co-chair)
Jennifer Robinson (co-chair)
Kathy Hilgendorf (secretary/treasurer)
Faynell Poe, PP, PLS

The Spring deadline to apply for grants is March 1, 2023. I encourage any chapter to get your application and as much documentation as possible attached when applying for a grant. Grants can be used for education, recognition of exemplary members, membership drives, annual meetings, etc. The possibilities are endless, but you must apply to be considered for a grant.

Applying for a grant is great, but there must be funds to award a grant to your chapter. There are several different ways to donate to the NALS Foundation. Check out the Foundation page on www.nals.org to find out all the ways you can donate today. Here are just a few:

Gift-in-Kind Donations for “Sweeps”! The next annual conference is being hosted in Houston, Texas beginning on August 21, 2023. Make plans now for donations.

Donor Programs: Full Circle Donor, One-Time Monetary Donor, Organizational Circle Donor, and Honorary and Memorial Gifts Donor. The Full Circle donor program offers a monthly gift to the Foundation for one year. Making an honorary or memorial gift is a generous and thoughtful way to recognize a person’s life and accomplishments.

Donations can also be mailed to:

NALS Foundation
3502 Woodview Trace, Ste 300
Indianapolis, IN 46268

Whichever way you decide to give, the Foundation makes your donations work for you!



Scholarship Committee
Lauritza S. Hill

I have now assumed the position of scholarship chairman because Ms. Lucinda Jordan was unable to continue. I am happy to help.

It is that time to select a scholarship recipient for the Norma F. George, PLS Scholarship award of \$1,000. The recipient must be in the legal field and the qualifications are on the LSPSC website. Please be reminded chapter presidents to submit your local winner or someone you think is eligible for the state scholarship by March 1, 2023. Also, applications were sent to colleges or universities in the area who have a paralegal program. The names of the judges have been submitted to the Board and have been approved. Members are also encouraged to share the application to anyone you think is qualified.

The award will be announced at our LSPSC Annual Meeting in April. Please submit applications to me at lf.hill5694@gmail.com or if you have any questions, feel free to call or text me at 803 707-4059.



Nominations & Elections

Tara Jean Brown, PLS PP SCCP

In accordance with the Standing Rules of Legal Staff Professionals of South Carolina, Notice of Vacancy for the 2023-2024 offices of President-Elect and Treasurer were provided to the membership. This means that all individuals nominated for these positions declined their nomination. A call for nominations for these positions was taken from the floor at the winter membership meeting, which was on Saturday, January 21, 2023, in Columbia, South Carolina. Tara Jean Brown, Certified PP, PLS, SCCP was nominated and approved by acclamation for the office of Treasurer. The office of President – Elect remains open and vacant until annual meeting held on April 22, 2023. There were two nominations for the office of FD of Marketing/Membership: Terri J. Coker, ACP, SCCP and Cassandra Furtick. Ballots for the office of FD of Marketing/Membership were emailed to the membership on or before February 5, 2023, with the requirement that the ballots be returned by February 15, 2023, to committee chair. The ballots will be counted, verified and the result submitted to the LSPSC Board by February 17, 2023.

Below is the slate of officers for 2023-2024.

SLATE OF OFFICERS

Legal Staff Professionals of South Carolina 2023- 2024

ELECTED OFFICE	NOMINEE/CANDIDATE	NOTE
President	TRACI B. WOLFE, PP	Acclamation
President-Elect	OPEN	Call at Annual Meeting
Treasurer	TARA JEAN BROWN, PLS, PP, SCCP	Acclamation
Secretary	STEPHANIE A. JONES, PP, SCCP	Acclamation
F.D. – Membership/ Marketing	CASSANDRA FURTICK	By Majority Vote
F.D. – Certification/ Education	ANN MARIE MINERVA, PP, SCCP	Acclamation

Scrapbook Committee

Stephanie Jones, PP SCCP, Kristen Barry, and Michael Howell, Jr.

IN NEED OF PICTURES FOR PRESIDENT HELMS' SCRAPBOOK! Please forward any pictures, quotes, funny stories, and anything else you think would be good for her scrapbook to my attention at stephanie.jones7009@gmail.com. I am accepting anything we believe she will want to look back on in her year of presidency. I am checking Snapfish as well, so keep those pictures coming!

Thank you to all who have contributed and worked with me in gathering items for her scrapbook!



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
NOMINATION FORM**

AWARD OF EXCELLENCE

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

Deadline: March 1, 2023

Submit to: Keshia D. Shuler-Johnson
LSPSC Award of Excellence Chairperson
126 Associate Pkwy
Orangeburg, South Carolina
Telephone: (803) 533-0116
E-mail: keshiashuler@sclegal.org

Nominee: _____ Home Phone: _____

Address: _____ Office Phone: _____

City/State/Zip: _____

Local Chapter Affiliation: _____

Date: _____ Date Received by LSPSC Chairperson: _____

Experience and Achievements (NALS, LSPSC and Local Chapter)

Years of Experience in legal profession: _____

Years of membership in NALS: _____

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

List all elected or appointed positions held in LSPSC:

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

Professional Achievements (including years attained)

Professional Designations/Certifications:

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

Recommendation (250-word limit)

I believe the above-named person should be considered for the LSPSC Award of Excellence for the following reasons:

Signature: _____
Name/Title: _____
Firm Name: _____
Address: _____

Chapter: _____
Telephone: _____
Date: _____

Community Project



Help keep homeless pets happy and cozy during their stay at PAL. You can send supplies directly to their Adoption Center via Amazon or in person at our Annual Meeting. Donations are tax deductible, and they are happy to provide receipts for tax purposes upon request.

