



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote

Will Paralegals Disappear? The Paralegal Mentor Says "No"!

By: Vicki Voisin

Recent headlines on the Internet have been alarming:

- Paralegal Jobs are Vanishing....
- Rise of Technology Causing Paralegal Jobs to Disappear?
- Recession, tech killing middle-class jobs...
- Paralegal jobs being overtaken by technology...

As technology evolves, jobs disappear...

Instead of allowing these dire, attention-grabbing headlines to create a profession-wide panic, let's give some common sense thought to these predictions.

Background Information:

As recently as 2010 the U.S. Department of Labor, Bureau of Labor Statistics, predicted there will be an 18% growth rate in paralegal jobs through 2020 and that this is one of the fastest growing professions.

In contradiction to that, The Associated Press released a report in January 2013 stating that 5 years after the start of the Great Recession, millions of middle-class jobs have been lost world-wide and will never return. Additionally, millions more are likely to vanish. Further, the report states that, "Year after year, software that runs computers and an array of other machines and devices become more sophisticated and powerful and capable of doing more efficiently tasks that humans have always done." The analysis refers to jobs that are routine and repetitive in the service sector and examples used are paralegals, meter readers and travel agents.

In August 2012, The ABA's House of Delegates approved updates to the Model Rules of Professional Conduct to acknowledge that information is stored digitally as well as in paper files, clients communicate electronically as well as by phone calls, and email isn't the only

(Continued on page 22)

SPOTLIGHT

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WATCHES YOU
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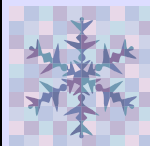
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Spotlight

Published three times per year by
Legal Staff Professionals of
South Carolina



2013-2014 Editor:
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Greenville, SC 29603



President's Report

by
Lois J. Belle, PLS
2013-2014 President

Our theme this year is ATTITUDE. As we see in our acronym ("What's Your ATTITUDE" in this *Spotlight*) we should always strive to see the best in people and situations. We are all different in so many ways – and thank goodness for that! As many of you heard me say at our summer membership meeting, that difference is but a *thought*. It is a process of thinking, knowledge and perception. It's the real difference between why we feel the way we do about ourselves, or anything. We can choose to think differently and create a new reality. We can change our attitudes ... about ourselves. Here are a few tips:

1. Surround yourself with positive people.
2. Be positive with yourself.
3. Resist negative thinking.
4. Be nice to yourself.
5. Set realistic goals. (*and most importantly*)
6. Count your Blessings!

We 'charted' the letters in the word ATTITUDE along with corresponding numbers (i.e., A=1, B=2, etc.) and proved that success is 100% attitude. A=1, T=20, T=20, I=9, T=20, U=21, D=4 and E=5. Add the numbers and they total 100! Make the decision to change your attitude and therefore your success!

Chapter grants were offered to each chapter relating to efforts in education, certification, marketing, membership, chapter projects and any

other area. We had two chapters take advantage of this opportunity. Congratulations to Legal Staff Professionals of the Midlands and Legal Staff Professionals of Greenville. While the deadline has come and gone the board has approved **extending this deadline until December 30, 2013**. If you would like to take advantage of this grant – please contact me immediately.

Our incentive program is going strong. The member chart is included in this issue. All you need to do is have two checkmarks for each quarter. Feel free to add any items that you may have achieved that aren't already on the list (i.e., if you attended any other type of legal-related meeting, CLE, etc.)

Just get creative and you will have two checkmarks before you know it. We revealed at our summer meeting the fabulous LSPSC logo lunch bag that each of you will receive by completing the form. Don't miss out!



Our nominations committee is hard at work. If you receive an acceptance/declination form for a nomination, please accept the position to which you were nominated. We need you! Every person who is a member of

LSPSC, and is qualified, is capable of serving on the state board. Present and past board members are more than happy to show you the ropes. Please consider this awesome endeavor!

Please check out the LSPSC website (www.lspsc.org) for anything and everything you need to know about Legal Staff Professionals of South Carolina. Use this as your go-to for information and share with prospective members. For members only you will find the current Handbook and also recently added are past editions of *Spotlight*. Thanks to Yvonne Fortner for keeping us current and looking good!

In the last *Spotlight* we asked for recipes from our members. I hope that you participated by submitting a favorite recipe or two. If you missed that opportunity, you can participate by trying out some of your friends' favorites. Be sure to print the recipes out for great additions to your holiday entertaining.

Please plan to attend our Winter Membership meeting on Saturday, January 25, 2014 at Nelson Mullins in Columbia. Let's start out the year together. It's a quick drive from most of our chapters – carpool and make a day of it! Hope to see you all there!

*Merry Christmas and a
Happy New Year!*

HAPPY GRAM

DON'T WORRY, BE HAPPY

*AND MAKE SOMEONE ELSE HAPPY BY
PURCHASING A HAPPY GRAM*



Congratulate, recognize, or encourage your fellow chapter members in the *Spotlight* and support Legal Staff Professionals of South Carolina while sending out good thoughts to those who deserve them.

Business Card	\$ 5.00
Half Page	\$15.00
Full Page	\$25.00

1. Submit Happy Gram camera ready by email to: yfortner@wcsr.com.
2. Submit payment and this form by mail to: Camilla Pitman
City of Greenville
PO Box 2207
Greenville, SC 29602
3. Deadline for Happy Grams: November 15, 2013
February 10, 2014

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: \$ _____

PRESIDENT

Lois J. Belle, Certified PLS

NALS 62nd Education Conference and National Forum Report

Atlanta, Georgia

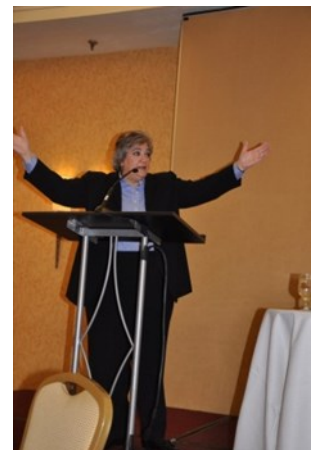
October 17-20, 2013

When I realized that the national conference I would be attending and representing LSPSC during my Presidency was in Atlanta, Georgia, I have to say I wasn't exactly thrilled. I thought of how other Presidents had been to Alaska, Hawaii, Washington and many other really nice places. Well, it turns out Atlanta was the best place for me to be! (Now, you might or might not want to ask my roommate, Tara Brown, how many rooms we moved in and out of (i.e., 1006, 318 & 438), but nonetheless, it's always interesting and fun traveling with friends.) I had such a wonderful time with 14 South Carolina members (plus one former member) in attendance.

We had the opportunity to earn 17 hours of CLE over three days in the specialty areas of Litigation/Civil Law, Corporate Law, Estate Planning/Family Law and General Law. You could pick and choose which CLE you wanted to attend. On Thursday we started the day with keynote speaker and author, Deb Sofield from Greenville, South Carolina, followed by CLEs, an Exhibitor luncheon, the NALS Foundation Auction (ask Dee Dee Callison to see her ring!) and our final Region 4 meeting. The day ended with a Welcome party – complete with karaoke from Camilla Pitman and the gals from Columbia (don't ask Sharon Wotherspoon about it though!) Friday began with plenty of CLEs, our Networking luncheon, NALS Foundation sweepstakes and if you so chose, the Foundation Gala Event – which was a Radical '80s Party. An appearance by Michael Jackson was the highlight of the night as well as a dance contest won by, who other than, Leslie Keys. Saturday offered more CLEs and a special Recognition luncheon where NALS announced the Award of Excellence recipient, Reba Peden. Saturday's conference closed with the NALS Legal Industry Open Forum. Many of our members boarded the bus to attend the Laser show at Stone Mountain.

Deb Sofield was a fabulous keynote speaker. She spoke to us about the Five Unspoken Rules of the Game, otherwise entitled: "Games Mother Never Taught You."

1. Powerful people take up physical space. It's not about size, but rather presence. If you don't take up space, someone else will. Deb told us we should 'stop waiting to be invited to the table' and 'you've got to show up'! When you look in the mirror every morning do you see a Rock Star? Don't let your lack of self-confidence damage your career. Find the strength in yourself to be the person you were meant to be. Look in the mirror and say "You are amazing!" – "You are a Rock Star!" Be sure to carry yourself with confidence, be engaged physically and if you really want to be in the game, "get on the court". Your body language will say a lot about you. One of the best ways, when standing, is to have your fingertips to fingertips. This will also help you to stand tall with your elbows out, taking up your full space.



2. You must have self-control. Fidgeting kills your presence. Maintain self-control by holding your head high with your chin forward and holding your gaze (again, body language). Focus on the eye, nose and forehead, not the chin. Looking people in the eye will give you power. Keep a pleasant expression on your face and make sure you have a firm handshake. The handshake is your second great opportunity to make a first impression.

3. Be strong and act confident. You can convince yourself to be successful. Embrace uncertainty and set out to get the credit you deserve. We are the people we've been waiting for! Deb suggests that we make

up a “to-don’t list” and for us to clean out things you don’t have room for. Once we clean out, we will have more room for other things, like opportunities.

4. Sustain your voice. By lowering your voice you will sound more powerful. Don’t raise your voice at the end of a sentence because it sounds like you are asking a question, not making a statement. Also, don’t lower your voice at the end of a sentence, because that does not come across as powerful. Articulate your words. If you have a difficult call to make – stand up. Your voice will sound better. Here are a few sentences that we need not use: “Let me ask you a question” (you just did!), “I’m sorry” (in business), and “To tell the truth” or “To be honest” (you mean you haven’t been telling the truth or been honest?). Get to the point fast, don’t be vague, don’t give out personal information and don’t answer a statement with “I don’t know”. Speak and be heard!

5. Finally, stand for something. Young women are looking to us for leadership, stability and friendship. Have vision – know where you want to go. Act *as if* you are what you want to become. Step into the light to be who you were born to be. We were created for greatness! If you haven’t stepped up – why not? Take what’s good and build upon it!

I selected the corporate law track for most of the seminars I attended. The first session I attended was entitled, “From Click-wrap to Cost-shifting: Contracting in the Digital World.” Did you know that 40,000 computers were sold in 1975? By 2011, 95.4 million computers were sold. In 2007 all stored data totaled 295 billion gigabytes in contrast to 2011 totaling 1.8 trillion gigabytes. We explored software licenses with regard to copyright first sale doctrine and trade secret protection. The terms ‘shrink-wrap’ (by installing), ‘click-wrap’ (by clicking) and ‘browse-wrap’ (by continuing). By taking any of these actions we are giving our consent and sometimes even our signature. The electronic world is changing by leaps and bounds every second. It is changing the discovery process more and more. We rely on computer accuracy, but in the courtroom it needs to be more than that. There are many challenges for electronic documents and this process evolves every day.

Some highlights from another seminar I attended called “The Three Rules of Advertising” included that the first rule is to ALWAYS tell the truth, and nothing but the truth (you surely would think that goes without stating); advertising is claims and promises, whether express or implied; and claims and promises require substantiation. An ubiquitous statement regarding advertising could be “the big print giveth and the small print taketh away.” There are many rules that apply when advertising which also go into trademarks, service marks, registered, copyrights, infringement and privacy. It’s a complicated process, but it made for a very interesting seminar.

I also attended Geriatric Care Management within a Law Firm, Ethics, Bankruptcy 101, Overview of Acquisitions, and others. I have lots of notes and handouts on all of these sessions and would be happy to share them with you.

Overall, the conference was fabulous! I loved the networking, catching up with friends from other parts of the country and mostly relaxing with fellow SC members. I truly appreciate the opportunity to attend this conference and represent South Carolina. Thank you!





Jamie Early, Leslie Keys, Sharon Wotherspoon



Jamie Early, Meredith Lazarski, Tara Brown, Melinda (VA member)



Paula Taylor, Yvonne Fortner, Vickie Halstead
Dee Dee Callison



Naomi Nation, Ann Marie Minerva, Lois Belle, Camilla Pitman,
Tara Brown, Leslie Keys, Meredith Lazarski, Jan Berger,
Sharon Inman, Sharon Wotherspoon, Yvonne Fortner, Dee
Dee Callison, Vickie Halstead, Chrisanne Porter, Jamie Early,
Lisa Mitchum



Tara Brown, Leslie Keys, Naomi Nation, Chrisanne
Porter, former member Sharon Inman



Meredith Lazarski, Sharon Wotherspoon,
Jan Berger, Jamie Early, Lois Belle



Yvonne Fortner, Camilla Pitman, Lois Belle,
Tara Brown



Ann Marie Minerva, Yvonne Fortner, Lois Belle

MEMBER/CHAPTER OUTREACH PROGRAM

Engage | Inspire | Enhance | Promote LSPSC

Name/Chapter Name: _____

	May-July	August-October	November-January	February-April
CERTIFICATION – INSPIRE				
Sit for certification				
Pass one or more sections of exam				
Achieve certification				
Renew certification				
Encourage member to sit for exam				
Inspire non-member to sit for exam				
EDUCATION – ENHANCE				
Achieve CLE Award				
Renew CLE Award				
Earn 3 hours CLE				
Attend NALS OLC session				

This list is not all inclusive. Please add items that pertain to each category. Earn 2 checks in each column (quarter) for a great LSPSC logo item!

MARKETING – PROMOTE				
Write article for publication				
Attend local meeting				
Attend state meeting				
Attend national meeting				
MEMBERSHIP – ENGAGE				
Guest to local meeting				
Guest to state meeting				
Sponsor new member				
Renew membership				

This list is not all inclusive. Please add items that pertain to each category. Earn 2 checks in each column (quarter) for a great LSPSC logo item!