Amazon Wish Lists

You can support PAL by shopping from home! Send donations directly to PAL via Amazon. It's quick, easy, and your gifts will make a big difference for animals in need.

Adoption Center Wish List: https://www.amazon.com/hz/wishlist/ls/2RYVE39UTXBKF?ref=wl_share

Kitten Care Wish List: https://www.amazon.com/hz/wishlist/ls/35XXFW24ZFZ9E?ref=wl_share

Pet Food Bank Wish List: https://www.amazon.com/hz/wishlist/ls/3O9UXYLQ1WU2K?ref=wl_share

Meeting Donations

If you prefer to bring donations, please see below for PAL's list of items that they need most.

For Cats:

- Purina Cat Chow
- Friskies Pate Style Wet Food
- Pine Pellet Cat Litter
- Cat Beds
- Scratching Posts
- Cat Toys
- Laser Pointers
- Paper-towel/toilet paper Tubes

For Dogs:

- Purina Dog Chow
- Puppy Chow
- Pet Carriers
- Wire Dog Crates
- Food and Water Bowls
- Jolly Balls
- Towels
- Sheets

For Adoption Center:

- Laundry Detergent & Bleach
- Hand & Dish Soap
- Paper Towels
- Trash Bags
- Liquid Dish Detergent
- Printer Paper
- Sheets & Towels
- Printer Ink
- Stamps
- #10 Envelopes

For Fosters:

- KMR (Kitten Milk Replacement)
- Esbilac (Puppy Milk Replacement)
- Meat Flavored Baby Food
- X-Pens & Large Crates
- Baby Gates
- Heating Pads

Notice To All Members Annual & Spring Meetings

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Annual Membership Meeting for 2022-2023 will be held on Saturday, April 22, 2023, at 1:45 p.m.

AND

NOTICE is hereby given that the Spring Membership Meeting for 2023-2024 will be held on Sunday, April 23, 2023, at 9:00 a.m.

BOTH AT:

**The Holiday Inn & Suites Beaufort @ Highway 21
2225 Boundary Street
Beaufort, South Carolina
(Dress is business attire.)**

(Saturday registration begins at 8:00 a.m.)

(Saturday Seminars begin at 9:00 a.m.)

(Exact meeting information is available on the agenda/registration forms.)

Legal Staff Professionals of South Carolina

**By: /s/ Jamie I. Early
Jamie I. Early, Emeritus PP, PLS-SC Corporate, SCCP
LSPSC Secretary 2022-2023**



Chapter Reports

Legal Staff Professionals of the Midlands

Traci B. Wolfe, PP

Bad Boys, Bad Boys, what you gonna do....For our February monthly meeting and CLE, we were honored and excited to have Officer Braylyn K. Salmond from On Patrol Live speak to us. Officer Salmond entertained us with all the behind-the-scenes activities of the Richland County Police Department and the popular TV show. Officer Salmond was dubbed as an honorary member of the Legal Staff Professionals of the Midlands, and we are super excited to have him as part of our family. In March, we will begin the voting process for our new board of directors. I am excited and saddened to be passing the torch to someone else to lead our association. I know that whoever takes this new role, will lead our association to new heights, and I, along with all the members will be cheering them on! I look forward to seeing you all in April at our Annual Meeting in Beaufort. Much love to each of you.



Legal Staff Professionals of Greenville

Tara Jean Brown, PP, PLS, SCCP

LSPG has been very busy in the last few months with all of our monthly luncheons, social events and our LSPSC State Meeting.

In December we held our monthly luncheon at the Poinsett Club, our speaker for this event was Kim Bullard from Harvest Edge Foster Home. Harvest Edge was our chosen 2023 charity, and she spoke to us about what their mission is, and their current needs. We also did a wrapped ornament exchange during this luncheon, and we had some cute ornaments. We had 27 attendees, 20 of whom were members, 2 were first time visiting students from Greenville Tech, and we had 5 returning guests.

On December 9, 2022, we had an Ugly Sweater Christmas Party at the Pit Stop. We had a great turnout for this event! There were 32 people in attendance, 8 of them being students, and 24 were

our current members and spouses or guests, including our State Officer, Sonia L. Hunt. This gave us a great opportunity to mingle with our members, and students and to do some arts and crafts, while enjoying some great food and fellowship. We also had pins as prizes for our sweater competition winners! We were very thankful to have Sonia L. Hunt attend as our state officer.