Social Networking



Come Join Us Online!



www.lspsc.org

www.lspg.org (Greenville Chapter)

You can now enjoy LSPSC on Facebook! Just search for our name once you've signed on.



www.facebook.com

Get Linked-In or Ning'd with **NALS** by searching for us on:

www.linkedin.com

www.ning.com

www.nals.org

Click on "NALS Community"

OFFICER & COMMITTEE REPORTS



President-Elect
Jan Berger, ALS

LSPSC Officer Chapter Visitation Wrap-Up

The Holiday Season is upon us and I am thinking about a young girl named Mary. A teenager at best, soon to wed a man named Joseph. A girl who found herself expecting a child and what the implications of that meant. I am sure that Mary "pondered" her situation.

Webster defines the word "ponder" as a verb that means to weigh carefully in the mind; to reflect or consider with thoroughness and care. Verbs are words of action; they require us to "do something."

So what does Mary pondering over her unexpected life event have to do with our wrap-up on Officer visitation? Well, quite a lot, actually.

As a chapter member, have you been carefully weighing or reflecting on the program presented by your Board? I hope so!! Are you working to engage, inspire, promote and enhance? Have you completed your worksheet for the opportunity to win an LSPSC lunch bag? If not, you still have time. Don't wait until the last minute to begin the process of meeting this goal!

Your officers have these "wrap-up" thoughts from our visits. We see an abundance of kindness; love of the association; desire for professional development; networking; and a need to grow membership. We heard from chapters who need help with finding creative ideas to promote the association. Members who want and need leadership training. Members who want closer personal and professional relationships with members from other chapter members.

What are your thoughts from our visit? Were you motivated after the visit to make changes and now have hit a lull? Did you come up with great ideas only to table them until your next meeting? Is it difficult to divide time between work, personal, and association commitments?

President Lois has given us a lot to ponder about this year - Attitude. Having a positive attitude can effect everything in your life: personal and professional. LSPSC is strong in its members' commitment. But we need to grow . . . not just for numbers' sake. But to grow as a means of sharing our love for the legal community, for our jobs, but most of all for the benefits of membership in this association: local, state, and national.

Over the holidays and as the new year approaches, we ask you to ponder this?

1. How do you respond when you are put in a difficult and unexpected situation?
2. How will you respond when asked to run for a local or state board position?
3. How will you respond when asked to serve on a local or state committee?
4. How will you respond when you meet someone who may need an invitation to join you at a local meeting?

My dad always said that people can't tell you no if you don't ask. Don't be afraid! Ponder, like Mary did. We urge you to keep that positive attitude and don't let opportunities pass you by that can strengthen and grow this wonderful association. Remember that action is needed from all of us! We always want to keep the mindset of being in "verb" mode.

There is joy in much! Ponder a little, will you?



**Functional Director of
Certification**
Robin Deming, PLS

INSPIRE – The Road to Certification

Happy Holidays! By the time you read this we will be in the midst of the holiday season. I hope each and every one of you have a most wonderful holiday and a very Happy New Year!

Congratulations: LSPSC would like to congratulate the following: **Lois J. Belle, PLS**, for achieving her PLS recertification.

ALP, PLS, PP Exams: The deadline to submit your application for the Saturday, March 29, 2014, testing is Wednesday, January 1, 2014. Applications can be obtained at www.nals.org/certification. If you have any questions, please contact me at rdeming@srhs.com or 864-809-4638.

Total NALS Certifications as of November 1, 2013:

Professional Paralegal	561
Professional Legal Secretary	5,723
Accredited Legal Professional	3,182

Specialty Certificate: A Certified PP or PLS may obtain a specialty certificate in one of the four educational tracks offered by NALS:

Litigation/Civil Law
Corporate Law
Estate Planning/Family Law
General Law

CLE Award: Members with a minimum of 60 qualified hours of continuing education within a three-year period are eligible to apply for and receive the CLE Award. The CLE Award demonstrates your commitment to the legal profession and helps you to market yourself further in your employment. Applications are available at www.nals.org. Become the next member to receive the CLE Award.

Exam Administrators: NALS is always in need of qualified Exam Administrators to give the ALP, PLS, and PP exams. Please remember to register your exam site annually. For information, if you are working on recertification, this is an excellent way to receive CLE credits.



Functional Director of Education
Carlene B. Kilgore, PLS

We had eighteen members register for our Patent Reform seminar; eighteen members for our Navigating through the NALS Website seminar and collected \$540.00 in registration fees. We would like to thank

Michael Mann, Esquire, Leslie Keys, PP, PLS and Lisa Mitchum, PLS for taking the time to speak to us.

Mr. Mann practices in the Intellectual Property practice group of Nexsen Pruet, focusing on the preparation and prosecution of patent and trademark applications, advising clients regarding patent, trademark and copyright issues, licensing intellectual property and mediating disputes.

Mr. Mann has a bachelor's degree in physics and a master's degree in nuclear engineering from the Pennsylvania State University, a law degree from Duquesne University and has taken additional course in computer engineering, dispute resolution and intellectual property mediation.

Following service in the US Army Signal Corps and graduate school, Mr. Mann worked as a nuclear design engineer for Westinghouse Electric. Upon graduation from law school in 1979, he left Westinghouse and joined Chem-Nuclear System as a regional in-house counsel, eventually becoming vice president and general counsel following Chem-Nuclear's acquisition by Waste Management of Oakbrook, IL in 1982.

In 1987 Mr. Mann left Chem-Nuclear to set up an intellectual property law firm. In 1998, he merged his then three-attorney firm into Nexsen Pruet, LLC where he has remained ever since.

In addition to being comfortable with a broad range of technology, Mr. Mann's background as a general counsel gives a unique perspective on the challenges that face corporations dealing with intellectual property issues. He frequently lectures and writes on intellectual property subjects.

Mr. Mann currently serves on the South Carolina Technical College System board and the Governor's School for Science and Mathematics Foundation board.

Leslie Keys, PP, PLS, entered the legal field 40 years ago, having begun her career as a Clerk Typist at the Juvenile Court of Fulton County, Georgia, in 1973. She joined NALS in 1988 and attained her PLS certification in 1991, and her PP certification in 2011. In about 1994, she was asked to lead in the development of the first legal secretarial course for the National Center for Paralegal Training in Atlanta. This course was developed following the Certified PLS study course as a guideline for their needed courses. The course was successful until the school's closing. For the past 12 years, she has been employed as a Legal Assistant for three attorneys at the litigation trial law firm of Weinberg, Wheeler, Hudgins, Gunn & Dial, LLC, in Atlanta, which is comprised of approximately 90 attorneys. She is a past two term chapter president

with Cobb County, Georgia LSA, as well as a past two term president of NALS of Atlanta, and past president of NALS of Georgia, having served two non-consecutive terms. She received multiple awards from CCLSA, NALS of Atlanta, and NALS of Georgia. During her term as president of NALS of GA, she and her board members completed the restructuring of the state association, changing the structure from one of elected officers to a council of members appointed by and representing the local chapters. It has allowed the members to maintain the state association, with more emphasis on the local and regional levels. This pilot program has been successful for Georgia. She served as the 2007-2008 and 2012-2013 Region 4 Director, and is currently the 2013-2014 Region 4 Director. She has served in many varied capacities for NALS, including participation in NALS University, emceeding several national events, and playing auctioneer at the live auctions held at the national forums for NALS.

Lisa Mitchum, PLS has been employed in the legal profession for over 25 years. Her experience is mainly in litigation, but she has worked in other areas of law including, securities, employment, intellectual property, and corporate. A native of Massachusetts, Lisa has been a resident of Atlanta, Georgia for the last 11 years. She has also lived in Boston and Virginia Beach. When living in Virginia Beach, she was a member of Virginia Beach LSA and VALS, and served one year as president of VBLSA. She is currently a secondary member of VBLSA. Lisa has worked with her attorney for ten years and the firm of Smiley Bishop & Porter LLP for seven years. Lisa has been a continuous member of NALS of Atlanta and NALS of Georgia since 2006. As a member of NALS of Atlanta, she held the positions of Advertising Chair, Membership Director, President-elect, and President. She was the recipient of NALS of Atlanta's Member of the Year in 2007 and 2009, and the Award of Excellence in 2009. She served as vice chair of the national Membership Committee in 2009-2010. She has participated in NALS-University and NALS Graduate University, as well as LMC/SMC membership training. Lisa served as Region 4 Director from 2010-2012 and as Membership Director from 2012-2014. Lisa also serves on the Strategic Planning Committee and is a member of the NALS Think Tank.

I look forward to seeing everyone at our winter meeting which will be Saturday, January 25, 2014, at the Nelson Mullins Law Firm in Columbia. Eve Ross, Esquire is Assistant Librarian and Research Specialist with the McNair Law Firm, P.A. in Columbia, and she will give a presentation on "How to find Crucial Answers Lightning Fast, without using Google (much)". William A. Moser of the Federal Bureau of Investigation will give a presentation on "Sovereign Citizen Use of Documents to further Fraudulent Schemes."



Functional Director of Marketing
Camilla G. Pitman, MMC, PLS

Promote, Promote, Promote . . . We have been busy working to promote our local and state chapters over the past few months. Have you? There are easy and simple ways you can promote your local and state chapter.

1. Invite a guest to a local or state meeting.
2. Post a note on your Facebook page encouraging friends to visit your local and state chapter Facebook pages.
3. Forward your copy of the Carolina Paralegal News, NALS Docket and @Law to your legal associates and friends to view.

4. Speak to someone different at least once a week about your local, state, or national chapters and share what it means to you.

YOU are our best advertisement! Thanks for all you do.

NALS – Atlanta . . . Photographs have been downloaded to Snapfish from the 2013 NALS Annual Conference held in Atlanta. South Carolina made its presence known during the conference. Want to see? Go to www.snapfish.com; email: info@lspsc.org.

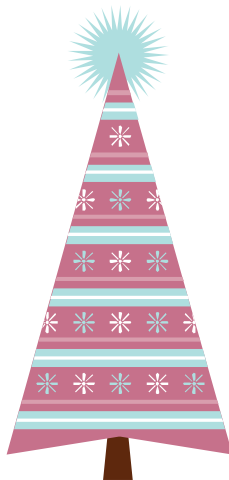
Carolina Paralegal News . . . The next deadline for CPN is January 9, 2014. If you have any information regarding your chapter, community service activities, certifications, or the like, please forward the information and photographs to Teri Saylor at terisaylor@hotmail.com and me at cpitman@greenvillesc.gov.

Affinity Providers . . . Check out this edition of Spotlight for a listing of NALS Affinity Providers and information regarding the special discounts they provide to NALS members.

Chapter Spotlight Advertisements . . . Each chapter is encouraged to solicit one full page advertisement to run three times per year in the Spotlight. A free website link is provided for each sponsor purchasing a full page advertisement. Think outside the box in soliciting an advertiser - they do not have to be legal related. An advertisement form is included in the Spotlight providing information regarding costs and advertisement dimensions. SPECIAL KUDOS TO LSPG AND HHLSP FOR OBTAINING ADVERTISEMENTS.

Happy Grams . . . Don't worry; be happy. Share that happiness with your fellow LSPSC members by purchasing a Happy Gram for \$5.00. Happy Gram requests can be forwarded to cpitman@greenvillesc.gov. Happy Grams will be included in each issue of the Spotlight.

I encourage you to share with someone what being a member or being certified means to you. Remember, "If you don't promote yourself, no one else will." See you at the LSPSC Winter Meeting.



Functional Director of Membership
Meredith Lazarski, ACP

.As of November 12, 2013, LSPSC has 69 members: 8 new members, 53 continuing members, 6 life members and 2 retired members. Local chapters are as follows: Members At Large has 2; Legal Staff Professionals of Midlands has 8; Legal Staff Professionals of Greenville has 25; Legal Staff Professionals of the Lowcountry has 7; Hilton Head Legal Staff Professionals has 8; Spartanburg County Legal Staff Professionals has 15 and Legal Staff Professionals of Orangeburg has 4.

Defining Your Design

As the architect for your chapter, it is your first responsibility to develop the marketing plan. Many decisions are to be made that include working with the construction crew (your chapter members), builders (vendors), inspectors (outside media), planning and permits (location for marketing events), and materials and supplies (signs, brochures, etc.), just to name a few.

The basic elements of creating a marketing plan are: (1) the instructions (mission and/or vision statement), (2) realistic goals, (3) assembling the plan, and (4) putting the plan into action. Just as an electrical wiring diagram works, so will the marketing plan once each of these elements comes together.

Reading the Instructions:
If your chapter does not have a mission or a vision statement, why not? Such a statement sums up the essence of your chapter. It should be simple, but direct. If you do not know where to begin, reach out and contact other architects in our association. There are other chapters which would not mind sharing their mission statements with you. You can also use the Internet to research what other organizations use for their mission statements. The NALS Library is a great reference tool as well.

Setting Realistic Goals:
This may sound easy, but sometimes you may have one of your construction crew who has so much enthusiasm and drive that a simple project can turn into a huge production. One thing that always needs to be considered first is the financial backing for the event. You should not design a mansion event when your budget will only allow you to design a cabin retreat event.

Assembling the Plan:
The marketing plan will take the entire construction crew's efforts. The brainstorming and ideas can become endless. Every crew member should be encouraged to offer their remodeling ideas, but, as the architect, you need to keep the planning session running smoothly.

Putting the Plan Into Action:
Now comes the fun part! Making sure the crew has the right tools and they understand the blueprints, it is now time to make the plan work. Blood, sweat, and tears are sometimes involved, but in the end the finished product is worth everything your chapter invested.