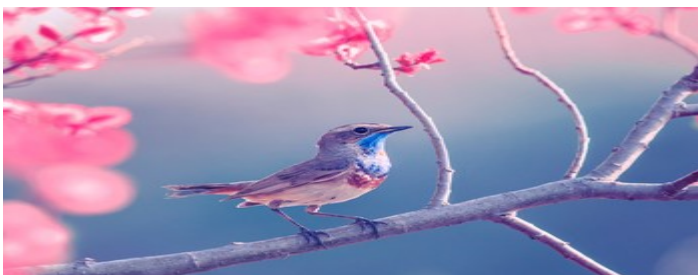
Our January luncheon speaker was Melinda Davis-Lux from United Community Bank. Ms. Davis-Lux spoke with us on Corporate Governance Related Items. Corporate governance is rules, practices, processes and best practices used to direct and control a company. Oversight by the Board of Directors and in the case of my company which is publicly traded, all the reports we need to file with the SEC to remain in compliance with SEC rules and Nasdaq rules. We had 29 attendees, 14 of whom were members, 1 returning visiting student and 5 returning visitors, 2 first time visiting students and 7 first time visitors.

Our state winter meeting was held on January 21, 2023 in Columbia. At this this meeting, we got to attend some pretty great CLE's. Susan Barber Hackett, Esquire spoke to us on Ethics for the Legal Staff Professional, and addressed some great topics that we all run into frequently in our professions. Our second CLE was Lori Murray, Esquire, also known as Lawyer Lori on tik tok and youtube, who spoke to us about the upcoming Murdaugh court trial with her presentation, Motions and the Media. She also stuck around for some selfies with some of our members, who have been following her social media accounts. At this meeting, we had 9 attendees from our Greenville chapter.

Our February luncheon speaker was William D. Fore, Esquire, who spoke with us about Domestic Law, and how things work when dealing with divorces and Family Court. We had 17 attendees, 13 of which were members, 1 was a first-time student and 2 returning guests.

We are currently in the midst of our local board nominations for the upcoming officers for LSPG. Our elections will take place at our monthly luncheon on March 15, 2023, and we are eager to welcome our new board and hopefully have some of our newer members serve as board members.

We would like to welcome our newest members: Victoria Young, who is a student from Greenville Technical College's Paralegal Program and works for Marketplace Professional Staffing and Dani Norman who works for Veritext Legal Solutions.



Hilton Head Legal Staff Professionals **Birdie Sargent, President**

WOW! It's only February and Spring looks like it might be here to stay! Among the beautiful weather, we have the dreaded pollen. But, I would rather look at my glass half full rather than half empty and enjoy the beautiful weather.

Just as Spring seems to be approaching faster than expected, so is our 58th Annual Meeting and

Educational Conference. We look forward to the conference and cannot wait to see all of you at this event! We also look forward to sharing great food, great speakers, and wonderful fellowship that is planned for each of you!

As you can imagine our January and February meetings were all about the upcoming annual meeting and most important of course was selecting the food! It's going to very good for sure! Also, get ready to connect with someone new!

We look forward to our upcoming March meeting which will be dedicated to finalizing any details for the annual meeting.

Take time to enjoy the beauty you are surrounded by each day! See you in April!!



Legal Staff Professionals of Orangeburg **Sonia L. Hunt**

It is hard to believe that the 2022-2023 year is drawing to a close. Legal Staff Professionals of Orangeburg has been busy, in November Corey L. Williams, Esquire spoke to our group on DUI: Arrest to Trial.

December was our annual Christmas Party which was held at Corey L. Williams Law Firm. We had our annual "Left-Right" story, but this year we used "Christmas" socks stuffed with goodies to play the game. January found us putting the final touches on our Membership Drive.

On February 13, 2023, we held the Membership Drive at the Orangeburg County Library Conference Center. After the invitations were mailed, we gained a new member who we got to meet at the Membership Drive. Welcome to Legal Staff Professionals of Orangeburg, Legal Staff Professionals of South Carolina and NALS, Ariayanna.

March will find us meeting at the Dean Law Firm for election of our 2023-2024 officers and our Paint Party.

We look forward to seeing everyone in Hilton Head for the Annual Meeting in April.



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

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Business Card	\$ 5.00
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1. Submit Happy Gram camera ready and/or .pdf to Functional Director of Marketing at: clegrand@barnwell-whaley.com
2. Submit payment and this form by mail to:
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Cheryl LeGrand
Haynsworth Sinkler Boyd, P.A.
134 Meeting Street, 3rd Floor
Charleston, SC 29401
3. Deadline for Happy Grams: June 15th, November 15th, and March 15th

Thanks for making someone’s day a happy one.

Member’s Name: _____
Chapter: _____
Your Email: _____
Size: _____
Enclosed Payment: \$ _____

HHLSP Members Carlene and Susan
lovin' retirement!



Let the Shenanigans Begin

Three cartoon gnomes are positioned below the text. Each gnome has a large, pointed green hat decorated with a white shamrock. They have white beards and rosy cheeks. The gnomes are arranged in a row, with the middle one slightly behind the other two.

Congratulations!

LSPM would like to congratulate the 2023-2024 Board of Directors
for the Legal Staff Professionals of South Carolina

The secret of getting ahead is getting started. Mark Twain



SPRING PEA PESTO!

INGREDIENTS

- 2 cups peas, either frozen and thawed- or use fresh English peas
- 1/2 cup packed mixed herbs mint, tarragon or dill
- zest of one lemon
- 2 1/2 tablespoons lemon juice
- 1 tablespoon minced chives or green onion
- 1/2 teaspoon salt
- 1/2 teaspoon black pepper
- 1/8 cup olive oil

INSTRUCTIONS

In a food processor add peas, mixed herbs, lemon zest, lemon juice, chives (or green onion), salt, pepper and olive oil.

Pulse for a few minutes until the peas break down but are still textured.

Serve immediately or store in the fridge for 3 days.



Wishing you and your family
a blessed Easter. May God's
grace be upon you and your family.

Happy Easter

hindustantimes

STAY CONNECTED TO LSPSC . . .



www.lspsc.org

www.lspg.org (Greenville chapter)

www.NALS.org

www.ning.com

LSPSC/NALS on Facebook

LSPSC/NALS on LinkedIn





MEET OUR MEMBERS

Summer Neal, Paralegal with Womble Bond Dickinson LLP in Greenville, SC

Education/Legal Experience: At Womble I work with the Real Estate team in our Greenville office, assisting in commercial real estate transactions, escrow accounting, corporate record keeping and land title review. Prior to Womble, I worked as an in-house LPA/Paralegal for a Developer, assisting with commercial real estate transactions, title review, due diligence, entitlements, land use, contract and environmental litigation, and corporate record keeping nationwide.

How did you become involved working in the legal profession? I started as an administrative assistant for in-house counsel. A need arose for an additional paralegal, I volunteered to learn the job and one of the attorneys took the time to train me.

What do you enjoy most about working in the legal profession? The variety of what I do. Every deal is different, so you never know what to expect.

If you were not working in the legal profession, what would you be doing? Own a yoga studio and title abstract company.

Spouse/Significant Other/Children (Family): I have one son, Mason. He is 16 years old and in the 10th Grade at Gaffney High School. He is currently working towards his welding certification with plans to be dual enrolled at Spartanburg Community College his Senior year of high school.

Hobbies/Extracurricular Activities: I spend most of my free time with my son and our dogs. My interests range from theology/philosophy to learning new crochet patterns. I am currently working on my yoga teacher certificate, the ALTA Land Title Examiner Certificate, and the SC Title Insurance Exam. I am a member of the School Improvement Council at my son's high school.

Where do you see yourself in five years? In five years, I expect to have completed the above certifications along with the NALS PP certification and helping people in our community grow as well.

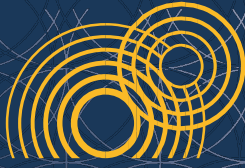




***CONGRATULATIONS &
A BIG THANK YOU
TO THE OUTGOING BOARD
AND INCOMING BOARD
OF LSPSC***

***YOU ARE ALL ROCKSTARS!
HILTON HEAD LEGAL STAFF
PROFESSIONALS***





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Our congratulations to the incoming 2022-2023 state officers.

Sterling Laney, Office Managing Partner

womblebonddickinson.com

t: +1 864.255.5429, e: sterling.laney@wbd-us.com

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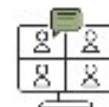
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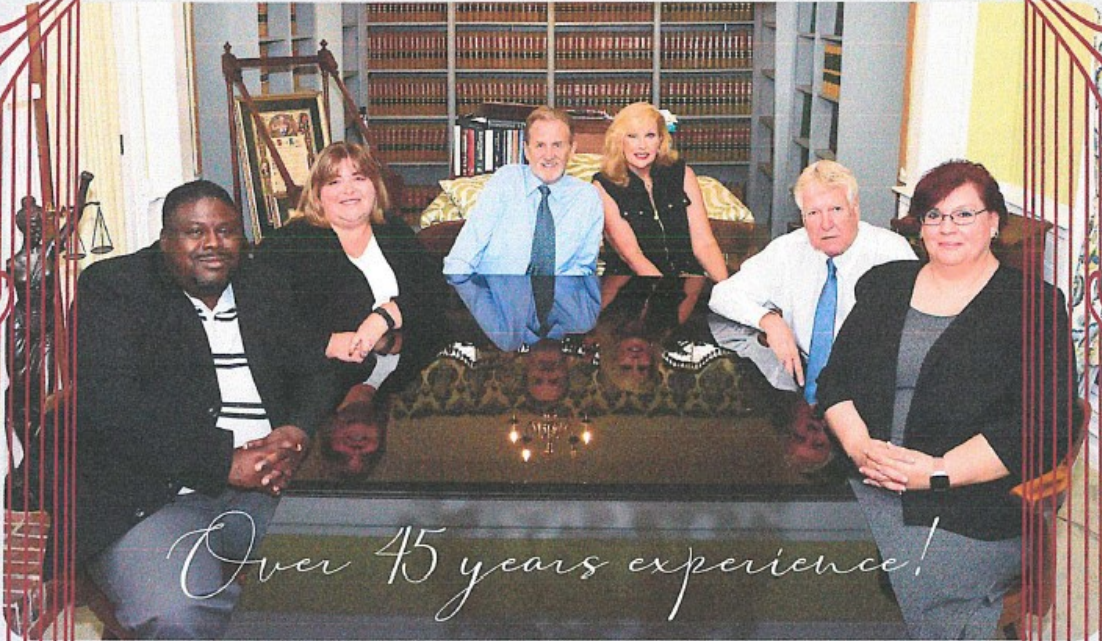
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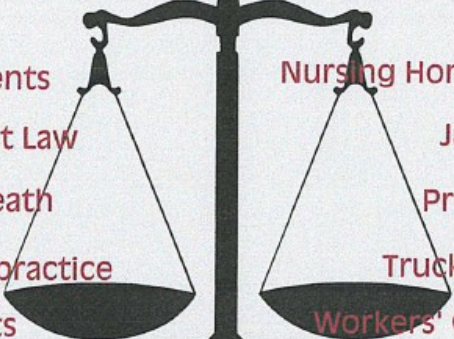
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2022-2023 WINTER MEMBERSHIP MEETING
JANUARY 21, 2023
1:45 p.m.
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2022-2023 was held on Saturday, January 21, 2023, at 1:45 p.m. at Segra Park, 1640 Freed Street, Columbia, South Carolina.