For all you Facebook fans, LSPSC has a group page. Please check it out! Membership and Marketing continues to post information regarding and articles from NALS, the South Carolina Bar, local and state agencies and our local chapters and its members. If a local chapter would like to create a Facebook page, please let me know. I'll be happy to assist in setting one up. Hilton Head Legal Staff Professionals, Spartanburg County Legal Staff Professionals and Legal Staff Professionals of Greenville also have Facebook pages. If you're on FB, help support your members and join the LSPSC and SCLPS group pages and "like" HH and Greenville's pages.

We will now be highlighting our new members in Spotlight. Every new member receives a welcome letter and questionnaire. New members - we'd love for you to fill out the questionnaire and send it in with a photo for the next issue of Spotlight. Continuing members - encourage the new members fill out the questionnaires. We want to get to know our members!

Please keep in mind that NALS has a Waiver of Dues/Financial Hardship Waiver. When reviewing your local roster, if you see a member coming up for renewal that recently became unemployed, please let them know about this assistance program. This waiver is to be used by full-time, current, continuing members (no retired, student, or associate dues will be waived) who are unemployed at the time that membership dues are due for renewal. Additionally, NALS will also request that the member's current state and local chapter waive its chapter and state dues. The member's request will be considered

if she/he is unemployed at the time her/his dues are due, she/he is a full-time, current, continuing member, and payment of those dues would create a financial hardship. Waivers will be for one year.



Engage 5 Membership Campaign expires January 31, 2014! This campaign rewards the individual member who recruits 5 new members within the same membership classification. In other words, if you are a regular member who pays \$120 national dues then you must sign up five new members in that same classification. The new members must report you as their sponsor when they submit their application to NALS. Once all five Center. After the form is received and new members confirmed, the recruiter will be voucher which can be used for conference registrations, store purchases, certification fees or WebEd seminars. The full face value of the voucher must be redeemed at the same time when submitted. No credit for unused amounts will be accepted. Once you have Engaged 5 and your national dues have been waived, pay it forward. Tell the 5 members you recruited that they too can get the following year's dues waived if they sign up 5 new members. This is a great way to spread the word about NALS and help grow our membership!



Finance

Sonia Hunt
Mary Kay Oliver



Thank you for making the Chinese Auction at the Summer Membership Meeting such a great success. The theme for the Winter Membership Meeting will be "A Time For All Seasons." What is your favorite season of the year? What is your favorite sports event? In life we all go through many different "seasons," so why not share some of your favorite things from those seasons with your fellow members of LSPSC.

As explained at the Summer Membership Meeting, the Charleston Chapter is responsible for furnishing the premium prize for the Winter Membership Meeting. The Spartanburg Chapter will be responsible for furnishing the premium prize for the Annual Meeting.

Finally, Buck-A-Book will be done at the Winter Membership Meeting. Hope to see you all in January at the Winter Membership Meeting.



Handbook

Sharon K. Wotherspoon, PLS

The 2013-2014 LSPSC Handbook was completed and presented to the Board during the Summer Membership Meeting held in Columbia, SC on Saturday, July 27, 2013. Chapter Presidents received a hard copy and a CD of the Handbook in order to provide copies to their members. Copies were mailed to our Members at Large.

Our Handbook is an ongoing History of our State Association and a viable tool for all members. Everyone was asked to provide any and all updates dealing with change of information on members to Committee Chairperson Sharon K. Wotherspoon, PLS as soon as possible so that the Handbook can be updated and all members of the association informed of the changes.

I would like to thank all our Chapters for the assistance I received in getting our current Handbook put together with the most current information. It was a pleasure putting this together for our State.



Nominations & Elections

Debra Bailey, PLS
Roxanne Reynolds, PLS

As required by the Bylaws and Standing Rules, a Call for Nominations was sent out on October 28, 2013 requesting that nominations for the 2014-2015 State Officers be submitted to Roxanne no later than November 15, 2013. Those qualified candidates will be sent a form to indicate their acceptance or declination of the nomination and will be asked to return the form to Debra no later than December 5, 2013. If you have any questions, please do not hesitate to contact us.

Debra Bailey, PLS
debra.bailey@nelsonmullins.com
Roxanne Reynolds, PLS
rreynolds@holcombemomar.com

Look what we have for YOU!

JAFRA
Susan Olmstead
Skin Care Consultant
843-338-3313 (cell)
843-681-5540 (home)
susano@hargray.com
www.myjafra.com/susanolmstead

HOSTESS REWARDS
July 1, 2013 - Feb 28, 2014

Free Products Product Credits Great Savings 50% Off Products Booking Offer

With every NALS member's Jafra order, the NALS Foundation will receive a 25% donation from me on your behalf.

NALS Conference and Education Forum

By Jan Berger, LSPSC President-Elect

N othing	N avigating	N ot
A t all	A ll	A ttending again will
L ike I	L earning	L eave you
S urmised	S essions	S ad

These are a few acronyms that sum my attendance at the NALS Conference and Education Forum in Atlanta October 17-19, 2013.

I would like to thank the association for allowing me to attend, along with President Lois. We had 15 members from South Carolina in attendance! South Carolina rocked at National!!!

As a "first-timer" my name badge was noted accordingly! Within a few hours, the first person to introduce themselves to me was Karen McElroy, NALS President-Elect. Karen welcomed me to my first conference and assured me I would enjoy myself. She was right!

The legal education presented was so great it was almost "extreme." Four tracks of CLE with four seminars in each track PER DAY. An amazing amount of education to choose from! Whether you wanted hours in Ethics, General Law, Corporate, or Litigation, there were four seminars per day in each track! I attended seminars on SEC Litigation, HIPAA and Healthcare, Being a Notary, Contracts, Social Media, and two Ethics presentations.

I enjoyed my first NALS networking luncheon. I did "step out the box" and sat with people from other states. I ended up at the table with Doris Compton, NALS President. I met others from Virginia, Texas, Oregon, Minnesota, New York, Tennessee, and of course, Atlanta.

Then, off to the Evening Gala and Karaoke Night. Lots of talent in our association . . . though Jamie, Sharon and I didn't show much talent, BUT did manage to entertain the group. Ask Lois and Tara about our performance of "Stop in the Name of Love"!

The 80's Night event was fun! Michael Jackson appeared during the show (yes, he's alive and living in Atlanta). Great performance from a local entertainment group in Atlanta. Then, the costume contest judging began! SO funny to remember all the

(Continued from page 16)

silly things we wore in the 80's. Brynne's blue jumpsuit was fabulous!!! We all sported leg warmers, tight jeans, high heels, and lots of PINK. And our hair was obviously VERY BIG!

We ended the education conference on Saturday with an Open Forum hosted by a panel of NALS Board members and had some honest and frank discussions about the future of NALS and our purpose.

The NALS Foundation Auction was wonderful! So many beautiful items to bid on! This year, the items in the silent auction had a "gotta have it" price. If you wanted to be assured you won that special item, all you had to do was pick up the bid sheet and pay the "gotta have it" asking price! Fortunately, I was able to do that with one particular item!

As Saturday evening approached, it was off to Stone Mountain, GA for the Laser Show. On the bus ride to Stone Mountain, I sat beside Past President, Patricia Infanti, who encouraged me to volunteer for a national committee. I asked her how to prepare for this and her words were encouraging and heart felt: work hard in your local and state chapters. Follow through with the commitments you make. Make sure you don't waste the positions you hold by inactivity. Good words to remember! Once we arrived at Stone Mountain, we had dinner on the patio as a group, and then off to the reserved spaces held for NALS members. Who would have thought that you could dance to the Electric Slide with Leslie Keys on a rock terrace while waiting for the show to begin!

I made new friends. I networked with others. I learned more about NALS and the love its members have for this association. When I opened my NALS ballot recently, I actually knew most of the people on the ballot! That wouldn't have happened without attending the National conference.

It won't be my last! And I can't wait to catch up with my new friends in Tulsa at the Leadership Conference in February.

Again, thank you so much for allowing me to represent South Carolina at the NALS conference. I am truly grateful for the experience afforded me.

Nothing	Navigating	Not
At all	All	Attending again will
Like I	Learning	Leave you
Surmised	Sessions	Sad

Meet Our Newest Members!



Meet **Myriam Brown**! Myriam rejoined NALS in May 2013 (after taking a 15-year hiatus) and is a member of the Midlands chapter. She is an administrative assistant with Nelson Mullins Riley & Scarborough LLP and has her PLS. Myriam has 39 years legal experience in various areas of the law including real estate, probate and estate planning, family law, litigation, corporate governance, contracts and IP licensing, healthcare law (and more) and has served on the board of her local chapter. Myriam first became involved in the legal field when she was going to school full time and needed a part-time job after school. The college referred her to a lawyer who needed a part-time

secretary and the rest, as they say, is history. She enjoys the challenge and variety in working in the legal field. Myriam tells us she gets bored easily without something interesting to do and you know there is rarely a dull moment in a legal administrator's day. She also likes the professional atmosphere. Before college Myriam held a few jobs that were routine and boring and she changed jobs frequently in search of something more intellectually stimulating. She can't imagine working outside the legal profession; however, if she were to do so, Myriam would hope it would be only to do something fun to fill time, like working in a craft or hobby store! Her least favorite task at the office is filing and her favorite mode of communication is e-mail (she hates the telephone with a passion). Myriam strives to treat everyone as she would want to be treated, and work together as a team. She is always disappointed when others seem to disregard that "Golden Rule." Myriam is not a person of harsh first impressions and likes to give people the benefit of a doubt until she knows more about them. Her best characteristic is her laughter. As she has grown older, Myriam's sense of humor has grown along with her girth. She loves to see people who are stressed out have a great laugh. Myriam takes work very seriously, but there's no rule that says you can't try to have a good laugh occasionally. When the pressure is on, she tries to lighten the tenseness. She believes that you can accomplish so much more when you have happy endorphins running rampant through the body! Where does Myriam hope to see herself in five years? She would love to say President of the United States (goodness knows the country needs a good woman's help!), but, seriously, probably right where she is. Myriam loves what she does. Knowledge is the reason she rejoined NALS. She knows she can learn, grow and be productive and useful through NALS! Welcome back Myriam!!

Meet **Mary "Dee Dee" Callison**! Dee Dee joined NALS in November 2011 and is a member of the Greenville chapter. She is a legal assistant for Evelyn Angeletti and has 26 years experience in the legal field. Dee Dee first became involved in the legal field with a part-time position with Charles M. Stuart, Jr., specializing in wills, trusts and probate law. She worked for Attorney Stuart for 23 years. If Dee Dee wasn't working in the legal field, she would be working with a church as she enjoys teaching God's word. Her favorite modes of communication (other than personal, face-to-face conversations) are cell phone and texting. Where does Dee Dee hope to see herself in five years? Closer to retirement and the ability to travel to see her grandchildren. Welcome Dee Dee!





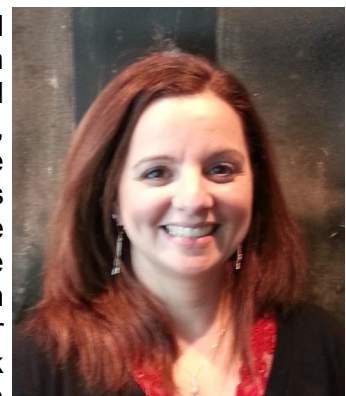
Meet **Brittany L. Crane**. Brittany joined NALS in August 2012 and is a member of the Greenville chapter. She is a paralegal with Thomas, Fisher & Sinclair, P.A, starting her career in the legal field in February 2011. Brittany has a Bachelors of Science in Nursing, Business and Technology. She first became involved in the legal field after a professor from college recommended a part-time position with Thomas, Fisher & Sinclair, PA. She enjoys learning new information every day and getting to be around very smart individuals who are good at what they do. If Brittany didn't pursue a career in the legal field, she would have pursued a career in the business side of the medical field. Her least favorite task at the office is filing and her favorite mode of communication is e-mail. Brittany is confident and eager to

learn new things. She often enjoys hosting dinners and get-togethers and entertaining her guests by playing the piano. Where does Brittany hope to see herself in five years? Hopefully living in South Africa being a wife and mother! Welcome Brittany!!

Welcome **Michelle Dender!** Michelle joined NALS in May 2013 and is a member of the Greenville chapter. She is a staffing recruiter with Snelling Staffing. Michelle has always enjoyed the law. Although she has not worked for an attorney, she appreciates the work paralegals provide and has learned a lot about the different areas of the law. Her favorite modes of communication are e-mail and telephone. Michelle is great at following up with clients and is eager to learn new things. Where does Michelle hope to see herself in five years? Assisting more law firms with finding qualified legal professionals.

Welcome **Katie M. Johnson!** Katie joined NALS in February 2012 and is a member of the Greenville chapter. She is an administrative assistant with Nelson Mullins Riley & Scarborough, LLP. Katie has legal experience in various areas of law including family law, probate law, appellate law, and insurance law. She went to college to become a paralegal because she enjoys learning about the law, particularly criminal law, and thought it would be a good stable career to go into. Katie also enjoys the fast pace of litigation as well as helping people through a very difficult and confusing time in their and their family's lives. If she didn't pursue a career in the legal field, Katie would have been a dog trainer or would be working in an animal protection and advocacy position. However, photographer would be a very close third possible career choice. Her least favorite task at the office is scanning and distributing incoming mail and her favorite mode of communication is e-mail. Katie believes her loyalty is one of her best characteristics. Where does Katie hope to see herself in five years? Right where she is, although having her own dog training business would be the dream.

Meet **Deborah "Debbie" Stout!** Debbie joined NALS in March 2012 and is a member of the Greenville chapter. She is a legal assistant with Womble Carlyle Sandridge & Rice. Debbie has 26 years of legal experience in various areas of law including bankruptcy, litigation, workers' compensation, and estate planning and started her career in the legal field at a bankruptcy firm in California in 1987. She finds satisfaction in helping clients and feeling as though she contributed to the outcome of the case. Debbie also enjoys interacting with others. If she didn't pursue a career in the legal field, Debbie would have been an interior decorator. Her least favorite task at the office is filing and her favorite mode of communication is the telephone. Debbie is easy to talk to and likes helping others. Where does Debbie hope to see herself in five years? She and her husband have two 16 year old girls, so as they move on to college together, she will still be working, hopefully at Womble, paying for their college education. Welcome Debbie!



What's Your **A T T I T U D E** ?

A lways see the best in people and situations

T otally content with what you have

T ake time to "stop and smell the roses"

I nvolved in what makes you happy

T urn challenges into opportunities

U nderstanding of what others might be
going through

D evoted to awareness of negative thinking

E veryday may not be good, but there's
something good in every day!



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

SPOTLIGHT
ADVERTISEMENT FORM



A publication of Legal Staff Professionals of South Carolina

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Circle desired advertisement:

	Full Page *	Half Page	Quarter Page	Business Card
Three Issues	\$125	\$75	\$40	\$25
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**The SPOTLIGHT is published three times per year: March, June, and December.
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cpitman@greenvillesc.gov**

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Visit our website at www.lspsc.org.

(Continued from page 1)

method of electronic communications.

New commentary language added to Rule 1.1 (the duty to provide competent representation) requires lawyers to keep abreast of the benefits and risks associated with technology, according to new commentary language added to Rule 1.1 on the duty to provide competent representation.

It is insulting that the work of a paralegal would be classified as a “routine and repetitive” job, similar to those of a meter reader. The American Bar Association defines paralegals as performing specifically delegated substantive legal work for which a lawyer is responsible. Working as a paralegal is not just a job, but a career. It's doubtful meter reading can be considered a career.

The reality:

Paralegal jobs will not be obliterated by technology. Instead, technology will change paralegal jobs, as well as paralegal responsibilities and skill requirements. But what's new?

From the time this profession emerged in the 1970's, paralegals have had to deal with change. The unwritten rule has always been that *you either kept up or you were out of a job.*

From the manual typewriter to the good old Selectric to today's desk tops, iPads, laptops, and smart phones, paralegals have accepted new challenges and met expectations. Often it is the paralegal who introduces the new technology to their employers and then trains the staff to use it.

One more thing: the legal field will always require the human touch. Software cannot soothe clients, decide what must be done, or run by itself. Software cannot deal with court staff. Software cannot be relied upon to be correct. A good example is your spell check! The training and expertise of the paralegal, as well as the ability to deal with people, will always be needed.

What should you do?

Don't be frightened by these headlines. Instead, do what you have been told to do over and over again:

- Observe trends in the industry. If business is slow in your focus area, take necessary steps ensure you will have a job, perhaps in another specialty area.
- Never stop learning; take advantage of CLE opportunities.
- Pursue professional certification.
- Become an expert in your focus area. This will require work on your part which might include pursuing advanced certification, returning to college, and keeping up with new rules and case law.
- Be the one establishing systems and routines that will help your employer.
- Watch for new technology, adopt it, and learn it. Never -- ever -- refuse to use it.
- Prepare a great resume and keep it up to date. Use social media. It's here to stay, folks, and it's a great networking tool, as well as an excellent way to learn about new trends, technology and tools.

The bottom line? Remember that headlines are designed to grab your attention. Lately, they have caused paralegals to fear for their future.

Don't fall for this! Instead, study and interpret the materials yourself so that you can make wise decisions. Then follow the steps above so your career will continue to move in the right direction: *forward.*

© 2013 Vicki Voisin, Inc. Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She is the co-author of *The Professional Paralegal: A Guide to Finding a Job and Career Success*. Vicki publishes *Paralegal Strategies*, a weekly e-newsletter for paralegals, and hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network.

More information is available at www.paralegalmentor.com where subscribers receive Vicki's *151 Tips for Your Career Success*.

Hear ye, Hear ye. Have you heard? Check out LSPSC...

www.lspsc.org

Carolina Paralegal News
<http://nclawyersweekly.com/paralegal>



Legal Staff Professionals of South Carolina



Don't Worry . . . Be Happy

Purchase a Happy Gram today
for the next Spotlight Issue.

\$5.00

Send Happy Gram to cpitman@greenvillesc.gov.

How are you promoting your local chapter?



Write an article for a publication?

Attend a local chapter meeting?

Attend a LSPSC meeting?

Attend a NALS meeting?

Tell anyone about local/state/NALS today?

Invite someone to your local/state/NALS meeting?



Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have **value** for customers, clients, partners, and society at large. What better way to value your profession – promote!

If you have a great idea for promoting that has worked for you and your chapter, pass it along to Camilla at cpitman@greenvillesc.gov.



LSPSC

Engage / Inspire / Enhance / Promote

Contact Camilla at 864-467-4431 or
cpitman@greenvillesc.gov



**LSPSC WAS DEFINITELY NOTICED AT THE RECENT
NALS ANNUAL CONFERENCE IN ATLANTA.
ORDER YOUR SHIRT OR BLANKET TODAY!**

Blankets	\$20
Shirts	\$20
Monogram only	\$10 *
<i>(* item provided by member)</i>	



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2014 Winter Membership Meeting Registration
January 25, 2014
Meridian Building
1320 Main Street, 17th Floor, Columbia, SC**

Deadline for Registration: January 17, 2014 (Add \$10.00 after this date)

NO REFUNDS AFTER JANUARY 21, 2014

SCHEDULE

9:30am – 10:00am Registration
10:00am – 11:00am Seminar
11:00am – 11:15am Break
11:15am – 12:45pm Seminar
12:45pm – 1:45pm Lunch
1:45pm – 3:00pm Membership Meeting and Chinese Auction

Name: _____ Nickname for Badge: _____

Chapter: _____

Official Office (if any): _____

Daytime Phone Number: _____

Email Address: _____

\$45 Full Registration (including lunch) \$15.00 Membership Meeting Only

REMINDER: Full registration does not include the separate seminar registration

PLEASE MAKE CHECKS PAYABLE TO LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA (LSPSC) AND MAIL TO:

Debra Bailey, PLS
Nelson Mullins Law Firm
PO Box 11070
Columbia, SC 29211
(803) 255-9345 or (800) 237-2000
Email: debra.bailey@nelsonmullins.com

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
CONTINUING LEGAL EDUCATION SEMINAR
SATURDAY, JANUARY 25, 2014

NELSON MULLINS LAW FIRM
COLUMBIA, SOUTH CAROLINA

Deadline for Registration (with any handouts): January 10, 2014
(Registration is accepted after January 10, 2014, but without any handouts
unless you specifically request them to be e-mailed to you)
No refunds for cancellation after January 17, 2014

10:00 a.m. – 11:00 a.m.

TOPIC: “How to find Crucial Answers Lightning Fast, without using Google (much)”

SPEAKER: Eve Ross, Esq.

Ms. Ross is Assistant Librarian and Research Specialist at McNair Law Firm, Columbia, SC

11:15 a.m. – 12:45 p.m.

TOPIC: “Sovereign Citizen Use of Documents to further Fraudulent Schemes”

SPEAKER: William A. Moser

Mr. Moser has been an FBI Special Agent since April 2008

I will be attending the following seminar(s):

“How to find Crucial Answers Lightning Fast, without using Google (much)” _____

___ Please e-mail the speaker’s handouts prior to the meeting

“Sovereign Citizen Use of Documents to further Fraudulent Schemes” _____

___ Please e-mail the speaker’s handouts prior to the meeting

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

FEE ENCLOSED:

Member \$20 for one _____ \$30 for both _____

Nonmember \$25 for one _____ \$40 for both _____

NOTE: This registration covers the seminar only. Membership meeting registration is separate.

Make check payable to Legal Staff Professionals of South Carolina and mail with registration form to:

Carlene B. Kilgore, PLS
70 Port Tack
Hilton Head Island, SC 29938
(843) 341-4945; FAX (843) 686-5991

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

LSPSC COMMUNITY PROJECTS

HARVEST HOPE FOOD BANK

Have you ever been hungry....I mean really hungry? Think about a child who might be lucky enough to get a dried piece of bread and cup of water.....but not necessarily on a regular basis. And then think about all the food we waste.....day in and day out, meal after meal.



Now think about your complaints.....complaints of needing to lose weight, complaints of restaurant food not tasting good, complaints of grocery prices, complaints of “having to cook.” And some folks would be grateful to literally eat the crumbs from the floor under your table.....

The Harvest Hope Food Bank has been providing for the needs of hungry people in Columbia since 1981. Since then its mission has increased to 20 counties across the state. For fiscal year 2013, Harvest Hope distributed over 28 million pounds of food and fed over 2.2 million people – that’s about 38,000 people each week! Harvest Hope is also South Carolina’s primary disaster hunger relief emergency feeding organization, mobilizing in disasters to provide food for those whose homes have been destroyed.

Partnering with over 475 non-profit agencies, Harvest Hope identifies pockets of poverty and hunger for distribution of food where most needed. But without your assistance, Harvest Hope would not be able to put food on the tables of folks (or in the mouths of those who have no tables) struggling to overcome poverty and unemployment. Both food donations and monetary contributions by individuals are what keep this organization going. And you may say, “Where does my money go?” Harvest Hope Food Bank dedicates 98 cents of every dollar to feeding the hungry in our South Carolina communities. Volunteers allow Harvest Hope to maintain a minimally paid staff in order to put more money toward serving those in need.

So whether you live in the Greenville, Florence, or Columbia areas and can physically assist at those food banks, or whether you bring in a bag of groceries, or whether you simply write out a check.....there is ALWAYS an opportunity for you to GIVE – no matter how much time or resources you have! All that’s needed is the will to make a compassionate gesture – and make a difference!

Since the *Spotlight* is published in December, maybe we could all be thinking about including Harvest Hope during our “giving season” of Christmas.....remembering our LSPSC donations will be collected at the January meeting, helping to fill the empty shelves after the holidays.

Particular Items of Need: Canned vegetables (especially green beans), canned meats (especially hams), peanut butter, dry beans, instant mashed potatoes, gravy mix, Jiffy mix, toiletries, diapers, detergent, plastic/paper bags.

NOTE: Harvest Hope asks that the food items be kept separate from household/personal items.

Respectfully submitted,

LSPSC Community Projects Committee

Vickie Halstead and Jamie Early, PP, PLS

December 2013



ENGAGE - INSPIRE - ENHANCE - PROMOTE
LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

en • gage | en'gāj |

- 1 [trans.] occupy, attract, or involve (someone's) interest or attention : NALS offers programs to engage members in their careers helping them advance in life.
- **(engage someone in)** cause someone to become involved in
 - **arrange to employ or hire (someone)** : He was engaged as a paralegal.
 - **date reserved (accommodations, a place, etc.) in advance** : She had engaged the Online Learning Center.
- 2 [intrans.] (engage in) participate or become involved in : NALS members engage in a variety of activities.
- **(be engaged in)** Some are actively engaged in leadership.
 - **(engage with)** establish a meaningful contact or connection with : New members can engage with local leaders in their profession.
 - **(of a part of a machine or engine)** move into position so as to come into operation : Your career will engage.

More opportunities to engage NALS and your career!

- More CLE for your money.
- Online information at your finger tips.
- More CLE than you have ever seen at a conference.
- More active in social media.
- Area of law focused education.
- The same support you have grown to love.

in • spire | in spir |

- 1 fill (someone) with the urge or ability to do or feel something, esp. to do something creative : [trans.] His passion for justice inspired him to advance his career as a paralegal with NALS.
- **create (a feeling, esp. a positive one) in a person** : Their enthusiasm inspires those around them.
 - **(inspire someone with) animate someone with (such a feeling)** : She inspired her co-workers to become certified with NALS.
 - **give rise to** : The conference was successful enough to inspire people to register for the next one.

More than 80 years of inspiring legal professionals will continue.

- Specialty specific education to broaden your knowledge.
- Online networking and communities for support.
- Two national conferences each year for a personal touch.
- Local and state chapters to keep you inspired.
- Three certifications to advance your career.
- Full-time professional staff to answer your questions.



engage
inspire
enhance
promote

en • hance | en hans |

[trans.] intensify, increase, or further improve the quality, value, or extent of : Her dedication and involvement will enhance her career. | Continuing legal education enhances the value of employees.

Enhance your career with education and certifications that fit your needs.

- Online CLE focused on practice areas.
- Three certifications to advance your career.
- Website access to a library of articles and resources.
- Conference schedules built around your specialties.
- Online communities of experienced legal professionals.
- Career Center linked to other legal associations.

pro • mote | prə'mōt |

- 1 further the progress of (something, esp. a cause, venture, or aim) ; support or actively encourage : Specialty area education helps promote advancement.
- **give publicity to (a product, organization, or venture) so as to increase sales or public awareness** : The NALS docket is used to promote NALS members and their accomplishments.
 - **chemistry act as a promoter of (a catalyst).**
- 2 (often be promoted) advance or raise (someone) to a higher position or rank : She was promoted to senior paralegal after she was certified by NALS.

Get help in promoting yourself by being a part of something greater.