Call to Order. President Katherine R. Helms, PP, SCCP, called the Winter Membership Meeting of Legal Staff Professionals of South Carolina for the year 2022-2023 to order. She reminded everyone to check in with the Credentials Chair, Naomi W. Nation, PP, CLA, SCCP, and to silence all electronic devices. She asked all officers and chairs giving reports to stand and speak clearly; and all members addressing the meeting to stand and give their names and chapters. President Helms introduced herself to the membership.

Thought for the Day. President Helms introduced Matthew James, from Legal Staff Professionals of Greenville, to give the Thought for the Day.

Pledge of Allegiance and Code of Ethics. President Helms asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Cheryl LeGrand, Functional Director of Membership/Marketing, led the members in the Pledge of Allegiance. Susan L. Olmstead, PLS, Functional Director of Education/Certification, presented the NALS Code of Ethics.

Welcome. President Helms welcomed everyone to the Winter Membership Meeting of 2022-2023. She recognized first-time member attendee, Renee Brown Saylor of the Midlands chapter, to a state membership meeting. President Helms also recognized first-time member attendees to one of the winter meetings: Kaye Mullinax, RP, SCCP, of the Midlands chapter, and Matthew James, of the Greenville chapter. She welcomed three members-at-large (MALs) from the Charleston area: Stacy Russo-Strobel, PP, PLS; Naomi W. Nation, PP, CLA, SCCP; and Cheryl LeGrand. There were no visitors in attendance. President Helms then recognized the LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2022-2023. President Helms introduced the officers of LSPSC for 2022-2023:

Traci B. Wolfe, PP	President-Elect
Jamie I. Early, PP, PLS-SC Corporate, SCCP	Secretary
Sonia L. Hunt	Treasurer
Cheryl LeGrand	Functional Director of Membership/Marketing
Susan L. Olmstead, PLS	Functional Director of Education/Certification
Stacy Russo-Strobel, PP, PLS	Immediate Past President/Parliamentarian

President's Remarks and Report. President Helms thanked the board members and committee chairs for their invaluable service. She encouraged newer members to join a committee to learn more about the association, network among members, and make lifelong friendships. She reminded all members to keep their email addresses and member profiles current with NALS to assure receipt of important information. President Helms stated that LSPSC has continued with two education/certification incentives this year by offering the SCCP sponsorship grants (with all chapters being accredited as CPE sponsors once again) and the education library (with the resources for the NALS certification examinations for all members). She discussed her incentive drawings for two members to attend the LSPSC Annual Meeting in April 2023 as a first timer, with each drawing to provide full registration for both the meeting and the CLE seminars, as well as hotel accommodations for the weekend. She stated that all qualified members would need to email Cheryl Legrand by Monday, March 13 at noon to be entered into the drawing, which will be held at 5:00 that afternoon. She noted the recipients would simply need to submit a report after the meeting to be published in the *Spotlight*. Cheryl announced she had already received four names for the drawing.

President Helms advised that the *Spotlight* publication has a hard deadline of March 1 for submission of all reports, Happy Grams, etc., and stated, that anything received after that date would not be published. She asked everyone to submit items earlier, if possible, by February 15. She reminded everyone that the LSPSC Annual Meeting registration and sponsorship forms will be included in the March *Spotlight* and asked members to obtain ads, goody items, sponsors, and exhibitors for this meeting. While the Hilton Head chapter is hosting, it is up to all members to make this a successful event for our state association.

Business Meeting. President Helms reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Stacy Russo- Strobel, PP, PLS, Parliamentarian, has forms for that purpose.

Roll Call. President Helms asked Credentials Chair, Naomi W. Nation, PP, CLA, SCCP, for roll call. Naomi reported 28 members were present, and 15, which was one member over one-half, represented a quorum. Two-thirds of the members present was 18.

Consent Agenda. President Helms stated that all members were provided at the credentials sign-in with the reports packet and the consent agenda packet of items that were reviewed and approved by the board on January 20, 2023. The packet included the 2022-2023 Second Period Treasurer's Report. President Helms stated that the packet noted the 2022-2023 Summer Membership Meeting Minutes published in the December 2022 *Spotlight* were included in the consent agenda by reference for approval. There being no objections, the items as included and referenced in the consent agenda were approved by consent.

Cheryl LeGrand, member-at-large from North Charleston, won the first cash incentive drawing.

Reports from Elected Officers.

President Katherine R. Helms, PP, SCCP. President Helms reported that the *Carolina Paralegal News*, which is a North/South Carolina paralegal publication that is included with the *South Carolina Lawyer*, featured articles in the November 21, 2022, edition on two of our LSPSC members: Traci B. Wolfe, PP, and Jasmine Williams. She further stated that Teri Saylor, one of the *Carolina Paralegal News* reporters, plans to attend our state annual meeting in April.

President-Elect Traci B. Wolfe, PP. Traci stated that the NALS National Education Conference will be held this year from August 21-23 in Houston, TX, which is a Monday through Wednesday for better hotel conference rates. She noted a conference brochure is on the NALS website. She also asked members to let her know when a member has an event happen in his or her life, whether serious illness, bereavement, congratulations, etc., so that she can send cards to the members on behalf of LSPSC. Traci reported that she was working on the draft budget and board committees for next year, noting she had only a few more committees to fill.

Secretary Jamie I. Early, PP, PLS-SC Corporate, SCCP. Jamie reminded everyone to submit all signed and dated reports of officers and committee chairs to her for the permanent records.

Treasurer Sonia L. Hunt. Sonia stated her reports were in the consent agenda and noted that the board had approved a \$1,500 transfer from the money market account to the annual meeting fund account, as the hotel in Beaufort was requiring that amount as a deposit for the conference. She confirmed this amount would be returned to the account from the net proceeds of the conference. She also stated that the NALS conference pins sold well in Charlotte, bringing in a nice profit, and advised members there were some pins remaining for sale if anyone wanted one.

Immediate Past President Stacy Russo-Strobel, PP, PLS. Stacy had no report.

Judith Morgan-Glenn of Legal Staff Professionals of Greenville won the second cash incentive drawing.

Committee Reports. President Helms called for committee reports by the chairs.

Annual Meeting 2023 [Hilton Head Legal Staff Professionals]. Meredith Lazarski, ACP, SCCP, stated the committee had secured a conference hotel in Beaufort for April 21-23, 2023. The Hilton Head chapter had selected its theme of "Meeting on the Marsh," with a Meet & Greet on Friday evening, CLE seminars on Saturday morning on elder law/Medicare and SC legislation topics, and the Annual Membership Meeting and theme auction on Saturday afternoon. She stated the annual installation banquet would be held Saturday evening, followed by some entertainment. HHLSP planned to hold Leadership Round Tables on Sunday morning for a free hour of CLE, followed by the 2023-2024 Spring Membership Meeting. Meredith stated that the Blue Angels were performing Sunday afternoon for those who would like to stay and enjoy the show. She emphasized that, with tourist season, graduations, and the Blue Angels in town, the hotel would fill quickly, and she urged all members to make their reservations early and as soon as possible. She stated the board had approved the registration forms, which would be made available soon.

Award of Excellence. Margaret "Peggy" Marstin was not present, but President Helms reported the board had approved the judges at the meeting yesterday.

Certification/Education. Susan L. Olmstead, PLS, stated she provided a supplemental report in the reports packet included with the meeting handouts. She again congratulated those members who recently became certified or re-certified, including Alicia Silldorff, PP, CLP, ALP, SCCP, now NCCP, and Ann Marie Minerva, PP, SCCP, now Specialty Certificate in Estate Planning/Probate. She noted the Specialty Certificates require 50 CLE hours in five years in one of 35 different specialty areas of law. Regarding today's CLE seminars, Susan reported 23 attendees at the first seminar and 30 attendees at the second seminar. She stated NALS is offering both president and membership/marketing training sessions at the end of January and February. Susan advised that the 15th edition of the *NALS Advanced Manual* for the certification examinations is now available for online orders. She stated that the exam registrations must be made by the first day of the month preceding the month in which a candidate wants to take the exam. She also let the members know that the SC Bar is hosting its annual Best Practices for Paralegals the morning of May 5, 2023, from 9:00-12:00, with online registration through the Bar.

Community Projects. Christine Vandenberghe was not present, but Sonia Hunt reported that the meeting charity was Harvest Edge, a home in the Greenville area where siblings can remain together, and that all donated items and monetary gifts would be greatly appreciated.

Credentials. Naomi W. Nation, PP, CLA, SCCP, had no report.

Employment. Cathy Boggs was not present – no report.

Finance. Terri Coker thanked all members for their support of the theme auction, with both items and monetary donations. Kaye Mullinax reported the amount donated by the members for the auction and stated it would greatly help in meeting the budget for the year.

Financial Review. Debra H. Bailey, CLP, stated her review was in the reports packet.

Handbook. Patti Bacon stated her report was published in the *Spotlight* and asked members to let her know of any changes in their contact information and officers to let her know of any membership changes.

Historian. Stacy Russo-Strobel, PP, PLS, had no report.

Membership/Marketing. Cheryl LeGrand recognized the new MALs resulting from the recent dissolution of the Lowcountry chapter. She reported current membership numbers of 38 in the Midlands, 29 in Greenville, 10 in Orangeburg, 7 in Hilton Head, and 13 MALs. She asked chapter presidents to assist with having new members complete the questionnaires to be highlighted in the *Spotlight*. Cheryl reported on visitation for paralegal schools and stated the Hilton Head and Greenville chapters take care of visitation with their local schools and the Orangeburg school has no local paralegal program, so the LSPSC board has a presentation scheduled with Midlands Technical College in Columbia on February 21. She also noted the Orangeburg chapter has a membership drive scheduled for February 13. Cheryl reminded members from all chapters to obtain ads and Happy Grams for the *Spotlight*, as well as sponsors, ads, and exhibitors for the LSPSC Annual Membership Meeting.

NALS Foundation. Mikki Hancock, PP, SCCP, stated her report was in the *Spotlight*. She noted that she understands donations through *smile.Amazon.com* is ending in February.

Nominations and Elections. Tara Brown, PP, PLS, SCCP, stated her report was in the *Spotlight*. She noted she had several returned emails and reminded members to keep their NALS profiles current with their contact information.

Publication. Meredith Lazarski, ACP, SCCP, reminded members of the absolute hard deadline of March 1 for submission of reports and articles for the March issue of the *Spotlight*. She asked members to send in reports earlier, if possible, by February 15. She also stressed again the urgency to make hotel reservations for the annual meeting.

Scholarship. Lauritza Hill was not present, but Tara Brown, PP, PLS, SCCP, reported that the scholarship form was uploaded to the website. President Helms further reported that the board had approved the judges at the meeting yesterday.

Scrapbook. Stephanie A. Jones, PP, SCCP, stated her report was in the *Spotlight* and in the reports packet. She asked members to submit pictures and memorabilia to her for inclusion in the scrapbook.

Standing Rules and Bylaws. Stacy Russo-Strobel, PP, SCCP, had no report.

Technology. Tara Brown, PP, PLS, SCCP, stated she had no report as she has nothing to do with the change in websites. President Helms reported that the board approved at yesterday's meeting a new website with GoDaddy for \$10 per month, keeping the same domain for \$25 per year.

Camilla G. Pitman, MMC, PLS, of Legal Staff Professionals of Greenville, won the last cash incentive drawing.

Upcoming Meetings. President Helms announced future meetings as follows:

NALS 2023 Annual Education Conference and National Forum. August 21-23, 2023; Hotel Derrick in Houston, TX; NALS Conference Committee Members Traci Wolfe, PP, Jan Berger, ALP, and Cristy Bradley, PP, SCCP, looking for assistance with speakers and vendors; Registration deadlines not yet determined.

LSPSC Annual Membership Meeting. April 21-23, 2023; Holiday Inn & Suites Beaufort @ Highway 21; Speakers Cathy West Olivetti and Senator Thomas C. Davis; all other information as previously reported.

LSPSC Annual Meetings. President Helms announced the hosting chapters for the LSPSC Annual Meetings:

2023	Hilton Head Legal Staff Professionals (April 21-23)
2024	Legal Staff Professionals of Orangeburg
2025	Legal Staff Professionals of the Midlands
2026	Legal Staff Professionals of Greenville

New Business. None to be heard from members.

Nominations and Elections. Continuing the meeting with the annual nominations and elections, President Helms stated that the

membership received an official call for nominations for the 2023-2024 Board of Officers and Functional Directors and, after acceptances and declinations, two positions remained vacant and the membership was notified of the vacant positions and slate of nominees for proposed officers for the board for 2023-2024, as follows:

President-Elect	Vacant
Treasurer	Vacant
Secretary	Stephanie A. Jones, PP, SCCP
Functional Director of Education/Certification	Ann Marie Minerva, PP, SC-EP/P, SCCP
Functional Director of Membership/Marketing – CONTESTED:	Terri J. Coker, ACP, SCCP, <u>and</u> Cassandra Furtick

There being vacant positions, President Helms opened the floor for nominations, first for the position of Treasurer and explained the criteria and responsibilities of the office. A nomination was made for Debra H. Bailey, CLP, who declined the nomination. A nomination was also made for Tara Brown, PP, PLS, SCCP, who accepted the nomination. Asking for any other nominations, President Helms received a motion and second to close the nominations for the office of Treasurer. She then explained the criteria and responsibilities of the office of President-Elect and asked for any nominations. There being no nominations offered from the floor, President Helms stated the position of President-Elect would remain open to nominations from the floor at the LSPSC Annual Membership Meeting in April. Discussion followed about possible nominees who met the criteria to serve in the President-Elect position.

President Helms stated that ballots for the election of the contested position of Functional Director of Membership/Marketing would be sent to the membership the first week in February, with instructions for a submission deadline. For the three positions having only one candidate each, President Helms asked for a motion to close the nominations, dispense with ballots, and to hold the election by acclamation. Such a motion was made by Mikki Hancock, PP, SCCP, and seconded by Matthew James, and the following officers were elected by acclamation:

Treasurer	Tara Brown, PP, PLS, SCCP
Secretary	Stephanie A. Jones, PP, SCCP
Functional Director of Education/Certification	Ann Marie Minerva, PP, SC-EP/P, SCCP

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2022-2023 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Helms at 3:24 p.m.

Respectfully submitted,

Jamie I. Early, PP, PLS-SC Corporate, SCCP
LSPSC Secretary 2022-2023

Approved:

Katherine R. Helms, PP, SCCP
LSPSC President 2022-2023



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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 2022-2023

President	Katherine R. Helms, PP, SCCP
President-elect	Traci B. Wolfe, PP
Secretary	Jamie I. Early, PP, PLS-SC Corporate, SCCP
Treasurer	Sonia L. Hunt
Functional Director – Certification/ Education	Susan L. Olmstead, PLS
Functional Director – Marketing/ Membership	Cheryl LeGrand
Immediate Past President	Stacy Russo Strobel, PP, PLS

LSPSC COMMITTEE CHAIRS 2022-2023

Annual Meeting	Meredith Lazarski, ACP SCCP and Betty Parks
Award of Excellence	Keshia D. Shuler-Johnson
Bar Liaison	Traci B. Wolfe, PP
Community Projects	Christine G. Vandenberghe
Credentials	Naomi W. Nation, PP PLS CLA SCCP
Employment	Cathy Boggs
Finance	Terri J. Coker, ACP SCCP and Kaye K. Mullinax, RP SCCP
Financial Review	Debra H. Bailey, CLP
Handbook	Patti E. Bacon and Stacy Russo-Strobel, PP,PLS
Historian/Standing Rules and ByLaws	Stacy Russo-Strobel, PP,PLS
NALS Foundation	Mikki Hancock, PP SCCP
Nominations and Elections	Tara Jean Brown, PP, PLS, SCCP
Publication	Meredith Lazarski, ACP SCCP
Scholarship	Lauritza S. Hill
Scrapbook	Stephanie A. Jones, PP SCCP, Kristen Barry, and Michael Howell, Jr.
Technology	Tara Jean Brown, PP, PLS, SCCP and Cassandra Furtick





Legal Staff Professionals of South Carolina
2022-2023 Calendar*
 *subject to change

May 2022 1 Online Exam ALP, CLP, PP 1 American Bar Association Law Day; Theme: "Towards a More Perfect Union: The Constitution in Times of Change" 15 Deadline – LSPSC Chapter Rosters to NALS 15 Deadline – LSPSC <i>Spotlight</i> (July) 31 Deadline – NALS Award of Excellence	November 2022 1 Online Exam ALP, CLP, PP 1 Call for Nominations – 2023-2024 LSPSC Officers 15 Close of Nominations – 2023-2024 LSPSC Officers 18 Deadline – LSPSC <i>Spotlight</i> (December) 25 Nominations Acceptance and Qualification forms for 2023-2024 sent to qualifying nominees.
June 2022 1 Online Exam ALP, CLP, PP 1 Open Registration for NALS 2022 National Conference-Charlotte, NC (September 15-17) 24-26 LSPSC Officer Retreat (Gilbert) 30 Deadline – Renew SCCP Accredited Sponsorship	December 2022 1 Online Exam ALP, CLP, PP 5 Deadline to return Nominations Acceptance and Qualification Forms for 2023-2024 LSPSC Nominees
July 2022 1 Online Exam ALP, CLP, PP	January 2023 1 Online Exam ALP, CLP, PP 8 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting * 20 LSPSC Winter Board Meeting (location TBD)* 21 LSPSC CLE Seminars and Winter Membership Meeting (location TBD)* 22 Distribute – 2022-2023 LSPSC Scholarship Award Application 22 Distribute – 2022-2023 LSPSC Award of Excellence Application
August 2022 1 Online Exam ALP, CLP, PP 12 LSPSC Summer Board Meeting & Membership Social, Columbia, SC (Burnette, Shutt, McDaniel Law Firm) 13 LSPSC CLE Seminars and Summer Membership Meeting, Columbia, SC (Strom Law Firm, Barrister Hall)	February 2023 1 Online Exam ALP, CLP, PP 5 Prepare official ballots for mailing (if applicable) 15 Deadline to Vote/Return Ballots (if applicable) 15 Deadline – LSPSC <i>Spotlight</i> (March)
September 2022 1 Online Exam ALP, CLP, PP 15 Deadline – File IRS Form 990N 15-17 NALS 2022 National Conference - Charlotte, NC	March 2023 1 Online Exam ALP, CLP, PP 1 Deadline – Submit 2022-2023 LSPSC Scholarship Award Application 1 Deadline – Submit 2022-2023 LSPSC Award of Excellence Application 15 Deadline – Submit completed 2022-2023 LSPSC Scholarship Award Applications to Judges 15 Deadline – Submit completed 2022-2023 LSPSC Award of Excellence Applications to Judges
October 2022 1 Online Exam ALP, CLP, PP 9-15 NALS Court Observance Week; Theme: TBD	April 2023 1 Online Exam ALP, CLP, PP 1 Deadline – Judges to determine 2022-2023 LSPSC Scholarship Award Winner 1 Deadline – Judges to determine 2022-2023 LSPSC Award of Excellence Winner 9 Deadline – Registration for LSPSC 58th Annual Meeting and Educational Conference (location TBD) [hosted by Hilton Head LSP]* 21 LSPSC Outgoing Board and Incoming Board Meetings 22 LSPSC 58th Annual Meeting and Educational Conference and 2023-2024 Officer Installation * 23 LSPSC 2023-2024 Spring Membership Meeting*



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

NALS



SPOTLIGHT

March 2023