- More than 80 years of serving legal professionals.
- Three certifications to help get that promotion.
- Leadership opportunities.
- Professional and personal development focused.
- Build your network of legal professionals.
- Career Center linked to other legal associations.

www.nals.org



**Legal Staff
Professionals of Greenville
Deborah J. Reynolds, PP, PLS**

Chapter Reports

Hello everyone. I hope you are enjoying this special time of year. We have had a magnificent autumn in the Upstate! In addition to the multitude of beautiful colors of the season, there have been multitudes of opportunities for us as a chapter.

Let me begin by welcoming several new members: Cathi Tankersley and Judith Morgan-Glenn with Womble Carlyle; Kathy D'Amico and Tanya Owens of Gallivan White & Boyd; Terri Coker of Bannister & Wyatt; and Betty Owens of Thomas Fisher & Sinclair. We welcome each of them and look forward to the fellowship, ideas, and other contributions they will bring to LSPG. We are richly blessed to have so many new members. Some who have been visiting with us have now joined, some were invited as a guest to our special Marketing and Membership meeting, and some made contact through our recent Probate Seminar. Thanks to everyone who helped with these special events. I believe it is an important outreach. Bottom line, we have been working hard to market our association and reaching out to those who can benefit from all that membership in NALS, LSPSC, and LSPG offers.

Our Probate Seminar in October was a huge success in many different ways. A super-savvy committee consisting of Jimi Bullard, ALS, Tara Brown, PP, PLS, Dee Dee Callison, and Vickie Halstead worked for months with Greenville County Probate Judge Debora Faulkner and the Court staff to put together a "dream team" approach to presenting the many changes in Probate Court adopted by the legislature. Other members joined in to assist the day of the event. Legal Eagle, our stalwart supporter, was on hand as well. Over 100 people registered for CLE credits, and we drew a crowd from all across the state. We especially appreciate members from our sister chapter joining us, including our own "Honorable." Thank you Judge Ponda Caldwell and Roxanne Reynolds for attending. At the request of the Probate Court, a follow up seminar will be presented in February. Details are available elsewhere in the *Spotlight*. We cannot say thank you enough to the Court staff and our committee for their hard work.

It was exciting to have the NALS Annual Conference right in our backyard in Atlanta this year. Because of its proximity and no air travel costs, a dozen SC members were able to attend. They came back with rave reviews for the number and variety of CLEs, the wonderful speakers, and the social and networking opportunities. Wish I had been with them!

The deadline for nominations for new LSPSC officers recently passed. Soon forms will be going out to those nominated. This

is your chance to have a say in the governance of LSPSC. President Lois Belle, along with her Board, have done a wonderful job to date, but to continue the good work, they need qualified and willing officers to carry on next year. You might be one of those who needs to be on the Board. If you have been nominated, please commit to serving if you possibly can. It is an experience you will not regret.

We continue to participate in community service projects. We will again support Serenity Place, which provides assistance to women and their children, keeping families together, and bridging the transition from unlivable situations to stable homes. We are also planning a project with the SC Upstate Paralegal Association (SCUPA) to assist military families who have needs due to injuries, deployment issues, etc. We want to send Christmas cards to those serving overseas or away from their homes as well.

We look forward to seeing our LSPSC family at our January meeting. Until then, God bless you richly.



**Hilton Head Legal Staff Professionals
Susan L. Olmstead, PLS**

Brian Weathersbee of Prudential Insurance was our guest speaker for the month of August on the topic of "Obama Care." These past several months, the membership has been hard at work raising monies and giving our time to local charities by participating in "Walks" as well as selling tickets for the Belk Charity Sale. Look for our new chapter t-shirts which proudly display our name on the front and the LSPSC logo on the back at the next membership meeting. Betty has been steadfastly giving of her time to her church's food program and I participated in Bluffton Self Help's professional attitude and dress seminar. Meredith had a wonderful time in Atlanta at the NALS Education Conference and reported that the CLE was excellent. Meredith was the winner of the LSPSC registration fee for that conference. We are looking forward to seeing you ladies at the January winter board meeting.



**Legal Staff Professionals
of the Lowcountry
Naomi W. Nation, PP, PLS, CLA**

Here we are again at the close of another year. It seems as though we just elected officers for 2013.

Legal Staff Professionals of the Lowcountry (LSPL) has been busy with our "thinking caps," trying to coordinate the 2014

Annual Meeting. We've put our names on the books at The Clarke's Inn in Santee. At least you will know where you need to be come April 23, 2014. We will accept whatever help anyone is willing to provide.

Our highlight for October was a visit from our state officers, Carlene Kilgore, PLS, and Meredith Lazarski, ACP. ATTITUDE! My, we had a good time sharing what we saw in each other. Café Fork provided a wonderful meal for us, as always. Then we topped it off with candy, which is always a good way to "sweeten" up a meeting. We really enjoyed our state officers.

Later in October several of our members took to the road and headed for Atlanta, Georgia to attend the NALS 62nd Annual Education Conference and National Forum. Other than the fantastic keynote speakers, the great continuing legal education classes, and the wonderful fellowship, all other things that happened in Atlanta---SHALL STAY IN ATLANTA! (Including that loss Clemson experienced and the cheesecake we devoured at the Cheesecake Factory)

By the time this update is published, we are hoping to have submitted draft registration forms to the Board for review. April 2014 is practically here. As mentioned before, Legal Staff Professionals of the Lowcountry will be celebrating 50 years, and we would like to make our conference a great one.

Rumor has it that LSPL will be responsible for the 2014 Winter Meeting premium prize. We will try to showcase something fantastic. Until we meet again in January 2014, the members of Legal Staff Professionals of the Lowcountry wish all of you a very Merry Christmas, happy holidays, and a prosperous 2014.



**Legal Staff Professionals
of the Midlands
Sharon K. Wotherspoon, PLS**

Our July Summer Membership Meeting has come and gone and it's almost time to start planning for our Winter meeting in January. But let's

get through the holidays first and then we can get hopping for the next meeting.

LSPM is once again serving the Thanksgiving meal to the residents of our local retirement facility, The Finlay House and we're trying to decide who enjoys it more, us or the residents. It takes a bit of work to feed all those wonderful folks and the sparkle in their eyes when we put that plate of turkey/dressing/green beans in front of them is almost as wonderful as the smiles of children on Christmas morning opening their gifts from Santa. It's not a big thing to serve the meals, but let me tell you it's one of the BIGGEST joyful feelings you can ever

feel in your heart. We were trying to remember just how long LSPM has been serving Thanksgiving Dinner to Finlay House, and so far we all in agreement that it is 30+ years. And from the way we all talk, we plan to continue for another 30 or more. Along with this service, our members also serve their local churches with volunteering to help as needed. We may be a small group, but I'm proud to say our hearts are ENORMOUS.

We have had several individuals visit with us over the last few months, and hopefully we will gain another new member or two before the year is out. We are viewing the "list" of potential CLE webinars that NALS has to offer and plan to purchase a couple with our "Grant" money we received from LSPSC and also get some updated membership materials for our membership packets.

I hope everyone had an enjoyable Halloween, has a wonderful Thanksgiving with lots of good food and most of all a BLESSED Christmas with lots of family and friends. Have a safe holiday and we'll see you in January for another wonderful State Meeting here in Columbia and some "catch up" time for folks who weren't able to make it to our July meeting.



**Legal Staff Professionals
of Orangeburg
Lauritza S. Hill**

The Orangeburg LSP has not been so busy that we could not help a family who had their home destroyed by fire. We were informed of the incident by Mary

Brant. Sonia Hunt has been busy collecting toys for our organization to be taken to CASA for our Christmas project. We hope everyone has a joyous holiday and a happy new year. We look forward to seeing everyone in Columbia for the winter meeting in January.



**Spartanburg County
Legal Staff Professionals
Deborah League Brown, PLS**

We hope that everyone is having a great fall and looking forward to the holiday season.

Our Functional Director – Education, Linda Harris, has been doing an outstanding job of obtaining great speakers for our meetings this year. In June, our own Robin C. Deming, Certified PLS, gave an outstanding presentation on "The Healthcare Legal Office." I don't know how Robin handles all the different aspects of her job!! July was our Annual Christmas in July Chinese Auction. August was our state

officer visitation – it was so nice to have President Lois and Jimi Bullard join our meeting. In September, our speaker was our Spartanburg County Clerk of Court, Hope Blackley. She discussed all the changes which she's made to that office since becoming our county Clerk of Court. In October, Lawrence E. Flynn, III, Esquire, of Pope Zeigler, LLC, explained the bond process and municipal finance; and in November, our speaker was a financial planner with Edward Jones.

At the urging of the Greenville Chapter, our chapter participated, for the first time, in the Belk Charity Days (first Saturday of November) and was very pleased with how well we did for our initial undertaking. This year, our Chapter will not only be sponsoring a DSS child, but will also be donating to Safe Homes.

Each month one of our officers brings a nice door prize, and our members buy tickets for the drawing. This adds a little spice to the meeting and a little money to the coffers.

We are pleased to announce that our chapter has another new member, Cathy Olsen, from Butler Means.

We look forward to seeing everyone at our Winter Membership Meeting in Columbia. Happy Holidays to all!!



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

**NOTICE is hereby given that the Winter Membership Meeting for
2013-2014 will be held on Saturday, January 25, 2014, at:**

**Nelson Mullins Riley & Scarborough LLP
1320 Main Street
Meridian Building, 17th Floor
Columbia, South Carolina**

The meeting will begin at 1:45 p.m.

(Dress is business attire.)

(Registration begins at 9:30 a.m.; Seminars begin at 10:00 a.m.)

(Exact meeting information is available on the registration form.)

Legal Staff Professionals of South Carolina

**By: /s/ Tara Jean Brown
Tara Jean Brown, Certified PP, PLS
LSPSC Secretary**



Recipes



Breakfast Casserole

By Camilla Pitman, CMC, PLS

- 6 slices bread
- 1 lb. sausage
- 1/2 lb. cheddar cheese, shredded
- 4 eggs
- 2 cups milk
- 1 tsp. salt

Using a 2 quart casserole dish, break up bread and layer on bottom of dish. Cook and drain sausage. Layer sausage, layer cheese. Mix eggs, milk and salt together. Pour mixture on top of cheese, sausage, and bread. Soak for 4 to 5 hours (or overnight). Bake @ 350° for 45-50 minutes.

Haystacks—Butterscotch Mix

By Camilla Pitman, CMC, PLS

- 1 pkg. Butterscotch Chips
- 1 can Chow Mein Noodles
- 1 can Peanuts

Melt butterscotch in double boiler. Add peanuts and chow mein noodles. Stir until mixed. Drop onto wax paper and refrigerate until hard. Store in refrigerator.

Herb Chicken Bake

By Carlene Kilgore, PLS

- 1/4 C. dry bread crumbs
- 1 T. grated parmesan cheese
- 1/2 tsp. dried whole basil
- 1/2 tsp. dried whole oregano
- 1/4 tsp garlic salt

- 1 whole chicken breast split
- 1/4 C. melted butter or margarine

- 1/4 C. dry white wine
- 1/4 C. chopped green onion
- 1/4 C. parsley flakes.

Combine crumbs, cheese, basil, oregano and garlic salt. Mix well.

Dip chicken in melted butter/margarine and dredge in bread crumb mixture. Bake @ 375° for 30 minutes.

Combine wine, green onion and parsley with the remaining butter/margarine. Stir well. Pour over chicken and continue baking for 20 min. or until done. (Makes two servings.)

Apple Crisp

By Mary Beth Morgan



This is one we make every Thanksgiving instead of apple pie because we think it's so much better. The recipe is one my youngest son, Patrick, made with his first grade teacher. My copy of the recipe is in his 1st grade handwriting, which makes it extra special to me. I pass this along with the same wishes his teacher sent to us, "*God's blessings on your family.*"

Butter pan. Fill with sliced/ chopped apples. Sprinkle with

3/4 cup sugar and some cinnamon. (I mix the cinnamon and sugar together until it looks right).

Topping - cream together the following and sprinkle over apple mixture:

- 1 stick of butter/margarine
- 1 cup flour
- 1 cup sugar

Bake 1 hour at 350° in 9x9 pan (or double it for a 9x13 pan).

Southwest Chicken

By Deb Reynolds, PP, PLS

- 4 to 8 skinless, boneless chicken breasts
- 1 carton sour cream
- 1 jar salsa
- Pam cooking spray or oil
- Salt and pepper to taste

Season chick with salt and pepper and brown in skillet coated with oil or use cooking spray. Cover, reduce heat and cook until tender, about 15-20 minutes. Remove to plate and top with a dollop each of sour cream and salsa.

This recipe is quick and easy. Make a little or a lot.



Be sure to submit your favorite recipe for the next Spotlight!

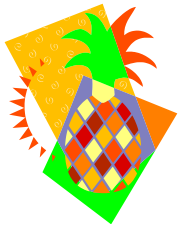
(Continued on page 33)

(Continued from page 32)

Hudson's 7-Day Cole Slaw
By Deb Reynolds, PP, PLS

1 head shredded cabbage
1 thinly sliced red onion
1/3 cup sugar
1 cup oil
1 cup vinegar
2 Tbs. sugar
1/2 tsp. dry mustard
1/4 tsp. salt
1/4 tsp black pepper

Toss cabbage and onion with 1/3 cup sugar. Mix remaining ingredients and bring to a boil. Pour boiling mixture over cabbage, let set for 5 minutes, then mix. Chill. Keeps up to 7 days. Serves 4.



Pineapple Cake
By Deb Reynolds, PP, PLS

1 box yellow cake mix
Pineapple juice from 1 large can of pineapple bits (save pineapple for icing—see below)

Prepare and cook cake mix according to instructions on package. Cut both cake layers in half by starting around edge with butter knife and use dental floss to pull through layers. After cutting layers, pour small amount of pineapple juice onto bottom layer, then one layer of icing. On next layer just apply icing. On third layer apply juice and icing. On top layer apply icing only, then ice edges.

Icing:
1 small container of sour cream
1 cup sugar
Pineapple bits
1 large box French vanilla pudding mix
1 medium carton Cool whip

Combine icing ingredients and mix well.

Almond Squares
By Lois Belle, PLS

2 Sticks Softened Margarine
2 Cups Sugar
2 Eggs
1 Cup Almond Paste

Cream above ingredients. Add 2 cups flour. Mix well. Spread in greased 9x13 pan.

Bake at 325° for 1/2 hour or until edges brown. Sprinkle with confectioners' sugar when cool. Cut when cool.

French Toast
By Lois Belle, PLS

In a 9x13 pan melt:
1 stick butter

Add:
3/4 cup brown sugar
1 tsp. cinnamon

Place 6 pieces bread over above mixture, then add 6 more slices
Mix:

2 cups milk with 6 eggs
Pour over bread

Refrigerate covered overnight.

Bake 325° uncovered 20 minutes.
Then turn up to 350° and bake an additional 25 minutes.
Watch until lightly browned.

Christmas Macaroons
Amy Ammons Garza (Yvonne Fortner's Mom)



2 egg whites
3/4 cup sugar
dash of salt
1 teaspoon vanilla extract
1/4 cup all-purpose flour
1 pkg. (7 oz.) shredded coconut
green and red food coloring (optional)

Preheat oven to 325°. Line 2 cookie sheets with foil or parchment paper. In medium bowl mix egg whites, sugar, salt, and vanilla. Add flour and stir until well blended. Fold in coconut and food coloring. Drop dough by teaspoon full about an inch apart. Bake 15-20 minutes until light brown. Cool on cookie sheet. Peel foil from cookies.

Daddy's Hotdog Sauce
By Naomi Nation PP, PLS, CLA

1/4 Cup of Mayonnaise
1/2 Small Onion, chopped
1/4 Cup of ketchup
1 Tablespoon of hot sauce (more or less to taste)

Mix mayonnaise, hot sauce, and ketchup together; add chopped onions. Mix again.

Add a tablespoon or more on hot dogs, hamburgers, chicken, bologna, salads or veggies.

Optional: Add 2 tablespoons of sauerkraut.

ENJOY!

(Continued from page 33)

\$\$\$ Million Dollar Pie \$\$\$
Just for you from
Naomi Nation PP, PLS, CLA

Medium container of Cool Whip
¼ cup of Lemon Juice
1 can of Fruit Cocktail
¾ cup of chopped Pecans
1 small can of Crusted Pineapples
1 can of Eagle Brand Milk
2 Graham Cracker Pie Crusts

Drain the juice from the fruit cocktails and crusted pineapples. Then, mix all above ingredients together, along with the fruit cocktails and crusted pineapples. Mix well. Pour mixture into pie crusts. Chill in the frig for at least 6-8 hours; I suggest overnight. Then cut and ENJOY!

Hilton Head Legal Staff Professionals
supports our community by raising over
\$2,000 for local charities in 2013.



FROM:

Lois J. Belle and your
LSPSC 2013-2014 Board

PROBATE JUDGE DEBORA FAULKNER

Presents

A COMPREHENSIVE REVIEW OF THE NEW AND REVISED ESTATE FORMS

Friday, February 7, 2014, 9 a.m. - 12:15 p.m.

County Council Chambers/Flag Pole Entrance • 301 University Ridge, Greenville, SC 29601

Continental Breakfast @ Registration and Break sponsored by LEGAL EAGLE.

Thank you Legal Eagle!

ABOUT THE SPEAKER AND PROGRAM

The Honorable Debora A. Faulkner, Greenville County Probate Court Judge, served as Chairman of the Forms Committee for the S.C. Probate Judges Association. Judge Faulkner supervised revisions to the estate forms to comport with the new Probate Code. The seminar will be held on Friday, February 7, 2014, in the Greenville County Council Chambers, 301 University Ridge, Greenville, South Carolina. Registration will be from 8:30 a.m. to 9 a.m., and the seminar will begin promptly at 9 a.m. and end at approximately 12:15 p.m. A box lunch will be provided as you leave the CLE.

Judge Faulkner will be presenting a comprehensive review on the new and revised estate forms. In addition, there will be presentations given by representatives from other areas of the Greenville County Probate Court. Each attendee will receive a complete notebook of outlines, forms, statutes, new probate brochures, and other resource materials (available in notebook style or on CD).

This is a critical Probate Seminar you will want to attend, featuring Judge Faulkner and the Probate Court staff who will be ready to answer questions you may have regarding forms, procedures or rules pertaining to your dealings with Probate Court. This will be an invaluable insight into the Probate Court system in Greenville County.

WHO SHOULD ATTEND THIS SEMINAR?

This seminar will preview the new and revised probate forms from the recently enacted legislative revisions. Additionally, this CLE will provide an overview of the Probate Court processes for the Greenville County Probate Court and an opportunity to interact with the staff of the Probate Court. The Legal Staff Professionals of Greenville encourages attendance by any attorney, paralegal, legal assistant, legal staff and all other professions who handle Probate Court cases and who want to expand their knowledge of court procedures and recent legislative changes on new or revised forms that have been enacted, implemented and utilized by the Court.

REGISTRATION INFORMATION

CLE CREDIT (Study Course No. 140030 - 3.0 CLE hours)

Name:
Employer:
Address:
Phone/E-mail:
SC Bar No. (if an attorney):
NALS Member No. (if applicable):

FEES Enclosed – check one:

Registration w/Notebook & CD (\$110) _____; Registration w/CD (\$85) _____.

Registration w/Notebook (\$85) _____;

I am a current NALS/LSPG Member (deduct \$15 from selected registration fee) _____.

Cancellations made after January 28, 2014, will receive a refund less a \$25 service fee.

To register, please return this registration form with your check payable to LSPG to:

Tara Brown, PP, PLS – Probate CLE Coordinator
Legal Staff Professionals of Greenville (LSPG)
11 McGee Street, Greenville SC 29601
864-271-7940; 864-350-0937

E-mail: Tara@davidgreeneattorney.com



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2013-2014 SUMMER MEETING
OF THE BOARD OF DIRECTORS
July 26, 2013
COLUMBIA, SOUTH CAROLINA**

The second regularly scheduled meeting of the 2013-2014 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President Lois J. Belle, Certified PLS, on Friday, July 26, 2013, at 3:47 p.m. at the Nelson Mullins Board Room in Columbia, South Carolina.

President Lois welcomed everyone and reminded them that matters discussed in the Board meeting stay in the Board meeting.

Roll Call. The following board members were in attendance:

President	Lois J. Belle, PLS
President-elect	Jan W. Berger, ALS
Secretary	Tara Jean Brown, PP, PLS (via telephone)
Treasurer	Jimi L. Bullard, ALS
Membership	Meredith Lazarski, ACP
Marketing	Camilla G. Pitman, CMC, PLS
Education	Carlene B. Kilgore, PLS
Certification	Robin C. Deming, PLS
Immediate Past President	Stephanie Saporita, PLS (Not in attendance)

Secretary – Tara Jean Brown, Certified PP, PLS.

Tara stated the Consent Agenda will be distributed at the summer membership meeting on Saturday, July 26, 2013, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain the minutes of the 2012-2013 Annual (outgoing) Board Meeting, the minutes of the 2012-2013 Annual Membership Meeting, the minutes of the 2013-2014 Spring (incoming) Board Meeting, the minutes of the 2013-2014 Spring Membership Meeting, the 2012-2013 Treasurer's Supplemental Period Report, and the 2013-2014 Treasurer's First Period Report. Reports of Officers and Committee Chairs will also be distributed. Tara recommended to the Board not printing the minutes for each membership meeting, and only providing them in the *Spotlight*. Carlene moved, seconded by Jimi, to forego including the Minutes as part of the Consent Agenda since we are publishing them in the *Spotlight*. The motion carried unanimously. Tara stated in her absence, Camilla will remind the members to submit all signed original reports to her for the association's permanent records.

Treasurer – Jimi L. Bullard, ALS.

Jimi distributed the 2012-2013 Treasurer's Supplemental Period Report and the 2013-2014 Treasurer's First Period Report for review by the Board. She stated that a financial review had been done and the records were approved. She noted one item on the First Period Report of a small interest balance that had been left in one of the certificates of deposit (CD) that was not closed after the rollover of the account into a new CD. This interest will be moved to the savings account. Jan moved, seconded by Meredith, that the small amount of money be withdrawn and transferred into the checking account. The motion carried unanimously. President Lois reminded Jimi that she will count the auction money with the President and Finance Chair at Saturday's meeting. Jimi noted that she will obtain money for the cash incentives for the meeting. Jimi advised the annual IRS Form 990 will be filed before the deadline of September 15 and that she will e-mail all chapter treasurers a reminder of the date as well.

President – Lois J. Belle, Certified PLS.

President Lois asked for proofreaders of the minutes of the Summer Board Meeting of July 26, 2013, and the Summer Membership Meeting of July 27, 2013. Meredith and Jan volunteered to do so.

The Board discussed the Consent Agenda containing the six items noted earlier in the meeting by Tara. Camilla moved, seconded by Carlene, to approve the Consent Agenda for the Summer Membership Meeting as presented. The motion carried unanimously.

Regarding Standing Rules Article III, 3.2, D. and F, President Lois recommended allowing the President-Elect to attend National Meeting since there will no longer be a Region 4 meeting. The Board agreed for Jan to go this year, but did not make a decision on a permanent change. Jan asked about the history prior to Region 4. Tara said she didn't remember anyone having problems with Jan attending and recommended sending the matter to the members to discuss. Tara recommended the decision be at the discretion of the President whether there is funding or not to send the President-Elect in the budget. Meredith recommended leaving it generic for each President to decide. Meredith moved, seconded by Jimi, to make the change (D) and (F), to remove Region IV and to allow the President-Elect to serve as a representative for National meeting at discretion of President. The motion carried unanimously.

Regarding the 2013-2014 LSPSC Handbook, President Lois advised that hard copies and CDs will be available at the meeting on Saturday. She also advised that the entire handbook, as one document, will be available on the LSPSC website.

President Lois confirmed payment of her LSPSC President's registration for the NALS 62nd Annual Education Conference and National Forum to be held in October 2013 in Atlanta, Georgia. She stated that Camilla, Jimi, Robin, Tara, Jan, Jamie, Sharon and Yvonne would also be attending the conference.

President Lois stated she would announce the following deadlines at Saturday's meeting: The NALS Foundation grants are due September 1 and December 1. The deadline for reports of officers, committees, and chapters for the December issue of the *Spotlight* is November 15, 2013.

President Lois stated SCCADVASA is the organization chosen for the summer meeting for community service, and the state chapter will continue to contribute \$100. President Lois also stated the association alternates between SCCADVASA and Harvest Hope for the winter and summer meetings and for the annual meeting, the hosting chapter chooses the non-profit they want. President Lois advised the January theme is in report of officers. President Lois also advised we will continue Buck a Book ONLY at January meeting and members may bring as many books as they would like. Any books remaining after the meeting will be donated to a local charity.

President Lois commented on working on the member chapter outreach program and stated Camilla has a lunch bag to show the membership and will put a picture in the *Spotlight*. President Lois said members who qualify will receive their bags at the Annual Meeting.

The Board discussed mentoring opportunities that have taken place so far. Jan stated that Orangeburg asked for help in having a membership drive and getting help from the Board. Meredith recommended she and Tara share some ideas to assist them and share them at their state Board visit.

President Lois offered each chapter a grant of \$100, with a deadline to apply on October 30, 2013, and a deadline to complete the project by March 31, 2014. She said chapters awarded grants will need to provide a report to her before April 24, 2014. Jan offered to email the chapter President and Secretary of each chapter. President Lois referred to LSPSC notecards purchased and encouraged Board members to continue sending cards.

President Lois will announce to the membership that the minutes will no longer be printed and will be provided in the Consent Agenda packet and available in the *Spotlight* and online only.

President-Elect – Jan W. Berger, ALS.

Jan will attend the NALS 62nd Annual Education Conference and National Forum to be held in October 2013 in Atlanta, Georgia, on behalf of LSPSC. She will let the members know that the state officers are conducting chapter visitations. President Lois noted that she received community service reports from two of the chapters, which will be in the Reports packet to be distributed at Saturday's meeting. Regarding LSPSC elections for 2014-2015, Jan stated she is working on candidates for both the Board and Committees. She will remind the members of the upcoming nominations in November.

Functional Director of Membership – Meredith Lazarski, ACP.

President Lois asked Meredith to lead the Pledge of Allegiance at the Summer Membership Meeting on Saturday. Meredith will also report on the current membership numbers and the NALS incentive programs for membership. She stated that the LSPSC membership is 69, down from 73. Meredith reported Orangeburg lost one, Midlands gained one, Hilton Head is down because Susan Olmstead has not renewed, Lowcountry lost two, Greenville gained one and Spartanburg lost two. Meredith stated "new" members will be highlighted in the December *Spotlight*. They have been emailed a questionnaire to complete and Meredith will follow up with them. Meredith advised that we are still promoting the LSPSC Facebook page along with the Hilton Head and Greenville pages. Discussion ensued regarding membership tools, promotion of benefits, and financial hardships.

Functional Director of Marketing – Camilla G. Pitman, CMC, Certified PLS.

Camilla will remind the members to send articles and pictures to the *Carolina Paralegal News* (CPN). She noted the recent Q&A article submitted and stated she will contact CPN for updated submission deadlines, with the next deadline being September 10. Camilla will also encourage the members to obtain advertisements for the *Spotlight* with a reminder that each chapter should secure at least one ad annually. Camilla will announce that LSPSC decided not to participate in SCALA event this year due to the registration cost.

Camilla will promote the monogrammed logo items available and will announce the Belk charity day fundraiser held in November. Camilla mentioned to the Board that there are still some LSPSC mirrors left and inquired about the notepads that were left. Jan reported the notepads were stored at Nelson Mullins. It was suggested that we give the new members in attendance at Saturday's meeting mirrors.

Camilla mentioned a scholarship opportunity with Miss South Carolina Scholarship Organization whereby LSPSC could offer a scholarship to pageant participants who are Law School students to promote our Association. Camilla made a recommendation to offer an In-Kind Scholarship in an amount of \$300-\$500 to a participant who is enrolled in Law School, who applies and qualifies for the scholarship, and is selected to receive the scholarship. It would be In-Kind, meaning the scholarship would be offered but if there are no applicants, the scholarship would not be awarded. LSPSC would receive advertisement for offering the scholarship but if nobody applies or even if they do and they don't qualify for it then the scholarship is not awarded. LSPSC would maintain the money for the scholarship and pay it directly to the Law School. The Scholarship would be presented at the Pageant Gala, which has about 700 attendees. LSPSC would also receive advertising in a listing or posting of scholarship donors. Camilla suggested the Applicant be enrolled in Law School in South Carolina. Tara suggested that we mention the matter to the membership and bring it back for further discussion at the January meeting. After detailed discussion, Camilla will present the recommendation to the membership as information and it will be discussed further at the next Board meeting. Camilla stated a decision would need to be made by the January meeting if we plan to participate in July 2014.

Functional Director of Education – Carlene B. Kilgore, Certified PLS.

President Lois asked Carlene to read the NALS Code of Ethics at the Summer Membership Meeting on Saturday. Carlene will announce the NALS theme for Court Observance Week from October 14-18, 2013. She will give a report at the meeting of the number of seminar attendees, amount of seminar fees collected, and the speakers' charities of choice. Carlene mentioned that she has no seminars lined up for January but had some ideas and that all information will be in the *Spotlight*. She will remind members of the CLE award.

Functional Director of Certification – Robin C. Deming, Certified PLS.

Robin stated she will recognize all new ALS/PLS/PP certifications and re-certifications at the Summer Membership Meeting. Jade Martin is supposed to attend the meeting and be pinned as LSPSC's newest ALS. Robin stated 58 percent of the members are certified. She will explain new certification branding and will inform members that the next examination date is September 29 and the deadline to register is August 1. Robin will encourage members to sit through training classes for testing which now costs \$99. Robin commented on using NALS Facebook to ask individuals for the best help in preparing for her own exam. Robin will also mention the GI Bill funding for exams. We also need to confirm our exam administrators and forward information to NALS.

Immediate Past President / Parliamentarian – Stephanie A. Saporita, Certified PLS.

In her absence, President Lois advised Stephanie Saporita has recommended removing references to Region IV in the Bylaws and Standing Rules as well as amending references in Section 2.8.A. of the Standing Rules from "July/August" to "Summer" meetings and from "January" to "Winter" meetings.

President Lois advised we are going to work on a paragraph explanation regarding community projects. President Lois also asked that Article IV sections be alphabetized. President Lois advised no action is required on this matter at this time.

Other Business. Robin mentioned having the Annual Meeting in one central location and the Board decided to allow each hosting Chapter to determine where to hold the meeting.

Annual meeting hosting Chapter responsibility checklist and forms were provided to the Board for review and discussion. The purpose of the list is to help the hosting chapter and new members know what needs to be done.

The Board recommended that the Annual Meeting hosting Chapter provide to the Board the draft Contract by Summer Meeting and a draft Script ticket by October of each year for review by the Board. The Board will provide to the Annual Meeting hosting Chapter a thumb drive with all the Annual meeting information, including the forms and checklists.

Jimi advised an accounting of the Annual meeting from the Spartanburg Chapter has been received, audited and approved.

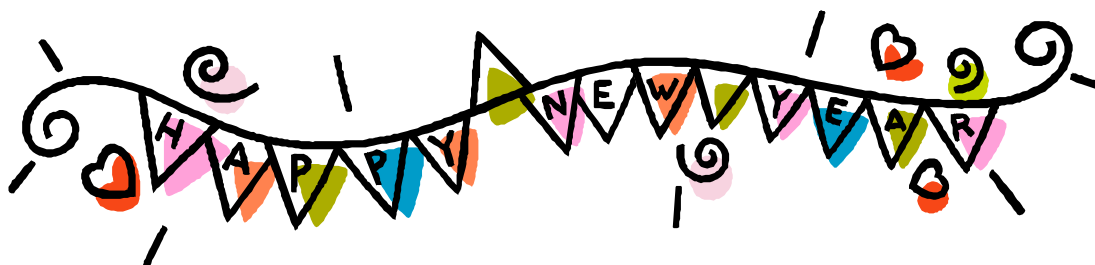
There being no further business to be discussed, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Tara Jean Brown, Certified PP, PLS
Secretary

Approved:

Lois J Belle, Certified PLS
President



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2013-2014 SUMMER MEMBERSHIP MEETING
July 27, 2013
COLUMBIA, SOUTH CAROLINA**

The Summer Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2013-2014 was held on Saturday, July 27, 2013, at 1:45 p.m. at Nelson Mullins Riley & Scarborough, LLP, in Columbia, South Carolina.

President Lois recognized Debra Bailey and expressed sincere sympathy over the loss of her husband Beetle.

Call to Order. President Lois called the second membership meeting of Legal Staff Professionals of South Carolina for the year 2013-2014 to order. She asked members to check in with the Credentials Chairperson, Patti E. Bacon, and to turn off all cell phones and beepers. She also asked each chairperson or officer giving a report to present from the lectern and for members to stand and give their names, certification and chapter when addressing the meeting. President Lois introduced herself to the membership.

Thought for the Day. President Lois introduced Kerry Waldrop to give the Thought for the Day. Kerry gave several meaningful quotes which reminded members to take advantage of the opportunities that await them.

Pledge of Allegiance and Code of Ethics. President Lois 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 Meredith Lazarski, ACP, Functional Director of Membership. The NALS Code of Ethics was presented by Carlene B Kilgore, Certified PLS, Functional Director of Education.

Welcome. President Lois welcomed everyone to the Summer Membership Meeting for the year 2013-2014. She thanked the Midlands Chapter for all they do for the Summer Membership Meeting. She requested all members attending their first LSPSC membership meeting to stand and give their names, certifications, and chapters. Jadi Martin, ALP, Spartanburg Chapter was recognized and welcomed. President Lois asked if there were any members-at-large in attendance, and there was not. She recognized all LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2013-2014. President Lois introduced the LSPSC Officers for 2013-2014:

Jan W. Berger, ALS	President-Elect (Columbia)
Tara Jean Brown, Certified PP, PLS [Not Present]	Secretary (Greenville)
Jimi L. Bullard, ALS	Treasurer (Greenville)
Meredith Lazarski, ACP	Functional Director of Membership (Hilton Head)
Camilla G. Pitman, CMC, Certified PLS	Functional Director of Marketing (Greenville)
Carlene B. Kilgore, Certified PLS	Functional Director of Education (Hilton Head)
Robin C. Deming, Certified PLS	Functional Director of Certification (Spartanburg)
Stephanie A. Saporita, Certified PLS [Not Present]	Immediate Past President / Parliamentarian (Charleston)

President's Remarks. President Lois expounded on her theme of "Attitude" for the 2013-2014 year. She stated she was tempted to wear a new t-shirt that she bought this year that says "it's all about attitude, just do it," but did not. She gave a special thank you to Lisa Mitchum and Leslie Keys for attending the meeting and guiding members through the NALS website which was helpful.

President Lois shared that today is National Sleepy Head Day in Finland where the last person sleeping in the house on this day must be woken up by water or be thrown in a body of water. President Lois commented on how positive and negative attitudes affect us. She provided several ways to adopt a positive mental attitude: 1. Surround yourself with positive people. 2. Be positive about yourself. 3. Resist negative thinking. 4. Be nice to yourself. 5. Set realistic goals. 6. Count your blessings. She shared that our attitude determines the outcome and reflects our behavior. President Lois presented an exercise using the word A-T-T-I-T-U-D-E and how attitude adds up to 100 percent.

Business Meeting. President Lois reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Sharon K. Wotherspoon, Certified PLS, Parliamentarian, has forms for that purpose.

Roll Call. President Lois asked Credentials Chairperson Patti E. Bacon, for roll call. Patti reported 19 members present with 11, which is one member over one-half, representing a quorum and 13 representing two-thirds of the members present.

Consent Agenda. President Lois stated all members were provided with the Consent Agenda packet of items during the credentials sign-in that were approved by the Board on July 26, 2013. The Consent Agenda contained the minutes of the 2012-2013 Annual (outgoing) Board Meeting, the minutes of the 2012-2013 Annual Membership Meeting, the minutes of the 2013-2014 Spring (incoming) Board Meeting, the minutes of the 2013-2014 Spring Membership Meeting, the 2012-2013 Treasurer's Supplemental Period Report, and the 2013-2014 Treasurer's First Period Report. There being no comments or objections, President Lois declared these items approved by consent. President Lois advised the Board decided this will be the last meeting the minutes will be provided in the Consent Agendas and in the future, they will only be published in the *Spotlight*.

The first incentive drawing was held, and Meredith Lazarski, ACP of Hilton Head Legal Staff Professionals, won \$50.

Reports from Elected Officers.

President Lois J. Belle, Certified PLS. President Lois reminded everyone to make sure NALS and LSPSC have their correct addresses if not receiving the *@Law* or *Spotlight*. She stated NALS corrections can be made in the member log-in section of the NALS website. She commented on the LSPSC officers' planning retreat held on Saturday June 8, 2013, at the Kilgore House in Lake Junaluska. She advised the Board discussed the suggestion of the Annual meeting being held in the same venue each year and agreed to leave the decision up to each hosting chapter to decide where they would like to hold the Annual meeting.

President Lois stated as LSPSC President she would be attending the NALS 62nd Annual Education Conference and National Forum in Atlanta, Georgia, from October 17-20, 2013, along with Jan Berger, ALS as the President-Elect. She thanked the membership for allowing her to represent the state association at the conference and noted several other members would also be attending and representing LSPSC.

President Lois announced the 2013-2014 LSPSC Handbook have been completed with details to be provided during the Committee Reports. She reminded the members of the NALS deadlines of September 1 and December 1 for the Foundation Grants and of the submission deadline of November 15 for the December issue of the *Spotlight*. She referred to the addition of the new recipe section in the *Spotlight* and encouraged members to forward recipes to Yvonne. She stated new members would be highlighted in the *Spotlight*. President Lois advised we are archiving the previous two years of *Spotlight* and making them available on the Members Only section of the website.

President Lois announced if you are an active member and are in need of a dues hardship waiver due to recent unemployment, please use the form located under the "Join" tab of the NALS website.

Regarding community service, President Lois advised the charity for this meeting is SCCADVASA, with LSPSC contributing \$100 in addition to the members' donations. President Lois stated the Chinese Auction would be continued as a fundraiser at this meeting and the membership meetings in January and April, however, "Buck-a-Book" would be held only at the January meeting. She encouraged members to bring as many books as they would like and stated that after the meeting the unsold books will be donated.

President Lois stated we are continuing with our Member Outreach Program and distributed her handout. She asked that each member have two check marks in each quarter of the year for Certification – INSPIRE, Education – ENHANCE, Marketing – PROMOTE, and Membership – ENGAGE. She referred to give away item for those who completed the program and stated Camilla will talk about it in Committee Reports.

President Lois referred to the Member/Chapter Outreach Program and Board members partnering up with the local chapters. She stated all Board members have been assigned to chapters, with some chapters having two Board members. She also stated the Board members are there to assist with any needs a local chapter may have.

President Lois stated the Board has approved to make a \$100 grant available to each chapter for education, certification, membership, marketing or any other project your chapter is doing. She advised each chapter can apply by completing an

application that will be made available to the chapter Presidents. She also advised that the chapter must apply for the grant between August 1, 2013, and October 30, 2013. She commented the deadline to complete the project would be March 31, 2014, with a report due to the state Board by April 24, 2014.

President-Elect Jan W. Berger, ALS. Jan stated she is excited about attending the NALS 62nd Annual Education Conference and National Forum in Atlanta along with President Lois and advised this would be her first National meeting. She said she is looking forward to reporting back to the members at the next meeting. Jan reported on the state officers' visitation to each chapter, advising three chapters have been visited thus far. Jan talked about the chapter mentor program and encouraged members to let their Board representative know how they can help. She thanked everyone for submitting their community project reports. Jan encouraged the members to take advantage of the grant opportunity. Jan referred to the upcoming nominations for the 2014-2015 LSPSC Board and asked members to consider getting involved in LSPSC. She asked the members to please consider taking an active part in LSPSC.

Secretary Tara Jean Brown, Certified PP, PLS. In Tara's absence, Lois reminded everyone that all signed, original reports should be submitted to her for the association's permanent records.

Treasurer Jimi Bullard, ALS. Jimi stated the CD would renew on August 23, 2013, and would be rolled over. Jimi reported the annual IRS Form 990 is due by September 15 and she would contact the local treasurers to be sure all chapters file them. She asked each chapter to provide her with a copy of the acceptance email when filed.

Immediate Past President Stephanie A. Saporita, Certified PLS. Stephanie was not in attendance; there was no report.

The second incentive drawing was held, and Deborah L. Brown, Certified PLS of Spartanburg County Legal Staff Professionals won \$25.

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

Annual Meeting 2013 [Legal Staff Professionals of the Lowcountry]. Naomi W. Nation, Certified PP, PLS, CLA and Chrisanne T. Porter, Certified PLS, were not in attendance; there was no report.

Award of Excellence. Susan L. Olmstead, Certified PLS, was not in attendance; there was no report.

Certification. Robin C. Deming, Certified PLS. Robin announced NALS has amended the name of Accredited Legal Secretary [ALS] to Accredited Legal Professional [ALP]. Robin stated if a member is currently an ALS they can use ALS or ALP. Robin commented on the change in NALS branding and changes in the three pins.

Robin stated the certification examinations will be September 28, with the next examinations scheduled for March 29, 2013, and an application deadline of January 1. Robin encouraged members who are not certified to consider sitting for an exam and encouraged them to contact her if they need help studying. She referred to the mock tests and the online study groups and stated the online study groups start again in August. She advised of the available study groups and commented on the charge of \$99 for members for the CLE certificates and the mock tests.

Robin stated NALS has announced the approval of the GI bill fund for eligible veterans or other eligible persons who can now have the cost of their certification exam reimbursed by the US Department of Veterans Affairs. Robin added as a way to honor those who serve and protect our country, NALS Board recently implemented a reduce membership and certification fee structure for military personnel. She reminded each chapter to apply for exam sites and to let her know if anyone in their chapter has submitted an application for the exam site. Robin reported the following certification numbers: 3,155 ALS, 5,709 PLS, and 553 PP, which include 3 ALS, 27 PLS, and 10 PP in South Carolina. She recognized members who recently received PLS and PP re-certifications and CLE awards. Robin pinned Jadi Martin, as LSPSC's newest ALP from Spartanburg County Legal Staff Professionals.

Community Projects. Jamie I. Early, Certified PP, PLS and Vickie Halstead. Vickie thanked everyone for their donations and stated they would be going to SCCADVASA today. She reminded everyone that monetary donations are also accepted from anyone unable to bring items. Vickie also reminded the members that the community service for the winter meeting would be Food for Thought through Harvest Hope Food Bank in Columbia. See stated more information would be in December's *Spotlight*.

Continuing Legal Education. Carlene B. Kilgore, Certified PLS. Carlene thanked everyone for attending the CLE seminars and reported there were 18 attendees for both seminars, generating fees of \$540. The speakers' charities were Wounded Warrior's Project and SCCADVASA. Carlene advised the members of NALS Court Observance Week scheduled for October 14-18, 2013, with this year's theme being "Our Courts, Working to Assure the Survival and Success of Liberty." She encouraged everyone to do something in their home chapters. Carlene stated she did not have any topics lined up at this time but they would be listed in December's *Spotlight*. Carlene reminded members of the available webinars and the different times they are offered. Carlene promoted the CLE Award and reminded members of the 60 hours of credit required within a three-year period.

Credentials. Patti E. Bacon. Patti had nothing further to report.

Employment. Deborah League Brown, Certified PLS and Betty Parks. Deborah announced they are sending out information as they receive it to all the chapters.

Finance. Mary Kay Oliver and Sonia Hunt, reported a total of \$402 generated from the Chinese Auction at today's meeting. The winter meeting theme will be "A Time for all Seasons" and can be something that relates to your favorite season, whether it be a seasonal, sports or holiday. Charleston will be furnishing the Premium Prize for winter meeting so they are not responsible for it at the Annual meeting.

Financial Review. Deborah J. Reynolds, Certified PP, PLS, and Paula M. Taylor, Certified PLS. The report was included in the Committee Reports handout.

Handbook. Sharon K. Wotherspoon, Certified PLS and Stephanie A. Saporita, Certified PLS. Sharon advised both hard copies and CDs of the 2013-2014 LSPSC Handbook are available at the meeting. She asked that members keep her informed of any corrections and updates.

Historian. Stephanie A. Saporita, Certified PLS. Stephanie was not in attendance; there was no report.

Marketing. Camilla G. Pitman, CMC, Certified PLS. Camilla reminded the members to send articles and pictures to the *Carolina Paralegal News* (CPN). She noted the recent Q&A article submitted and stated she would contact CPN for updated submission deadlines, with the next deadline being September 12. She advised she is creating a list of media outlets for permanent use, showing all sister media outlets in our other chapters. She encouraged members to obtain advertisements for the *Spotlight* with a reminder that each chapter should secure at least one ad annually. She also encouraged members to purchase Happy Grams. Camilla announced LSPSC decided not to participate in SCALA event this year due to the registration cost.

Camilla promoted the monogrammed logo items available and announced if anyone has an item they would like monogram to please get it to her. Camilla also showed the logo lunch bag as the Member/Chapter Outreach Program give away. She reminded all the members to participate in the program and turn in their forms. Camilla announced the Belk charity day fundraiser being held in November and encouraged other chapters to check with their local Belk's to participate.

Camilla discussed an opportunity for LSPSC to offer an in-kind scholarship through the Miss South Carolina Organization. She talked about what in-kind is as well as what the qualifications for a participant would be. Camilla asked for feedback and questions stating a decision would need to be made at the January meeting if we plan to participate in July 2014.

Membership. Meredith Lazarski, ACP. Meredith reminded members of the NALS waiver of membership dues for the unemployed, as well as the NALS Recruit 5 program to have your dues paid after recruiting five new members. Regarding members, Meredith announced LSPSC presently has a current membership of 69, with 7 new members, 54 continuing members, 6 life members and 2 retired members. Meredith recognized two new members at the meeting and stated "new" members would be highlighted in December's *Spotlight*. Meredith promoted the LSPSC Facebook page along with the Hilton Head and Greenville pages.

NALS Foundation. Naomi W. Nation, Certified PP, PLS, CLA and Myra Culbertson. Not in attendance. No report.

Nominations and Elections. Debra H. Bailey, Certified PLS and Roxanne R. Reynolds, Certified PLS. No report.

Publication. A. Yvonne Fortner, Certified PP, PLS. Yvonne announced the next *Spotlight* deadline is November 15, 2013. Yvonne also announced that earlier *Spotlight* editions for the prior two years are available on the member's only page of the website. Yvonne mentioned she is no longer mailing out *Spotlight* to members stating she hopes we are all going green.

Scholarship. Kerry Ann Waldrop and Lauritza S. Hill. No report.

Scrapbook. Deborah J. Reynolds, Certified PP, PLS and Tara Jean Brown, Certified PP, PLS. Deborah requested photographs from members taking pictures at the meetings. She encouraged members to upload their pictures to Snapfish at www.snapfish.com.

Standing Rules and Bylaws. Stephanie A. Saporita, Certified PLS. Not in attendance. No report.

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

Upcoming Meetings. President Lois announced future meetings as follows:

NALS 62nd Annual Education Conference and National Forum to be held October 17-20, 2013, in Atlanta, Georgia, at the Atlanta Marriott Perimeter Center; Hotel room rate of \$99; Hotel reservation deadline of October 1; Early bird registration of \$299 before July 1; Regular registration before August 1 of \$329; Late registration after August 1 of \$355.

LSPSC Winter Membership Meeting. January 25, 2014, Nelson Mullins Riley & Scarborough, LLP, 1320 Main Street, 17th Floor, Columbia, SC

LSPSC Annual Meetings. President Lois referred to the hosting chapters for the LSPSC Annual Meetings through the year 2019 as listed in the agenda.

The third incentive drawing was held, and Jadi Martin won \$75.

New Business. President Lois announced the Premium Prize for the LSPSC Winter Membership Meeting would be provided by Legal Staff Professionals of the Lowcountry. She asked if there was any other business. The Premium Prize for the LSPSC Summer Membership Meeting 2013-2014 was drawn and won by Jimi L. Bullard, ALS.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2013-2014 Summer Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Lois at 3:20 p.m.

Respectfully submitted,

Tara Jean Brown, Certified PP, PLS
Secretary

Approved:

Lois J Belle, Certified PLS
President



NALS AFFINITY PROVIDERS

Through outside sources NALS is able to bring members many services that otherwise might be substantially more expensive.

Current NALS Affinity Providers

Aflac

NALS is making Aflac's accident, cancer/specified-disease, and dental insurance policies available to its members. For more information visit www.aflac.com/nals/.

Avis Car Rental

We are pleased to announce that Avis is now a supplier of rental car services for members of NALS. For personal and/or business rentals when making a reservation, use Avis Worldwide Discount number (AWD) **S018600**.

FedEx

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

There are two ways for NALS members to enroll in the Advantage Program — [apply online](#) using passcode **MW2LGZ** and your **NALS membership number** or call a FedEx Advantage enrollment specialist at 1.800.345.6227 and provide passcode MW2LGZ and your NALS membership number to enroll over the phone.

Hertz Car Rental

Take advantage of special discounts available through your organization's Hertz Member Savings program. [Your Association Hertz CDP# 1485573 is the key.](#) Be sure to include it on all your reservations and be sure to present your membership card or Hertz discount card for identification at the time of rental. Visit Hertz.com or call Hertz at 1-800-654-2210.

Liberty Mutual

Special Offer on Auto and Home Insurance

As an NALS member, you could receive exclusive savings on Liberty Mutual Auto and Home Insurance. You may visit a local office or call 1-800-524-9400 and mention client #4606.

UPS

UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%. For complete details or to let other members know how to sign up, visit <http://www.savewithups.com/nals/> or call (800) 325-7000. Use promo code **WES403** to enroll.



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2013-2014 ELECTED AND APPOINTED OFFICERS

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LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2013-2014 EXECUTIVE COMMITTEE

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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2013-2014 COMMITTEE CHAIRS**

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LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2013 – 2014 CALENDAR

MAY 2013

- 1 Deadline for NALS Award of Excellence Nomination
- 9 *Carolina Paralegal News* Deadline (May)
- 10 Deadline for LSPSC Chapter Rosters to NALS
- 10 LSPSC Handbook Deadline
- 15 Deadline for LSPSC *Spotlight* (June)
- 27 NALS Closed for Memorial Day

JUNE 2013

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Summer @Law
- 1 NALS ALS Examination Date (National)
- 7-9 LSPSC Officer Retreat, Lake Junaluska, NC

JULY 2013

- 1 Early Registration Deadline for NALS 62nd Education Conference & National Forum in Atlanta, GA (October 17-20, 2013)
- 4 NALS Closed for Independence Day
- 11 *Carolina Paralegal News* Deadline (July)
- 18 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 26 LSPSC Summer Board Meeting in Columbia
- 27 LSPSC Summer Membership Meeting in Columbia, SC

AUGUST 2013

- 1 Regular Registration Deadline for NALS 62nd Education Conference & National Forum in Atlanta, GA (October 17-20, 2013)
- 1 NALS September ALS/PLS/PP Exam Application Due

SEPTEMBER 2013

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Fall @Law
- 2 NALS Closed for Labor Day
- 12 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 28 NALS ALS/PLS/PP Examination Date

OCTOBER 2013

- 1 Hotel Reservation Deadline for NALS 62nd Education Conference & National Forum in Atlanta, GA (October 17-20, 2013)
- 14-18 NALS Court Observance Week *Theme: Our Courts, Working to Assure the Survival and Success of Liberty*
- 14 NALS December ALS Exam Application Due
- 17-20 NALS 62nd Education Conference & National Forum in Atlanta, GA
- 31 *Carolina Paralegal News* Deadline (Nov.)

NOVEMBER 2013

- 1 Call for Nominations of LSPSC Officers for 2014-2015
- 15 Close of Nominations of LSPSC Officers for 2014-2015

- 15 Deadline for LSPSC *Spotlight* (December)
- 28-29 NALS Closed for Thanksgiving

DECEMBER 2013

- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (March 2014)
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Winter @Law
- 5 Dissemination of Acceptance and Qualification Forms to LSPSC Nominees for 2014-2015 officers
- 7 NALS ALS Examination Date (National)
- 15 Deadline for return of Acceptance and Qualification Forms by LSPSC Nominees for 2014-2015 offices
- 23-1/1 NALS Closed for Holidays

JANUARY 2014

- 1 NALS March ALS/PLS/PP Exam Application Due
- 9 *Carolina Paralegal News* Deadline (Jan.)
- 15 Regular Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (March 2014)
- 15 Distribution of Rules and Applications for LSPSC Scholarship Award for 2014-2015
- 15 Distribution of Rules and Applications for LSPSC Award of Excellence for 2014-2015
- 16 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 24 LSPSC Winter Board Meeting in Columbia
- 25 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

FEBRUARY 2014

- 5 Dissemination to Members of Ballots to Elect LSPSC 2014-2015 Officers
- 10 Deadline for LSPSC *Spotlight* (March)
- 27-3/2 NALS Professional Development and Education Conference in Tulsa, OK

MARCH 2014

- 1 NALS ALS/PLS/PP Examination Date
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Spring @Law
- 13 *Carolina Paralegal News* Deadline (March)

APRIL 2014

- 8 Registration Deadline for LSPSC Annual Meeting hosted by Charleston
- 15 NALS June ALS Exam Application Due
- 25 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Santee (Charleston), SC
- 26 LSPSC CLE Seminars, Annual Meeting and Installation in Charleston, SC
- 27 LSPSC Spring Membership Meeting in Santee (Charleston), SC

NALS Code of Ethics

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

Every member shall:

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



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TO: