



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NALS
the association for legal professionals

engage | inspire | enhance | promote

Paralegals Beware: Wire Instruction Fraud Plagues NC Lawyers

By Camille Stell

Over the last few weeks, Lawyers Mutual has received multiple reports of North Carolina attorneys who were targeted by scammers attempting to divert seller closing proceeds following real estate transactions. Unfortunately, several of these attacks were successful and hundreds of thousands of dollars were stolen and are very unlikely to be recovered.

Often, paralegals are on the front line of client communications and details surrounding loan closings. I've asked our claims attorney, Troy Crawford, to talk with me about what went wrong and how to prevent it.

Troy: While the details of the recent scams are emerging, it appears hackers first became aware of the closing by compromising email accounts of differing parties. Sometimes the attorney account was compromised, sometimes the Seller's account was compromised but the most common scenario was the Realtor's account was being monitored by international criminal organizations.

Camille: Sounds scary. How does this scam work?

Troy: The foreign-based hackers would observe the account, likely for several weeks, and only actively intervene once an understanding of the business practices were obtained and a significant wire was to be produced. In the interim, the unsuspecting Realtor would continue to use the account unaware his or her client and the closing attorney were being set up to be robbed.

Camille: What can lawyers and paralegals do to avoid falling victim to the latest series of scams?

Troy: EVERY wire request should be verified and the more personal the verification, the better. The best way to verify wiring instructions is to have the Seller sign the wiring

(Continued on page 2)

SPOTLIGHT

(Continued from page 1)

instructions at the closing ceremony in the presence of the attorney. We know of no wire fraud which has taken place when this has occurred, and even if it did, the closing attorney would likely be insulated from liability by the doctrine of contributory negligence.

If the Seller is unable to attend the ceremony, we recommend the wiring instructions be included in the same package in which the deed is delivered. In these situations, have the Seller sign wiring instructions and have the signature notarized, if possible. Even then, we recommend the Seller verify the closing instructions over the telephone via a call initiated by the law office, using contact information from very early in the file prior to any discussion of proceeds and wires.

Confirming a telephone call verification via email is a good practice and a great way to document the file. **However, an email verification alone is inadequate.**

If at all possible, do not accept changes to wiring instructions.

Camille: Many professionals are still using free email services such as gmail, yahoo, aol.com, and nc.rrr.com. What are your thoughts about the risk with these free services?



Troy: If wiring instructions are attached to an email from a free email service (gmail, yahoo, aol.com, nc.rrr.com, etc.) they should be assumed to be fraudulent and extra

diligence should be taken in verifying their authenticity. Sometimes hackers will set up an alias account with a very similar name (frequently dropping or swapping letters) to send modified instructions so the authentic user is not aware of their presence. Examining the account name in detail is a good idea; however, as the hacker already has access to the original account, he or she may be not take this step and will use the same account that all other correspondence used.

Attorneys should be using secure email. Secure email essentially means that an email travels from sender to recipient without interruption, alteration, or interception. It allows the recipient to be sure of the sender's identify and the validity of any attachments to the email.

Most free email services do not offer these protections that you pay for with secure email providers. In addition, free email services are likely non-complaint with the ALTA Best Practices because of these major security concerns and the

(Continued on page 3)

STAY CONNECTED TO LSPSC . . .



www.lspsc.org

www.lspg.org (Greenville chapter)

www.NALS.org

www.ning.com

LSPSC/NALS on Facebook

LSPSC/NALS on LinkedIn

(Continued from page 2)

emails are likely being mined for data by their providers in violation of Rule 1.6 of the Rules of Professional Conduct.

If you are currently using a free service, immediate action should be taken to find a more secure and professional alternative. Paralegals, you can help with this. If you know your firm has not yet invested in a more secure system email service, research some alternatives for them. Joyce Brafford with the NCBA's Center for Practice Management is a great resource for free technology advice and consultation. Also, Pegeen Turner with Legal Cloud Technology is a wonderful resource for moving law firms to the cloud, for providing technology audits for law firms, as well as providing advice on how to use more secure email resources.

In the interim, it is possible to see when and from where the free account was recently accessed. Here is a link explaining how to do it for gmail accounts: <http://www.groovypost.com/howto/check-gmail-login-activity/> Other services should have similar abilities. If you see suspicious activity, please immediately change account passwords and contact your professional liability carrier along with your cyber or crime carrier.

Camille: What are some other red flags?

Troy: Be very suspicious of wires going to any account that is not in the name of the Seller. Also, be suspicious of any account with a geographic location different than the Seller. Why is a North Carolina Seller relocating to New York sending a wire to Wisconsin? There are some reasons for the different names and odd locations, but these are red flags which should be explored in detail (and not via email).

Do NOT send wires overseas. Once money leaves the United States, it is likely gone forever.



Finally, regularly change your passwords.

While these policies appear harsh, hacking crimes can be devastating to a law firm's finances and reputation. Explaining the policy up front to your clients is a good way to limit negative actions. Below is sample language Lawyers Mutual recommends to be included in your Seller engagement letter:

Funds Availability Policy.

It is our goal to make real estate commission checks and funds available as soon as practical following closing. However, NC State Bar Rules expressly prohibit disbursing any closing funds prior to recording. Should you request funds be wired, our office can accommodate the request for a fee of \$____.00. In order to prevent fraud and protect your proceeds, all wiring instructions must be will be verified and you will be required to sign the instructions at the closing ceremony. THIS OFFICE WILL NOT ACCEPT CHANGES TO WIRING INSTRUCTIONS.

Camille Stell is the Vice President of Client Services and Troy Crawford is a claims lawyer for Lawyers Mutual. Continue this conversation by contacting Camille at camille@lawyersmutualinc.com or Troy at troy@lawyersmutualinc.com or 800.662.8843 for an in-house presentation on Cyber Security.



Inside this issue:

President's Report	4
Report of NALS 65th Annual Education Conference	6
Officer & Committee Reports	7-10
2017-2018 Slate of Officers	11
Notice of 2016-2017 Winter Membership Meeting (1/28/17)	11
Award of Excellence Nomination Form	12-14
Meet Our Members	15-17
Winter Meeting & CLE Registration Forms (1/28/17) and Charity Donation "Recipes"	18-22
Spotlight Ad Request Form	23
Happy Gram Request Form	24
Chapter Reports	25-27
Amazing Sugar Cookies Recipe	27
Summer Membership Meeting Minutes (8/20/16)	28-32
NALS Affinity Providers	33
2016-2017 Officers & Committees	34
2016-2017 Calendar	35



President's Report

by **Meredith Lazarski, ACP**
2016-2017 President

Change brings opportunity. In order to move forward, sometimes we must be willing to change.

I hope everyone is enjoyed their fall and is getting ready for the holiday season! It certainly has been an eventful couple of months between Hurricane Matthew hitting our coastal regions, the presidential election, and the forest fires in North Carolina and the upstate of South Carolina. Even though the eye of the hurricane passed through Hilton Head Island while I was at NALS 65th Annual Conference in Tennessee, and my thoughts were on family and friends that stayed in the area during the storm, I still had a great time. Thank you to LSPSC for allowing me the opportunity to attend.

LSPSC live streamed our first seminar at the meeting in August. The seminar has received 45 views. We also live streamed during the NALS annual conference, including the recognition luncheon. We're still working on integrating more technology into our organization and hopefully will be offering webinars by the end of our fiscal year.

We had three members submit their name for the free NALS certification exam. I am happy to report that all three members have been given the opportunity take their respective exams. We're very excited for these members and look forward to pinning them at our annual meeting. LSPSC will also be sending a "first timer" (a member who has never attended an annual meeting before) to the **2017 Annual Meeting on Hilton Head Island April 21-23, 2017**. The recipient will have their registration, seminars, hotel (share a room with another member), and travel expenses (up to \$50.00) paid for by the state and in return, will submit a report on her/his weekend in the June 2017 *Spotlight*. Interested members should email their name and chapter to me (mlazarski@haleandhalelaw.com) by **January 15, 2017**. The drawing will be held at our Winter Meeting in Columbia. (You do not need to be present to win, BUT we'd love to see you there!!)

(Continued on page 5)

Spotlight

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2016-2017 Editor:
Yvonne Fortner, PP, PLS
Post Office Box 10208
Greenville, SC 29603

(Continued from page 4)

In the words of Gandhi, "You must be the change you wish to see in the world." The holiday season is a time of great transformation. We should lead by example and use the holidays to share with family and friends our love for them. Here are just a couple of ideas to *be the change* this holiday season.



Charitable Giving in Their Name

Giving is the greatest gift and the need for giving is at an all-time high. So pick a charity that means a lot to your loved one and donate in their name. Then write something meaningful on a recycled Christmas card that they can treasure.

Recycle Christmas cards

Think about cutting the front of old Christmas cards off and reuse them, by either writing on the back, like a post card and sending them out; or use them to decorate your presents.

Buy Local

Support local businesses and artisans Check out a holiday craft festival and find some wonderful and unique gifts.

Find some quiet time, which is your gift to yourself, put your creative cap on and come up with something that is meaningful and appropriate to each of your loved one.

I look forward to seeing everyone at the LSPSC Winter Meeting in Columbia on Saturday, January 28th. I hope everyone has a happy, healthy and blessed holiday season!



Canning



If you've never canned before, it's really quite easy. Look for supplies at your "local" hardware store or grocery. You can use either home grown or locally purchased fresh goodies to make canned fruits, veggies, sauces, pickles, and jams to share for the holidays.

NALS 65th Annual Education Conference and National Forum Report President, Meredith Lazarski, ACP

Thank you to LSPSC for allowing me the opportunity to attend NALS 65th Annual Conference in Murfreesboro, Tennessee. We had a great LSPSC presence at this year's conference with six members in attendance, including a first timer!



We started our conference with keynote speaker, Dale Smith Thomas. Ms. Thomas inspired and motivated us through “Creating A Winning Edge”. As usual I attended the sessions that sparked my interest. From Cybercrime to Dealing With the Victims of Human and Constitutional Rights Violations, to Football Law and the Investigation into the Disappearance of Janet, the speakers were just as great as the topics were interesting. On Friday night NALS members were entertained during the Country Music Lip Sync Battle. From Dolly Parton to Naomi and Wynonna Judd, and even the Dixie Chicks, we cut loose and laughed until our sides hurt.

During the Recognition Lunch on Saturday our very own Tara Jean Brown, Certified PP, PLS was recognized as a NALS Award of Excellence finalist. While we were disappointed that Tara wasn't the recipient of the award, she'll always be our star. Tara has a great passion for NALS, Legal Staff Professionals of South Carolina, and Legal Staff Professionals of Greenville. We are proud, and honored, to have her represent our state. The NALS Award of Excellence was presented to Marcie Carter, PP, PLS-SC, member of NALS of Portland (Oregon).



During the NALS Open Forum and Closing Session Saturday afternoon members broke into groups and discussed ways to improve the organization. Many members mentioned offering the conference seminars as webinars for those who could not attend personally, reorganizing our regions and bringing back the regional meetings, expanding the NALS's presence with today's technology and putting ourselves out more on the latest apps and YouTube, to name a few.

OFFICER & COMMITTEE REPORTS

President-Elect Sonia L. Hunt

On October 5, 2016, I traveled to Murfreesboro, TN as part of the South Carolina delegation for the NALS 65th Annual Meeting and Educational Conference with Jamie and Sharon. We had a great time on our “road trip”. The conference began on Wednesday evening with a Wine and Cheese Welcome Reception. We started Thursday morning with Dale Smith Thomas as the keynote speaker. She was an outstanding motivational speaker and for the rest of the conference “Good Morning Gorgeous” was heard through the hotel wherever members of NALS were.

As far as education goes, the seminars were outstanding with only two of the ones I attended not being what I really thought they were going to be (so much for descriptions of the seminars). On Friday night, we attended the NALS Foundation Dinner. Let me just say that you really needed to be there in person to get the full impact of the performances during the entertainment. During the dance portion of the evening, the oldest NALS Member, Mrs. Lillian, was even caught “getting down” at the back of the room.

The luncheon to recognize the NALS Award of Excellence winner was held on Saturday with our very own Tara J. Brown, PP, PLS being recognized as a finalist. While we were all disappointed that she did not win the Award of Excellence, we are still very proud of her and the work she is doing on the national level. Also, during this luncheon Saundra Bates was recognized for all of her work she has done for NALS over the years. Saundra is retiring—so change is also happening on the national level.

Sunday brought the long ride home from Tennessee, and when I say long ride, keep in mind that this was the weekend that Hurricane Matthew decided to impact our state from the midlands to the coast. My trip home was a total of 11 hours and I arrived home to Orangeburg to portions of the city that were still without power, including my home. I can honestly say that we are truly a “caring and loving” organization with the way we all pulled together to check on members throughout the state.

It is hard to believe that in a few short weeks, I will start preparing for my second term as President of this association. In looking at where our state association needs to go (change) and how to work to get us there, I want to encourage each of you as members of this tri-level association to become more involved—whether through running for a state officer position, taking a certification exam, serving on a state committee. It will take all of the members of our association working together to help our association remain strong.

As we told you during Annual Meeting in Greenville, there is no doubt that we need to make some changes within LSPSC. Some changes were made for this fiscal year with the reduction of positions on the state board. There are more changes that we are looking to accomplish. We are asking that you each as members of LSPSC help us get the changes made so we can be a successful association.

I wish for all of the membership a wonderful holiday season. I only wish that I could afford to send each and every one of you a gift--since that is not possible or feasible, I will leave you with these words:

Just as those of us attending the 65th NALS Annual Meeting and Educational Conference were encouraged to get up every morning and tell ourselves and others “Good Morning Gorgeous”, I want to encourage you to make a change in something that you do daily that will impact the way you think about your workplace, your home life, and the way you think about our association.

You'll never change your life until you change something you do daily. The secret of your success is found in your daily routine.

John C. Maxwell

**Functional Director of Certification/Education
Stacy R. Russo, PP, PLS**

LSPSC is off to a great start this year. We had 3 members who were the recipients of our free NALS certification exam giveaway. Members Sonia Hunt of

Orangeburg, Cami Jo Gort of Hilton Head, and Katie Johnson of Greenville will be sitting for certification exams in 2017. Congratulations ladies and we wish you the best of luck! We are thrilled that you will soon be certified.

We had some great speakers in our last meeting and I am looking forward to our January 2017 Membership Meeting and the great CLE's that we have in store for you. Starting off with a longer overdue Ethics CLE and a special treat from the Greenville County Sheriff's Department and the K9 Unit Division.

We are fast approaching our Annual Spring Membership Meeting in April 2017. If there is something special for CLE's that you are interested in having, please let me know as soon as possible so that we can get these set and in place.

Functional Director of Marketing/Membership

Lauritza S. Hill

Thank you all for your cards, calls and well wishes while I was out after my surgery. The one thing about being out of the office for a long length of time is that your desk with lots of work is still waiting for you. I had to hit the ground running and I am still trying to get back in the swing of things.

Thank you to the members who bought items at our last meeting and to chapters who continue to promote our state chapter by purchasing the marketed items. We still have some shirts left. Please continue to support LSPSC by soliciting Spotlight advertisements and other ads as well, such as Happy Grams. Each chapter is still encouraged to solicit at least one ad to run three times per year. If you did not participate this time, please be sure to try in the next issue. Think about celebrating one of your fellow members or family members so that you can show the Happy Gram once it is published. They would get a big kick out of knowing that you thought enough of them to have something published about them. If you have any information or pictures concerning your chapter or any community service events, certifications, guest speakers, etc., please send them to me. Also, please let me know if you have any marketing ideas to share.

As of December 5, 2016, I find that we have 72 members and 1 member at large. Broken down by chapters, the members at large - 1, Greenville- 29, Hilton Head 10, Low country - 9, Midlands - 12, Orangeburg - 4, and Spartanburg - 8. If there have been any changes since then, let me know. Local chapter membership and marketing chairs please send me an email so that I can be familiar with each chapter to share ideas.

Please remember to grab a colleague and invite them to some of our meetings so that they might see what we are doing and become interested in joining.

You can also contact me with any promotional ideas for fundraising, etc. I can be reached as follows:

Lauritza S. Hill
405 Grasshopper Court
Orangeburg, SC 29118
(803) 533-0116 ofc
(803) 707-4059 cell
lauritza@sclegal.org, office
lauritza1970@yahoo.com, home

Immediate Past President/Parliamentarian **Camilla G. Pitman, MMC, PLS**

A special thanks to everyone who participated in the Summer Meeting in August. It is always good to see everyone's smiling faces and to work together at improving our knowledge and education by staying informed on changes taking place in the legal field. At the summer meeting, the membership unanimously approved miscellaneous changes to the LSPSC Bylaws. Those changes included amendments made in 2015 to the NALS Bylaws which mirrored the LSPSC Bylaws and general format and grammar improvements. The approved Bylaws are located on the LSPSC website under the "Members Only" section. The Standing Rules are currently under review and being provided to the LSPSC Board for discussion.

Wishing you a blessed and safe Thanksgiving and Christmas with your family and friends. I look forward to seeing you in 2017.

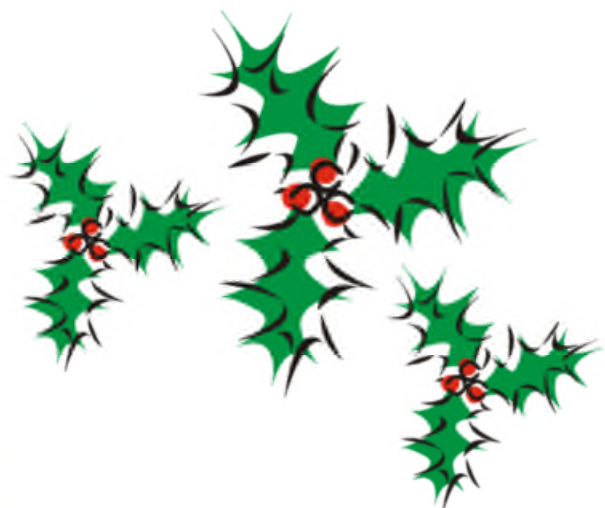
Annual Meeting **Ashley Adams Brown &** **Susan L. Olmstead, PLS**

Members, we are working with Holiday Inn Express on Tanglewood Drive for this upcoming Annual Meeting and Educational Conference, April 21-23, 2017. The hotel is located off South Forest Beach Drive and is an easy walk to the Atlantic Ocean and Coligny Plaza. Coligny offers plenty of great eating and shopping opportunities. The room rate will be \$149 per night plus taxes. This rate was competitive, offered the most by way of local amenities, and includes breakfast and unlimited coffee. The second lowest quote received was \$169 plus taxes and was off Island.



Community Projects
Camijo Gort &
Alexis Grantham

Members, we have selected Family Promise of Beaufort County as our charity for the winter meeting. **See pages 19-22 of this Spotlight** for their donation recipes that list the items needed. Checks made payable to Family Promise of Beaufort County are always welcome and greatly appreciated, as well.



Legal Staff Professionals of South Carolina
AWARD OF EXCELLENCE

Members, in this issue of *The Spotlight* you will find the nomination form for the **Award of Excellence**. Please take a few minutes to nominate someone who has given unselfishly of themselves to our association as well as to her community. Three years of service to a local chapter, LSPSC or NALS qualifies them as a candidate.

It is important to take advantage of every opportunity to recognize talent and to say thank you to those who have given to us and others. Nothing says you **ARE SPECIAL AS AN AWARD GIVEN BY YOUR PEERS**. The most difficult part of submitting a nomination form is the selection of the nominee – you have over **70 EXCELLENT CHOICES**. March 15, 2017 is the deadline for nominee submissions. My contact information is on the nomination form as well as below.

LSPSC Award of Excellence Committee
Ann Marie Minerva, PP
Jimi L. Bullard, A.L.P
Lois J. Belle, PLS

LSPSC Award of Excellence Chairperson
Womble Carlyle Sandridge & Rice, LLP
Post Office Box 10208
Greenville, SC 29603-0208
Email: LBelle@wcsr.com
864.239.5990 (w)
864.255.5400 (f)
864.979.7180 (c)



**See pages 12-14 of
this Spotlight for
nomination form!**

Employment

**Patti Bacon, Cathy Boggs, &
Deborah J. Reynolds, PP, PLS**

We have had numerous employment opportunities since the last report and have passed those on to the chapter presidents to distribute to their members and also the members at large.

If you hear of any job openings, please send the information to me at mandpbacon@gmail.com, Deb at debbie.reynolds@nelsonmullins.com, or Cathy at cathy@godshallstaffing.com.



Finance

**Carlene Kilgore, PLS &
Betty M. Parks**

Our finance project theme for the January winter meeting will be “Re-gift It” - any new gift which you could not use or just really did not suit you. Remember: one woman’s trash is another woman’s treasure! Dig out those gifts gathering dust and share with us. You’ll be surprised who would really appreciate them! We wish a very Merry Christmas and a Happy New Year to all and look forward to seeing you on January 28, 2017, in Columbia.

NALS Foundation

Chrisanne T. Porter, PLS



DEADLINE REMINDER:

The next deadline for submitting applications for NALS Foundation grants is **March 1, 2017**. Applications may be submitted for funding programs in certification, education, leadership development, and innovative new ideas.

Additional Grant Deadline Dates:

June 1, 2017
September 1, 2017
December 1, 2017

New from the NALS Foundation:

There is not much news from our NALS Foundation since the launch of AmazonSmile. As many of you know, when you shop at smile.amazon.com, Amazon will donate a portion of your purchase price (0.5%) to

the charity of your choice. You are encouraged to choose the NALS Foundation as your favorite charity. Visit the NALS website at www.nals.org for additional information. Keep in mind that donations made by the AmazonSmile are not tax deductible to you. We would love to hear from members who have taken advantage of AmazonSmile.

Speaking of tax deductions, many of you will receive membership renewals around the first of the year, which gives you the option to add a NALS Foundation donation. Your individual support of the NALS Foundation qualifies as a charitable contribution and this donation is deductible for federal income tax purposes. You can also submit donations online (<http://www.nals.org/donations/>).

Wishing you all a wonderful holiday season. That is all for now!

Nominations & Elections

Debra Bailey, PLS

Nominations for elected officers of Legal Staff Professionals of South Carolina came to a close on November 15, 2016. While two positions were accepted, there are still three positions to fill: President-Elect, Functional Director-Membership/Public Awareness/Marketing, and Functional Director-Education/Certification. Nominations will be taken from the floor at our Winter Meeting in Columbia on Saturday, January 28, 2017.

The newly elected officers will be installed at the 2017 Annual Meeting in Hilton Head during the weekend of April 22-23, 2017. If you have any questions regarding the nomination and election process, feel free to call or email me.

Scrapbook

Mary Kay Oliver & Mary F. Brant

Scrapbook continues to grow and grow. Please send pictures, etc. to us at address below:

Mary Kay Oliver
% Horger, Barnwell & Reid, LLP
PO Drawer 329
Orangeburg, SC 29116

Thanks much. We look forward to hearing from your chapter.

LSPSC 2017-2018 SLATE OF OFFICERS

President Sonia L. Hunt (Orangeburg)

President-elect OPEN

Secretary Lauritza S. Hill (Orangeburg)

Treasurer Tara J. Brown, Certified PP, PLS (Greenville)

Functional Director –

 Certification/Education OPEN

Functional Director –

 Membership/Marketing OPEN

Immediate Past President Meredith Lazarski, ACP (Hilton Head)

*****Nominations for the open positions will be taken from the floor at our Winter Meeting in Columbia on Saturday, January 28, 2017 and voting will then be had on the five positions.***

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the 2016-2017 Winter Membership Meeting will be held on Saturday, January 28, 2017 at 1:45 p.m.

At:

Nelson Mullins Riley & Scarborough LLP
17th Floor Conference Center
1320 Main Street, Meridian Building
Columbia, South Carolina
(Dress is business attire)

Exact meeting information is available on the meeting registration form.

Legal Staff Professionals of South Carolina

/s/ Jan W. Berger

Jan W. Berger, ALP
Secretary



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



NOMINATION FORM
AWARD OF EXCELLENCE

2016-2017

Eligibility Requirements:

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

Deadline: March 15, 2017

Submit to: Lois J. Belle, PLS
Womble Carlyle Sandridge & Rice, LLP
Post Office Box 10208
Greenville, SC 29603-0208
Email: LBelle@wcsr.com

Nomination Date: _____ Nominee's Local Chapter: _____

Nominee Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____ Office Phone: _____

1. Experience and Achievements (NALS, LSPSC and Local Chapter)

A. Years of Experience in legal profession: _____

B. Years of membership in NALS: _____

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

D. List all elected or appointed positions held in LSPSC:

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

2. Professional Achievements (including years attained)

A. Professional Designations/Certifications:

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

C. Recommendation (250-word limit)

I believe the above-named person should be considered for the LSPSC Award of

Excellence for the following reasons:

Date Received by LSPSC Chairperson: _____

NOMINATION SUBMITTED BY:

Signature: _____

Name/Title: _____

Address: _____

City/State/Zip: _____

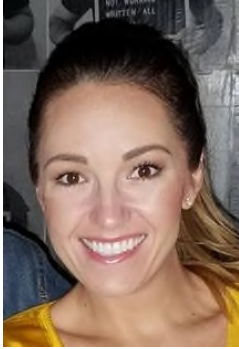
Local Chapter: _____

Telephone: _____

Email: _____

Date Received by LSPSC Chairperson: _____

Meet Our Members!



Meet LSPSC Member, Cami Jo Gort.

Cami Jo is one of our newer members, joining NALS in December 2015, and she is a member of the Hilton Head chapter. She is currently a legal assistant with The Going Law Firm and has been with the firm for 3 years. Cami Jo got involved in the legal field when she heard a position was available at the firm and decided to venture into a new profession. It's worked out beautifully! She enjoys solving the daily puzzles that arise and helping people buy and sell their real estate and taking the next step in life. If she wasn't in the legal field Cami Jo would be continuing her education in child development. She wishes she didn't have to answer the at the office and prefers communicating at work through email. Cami Jo is very focused and goal oriented, and what you may not know is that she enjoys doing make up for special events. Cami Jo hopes to be chasing around a toddler (or two) in the next five years and solving the world's problems. :) Welcome Cami Jo!

worked for. When Deborah started working for Butler Means, one of the staff members was helping to organize what would become our local chapter. She asked if Deborah would like to join so I said "sure" – and has been a member ever since. Deborah LOVES doing real estate law – she likes the details (and the math) involved. Attorney Thomas Phillips always said that real estate law is a matter of inches. Deborah takes great pride in making sure the work product they prepare looks professional, and that her attorney and the firm looks good in the eyes of our clients. If she wasn't working in the legal profession, she'd would be a professional shopper/dresser or holiday decorator. Deborah is married to Boyce (Boe) A. Brown, Jr. (they started dating in high school (1975), married in 1983 and have been together ever since) and they live with their forever fur baby – Lucy (or Hellion, depending on her mood), their Miniature Dachshund-Jack Russell mix who is 2 yrs old. She LOVES to read when time permits and work outside in the yard and flower beds. Deborah still sees herself working at Butler Means in five years – her retirement will be when they wheel her to the mortuary across the street from her office. :)



Meet LSPSC Member, Deborah League Brown, Certified PLS.

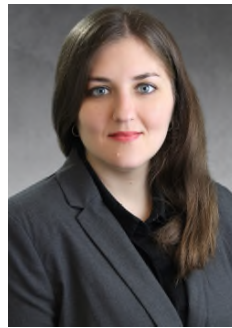
Deborah joined NALS in August 1981 and she is a member of the Spartanburg chapter. She is a legal assistant specializing in real estate law, works for Butler Means Evins & Browne, P.A. and has over thirty five years experience in the legal field. Deborah also has her Certified Professional Legal Secretary designation from NALS. She has held all offices on the local level and served on the State Board as Secretary for 3 years, President-Elect, and then State President 2001-2002. Deborah had secretarial and bookkeeping training in high school and her mother's best friend worked for the local Master in Equity. She got Deborah an interview with the first firm she



Meet LSPSC Member, Karen Marie Cummins, MPS, Certified PP, PLS.

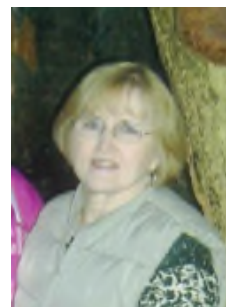
Karen joined NALS in 2000 and she is a member of the Hilton Head chapter. She is senior paralegal and office manager for Ralph V. Baldwin, Jr. and Attorney Assistance, LLC, and has over thirty years of experience in the legal field. On the local level, Karen held the position of secretary for Beaufort County Legal Secretaries Association. She has her Masters of Professionals Studies (Paralegal) from George Washington University, Bachelor of Science in Criminal Justice Administration from Park University, and Academic Associates in Public Service/Legal Assistant/Paralegal and paralegal certificate from Technical College of the Low Country, as well as

her NALS Professional Paralegal and Professional Legal Secretary designations from NALS. Karen was a banker for many years and worked at the Bank of Beaufort when she moved to Beaufort in 1977. She was the Executive Assistant to the Vice President whose best friend was an attorney by the name of Hutson S. (Buster) Davis. When the VP took another job, Mr. Davis asked her to work with him. Karen told him she did not have a clue about the legal field, but Mr. Davis told her not to worry, he'd teach her. That was in 1981, and since that time, Karen has been blessed with working with some of the best and most prominent attorneys in South Carolina. Karen most enjoys helping people. She believes that our profession requires us to help those that cannot otherwise help themselves. Under most circumstances when a client comes to the office there is a problem that needs to be solved. Our knowledge and expertise allows me to bring a sense of calm to our clients in an otherwise tumultuous situation. Karen cannot see herself working in any other profession – this is her calling. She had the opportunity to go to law school but chose to remain working as a paralegal. The interaction with the clients is very important to her. Karen has four awesome children and five grandchildren that are spread out all over the place, including Hawaii and she spends time traveling and enjoying them as much as possible. She is currently the Vice Chair of the Board of Directors for Beaufort Jasper Hampton Comprehensive Health Services and appointed by the South Carolina Supreme Court to serve on the South Carolina Bar Paralegal Certification Board. Karen loves her yard, flowers and plants and spend as much of her free time out there as possible. She also enjoys spending time going to the Performing Arts Center at USCB Beaufort and being involved with the Beaufort International Film Festival. Karen anticipates continuing to work as a paralegal and volunteering her time to good causes and non-profits for the next 5 years.



**Meet LSPSC Member,
Kimberly Hutchins, CP.**

Kimberly is one of our newest members, joining NALS in January 2016 and she is a member of the Greenville chapter. She is currently an administrative support assistant with Nelson Mullins Riley & Scarborough. Kimberly is a 2016 Honors Graduate of the Greenville Technical College Paralegal Program and has a NALA Certified Paralegal certification. Kimberly knew when she started college she wanted a degree in paralegal studies and she enjoys the diversity in the work and the opportunities her position gives her to learn about everything. If she wasn't in the legal field Kimberly would be working in human resources. She is married to Rodney and they have two children, Lily and Michael. In her free time, Kimberly likes to read classic literature, cross-stitching and playing Minecraft. She hopes to still be working in the legal field in five years, but Kimberly tries not to speculate on the future as you never know what it will hold. Welcome Kimberly!



**Meet LSPSC Member,
Mary Kay Oliver.**

Mary Kay joined NALS in August 1986 and she is a member of the Orangeburg chapter. She is secretary to Robert R. Horger of Horger, Barnwell & Reid, LLP and received an Executive Secretary Degree from Palmer College. She worked at Horger, Horger, Nance & Lanier for 7 years and has worked at Horger, Barnwell & Reid, LLP for twenty five years. Mary Kay has held all offices on the local level and served on the State Board as Functional Director of Marketing. She was dissatisfied at her job and a friend told her there was an opening at Horger, Horger, Nance & Lanier. Mary Kay was hired by attorney Jim Nance, who gave her the very large book “So You Want to Go Legal” and told her to look through it. WOW – she quickly realized there were many,

many things she needed to learn to work in a law office. Fellow LSPSC member Sonia Hunt was working there at the time and helped Mary Kay get up to speed. The daily challenges is what Mary Kay enjoys most about working in the legal field. It's always interesting, never boring. The legal profession has certainly helped increase Mary Kay's vocabulary. She always has a very large dictionary near her and she finds herself looking up words quite frequently. If Mary Kay wasn't working in the legal profession, she'd would be retired - and that's exactly where she hopes to be in 5 years! Mary Kay has a really nice special friend with whom she takes trips together and he has added much to her life. Mary Kay also has two daughters, two step-sons and seven grandchildren. She is very proud of all of them. At the center of her life is her church. Mary Kay enjoys cooking (especially Sunday dinners for her family), working in her yard, traveling, spending time with her three sisters (they try to have Sisters Saturday every month where they all cook something, eat together and enjoy a movie – they also celebrate their birthdays together and enjoys attending football and basketball games watching her grandsons play.

when Katherine decided that's what she was going to do! Katherine took a lower paying night job so she could study while at work and went to school full time during the day. She was a recipient of grants and scholarships, so none of her degree cost her anything and after graduating *cum laude* in December of 2000, Katherine got an awesome job offer in a great firm and stills love the legal field over fifteen years later. She really enjoys the contact with clients and the team feel of a law firm. Katherine appreciates the frustration that clients can have with the law and loves being able to assist a team to favorable solution. She doesn't know what she would be doing if she weren't were in the legal profession. Katherine doesn't see herself doing anything else. She is married to David and has a son, Hunter. In her free time, Katherine enjoys reading crime novels and taking care of her family. She hopes to still be working in the legal field in five years, continuing to learn and love doing what she does. Welcome Katherine!



**Meet LSPSC Member,
Katherine R. Helms.**

Katherine is one of our newest members, joining NALS in May 2016 and she is a member of the Columbia (Midlands) chapter. She is currently a legal practice assistant with Nexsen Pruet, LLC and has her Associates Degree in Public Service Technology-Legal Assistant/Paralegal. Katherine was 25 years old, working as a bartender and had no idea what she wanted to do with her life when she decided to canvas the local Technical College pamphlets and saw the paralegal description that read someone in this position would be organized, a great communicator and friendly with clients. That's





Legal Staff Professionals of South Carolina
2017 WINTER MEMBERSHIP MEETING & CLE REGISTRATION FORM
Saturday, January 28, 2017

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

Deadline for Registration: Friday, January 20, 2017 (Add \$10.00 after this date)
NO REFUNDS AFTER JANUARY 16, 2017

MEMBERSHIP MEETING (* FULL REGISTRATION DOES NOT INCLUDE CLE)

SCHEDULE

9:30 a.m. – 10:00 a.m.	Registration	<input type="checkbox"/> \$45 Meeting Registration & Lunch *
10:00 a.m. – 11:30 a.m.	Seminar	
11:30 a.m. – 11:45 a.m.	Break	
11:45 a.m. – 12:45 p.m.	Seminar	<input type="checkbox"/> \$15 Membership Meeting Only
12:45 p.m. – 1:45 p.m.	Lunch	
1:45 p.m. – 3:30 p.m.	Membership Meeting and Theme Auction	

CONTINUING LEGAL EDUCATION

10:00 a.m. – 11:30 a.m. TOPIC: Ethics 2017

SPEAKERS: Stephanie Weissenstein, Esq., McDonnell and Associates, PA

Stephanie Weissenstein is a Managing Attorney at McDonnell and Associates, PA and is also a member of the SC Bar Ethics Advisory Committee, Professional Responsibility Committee as well as a member of the SC Association of Ethics Counsel and will be discussing continuing ethics rules and violations.

11:45 a.m. – 12:45 p.m. TOPIC: Greenville County Sheriff's Dept. and K9 Unit

SPEAKER: Deputy Jim Leathers and Deputy Brandon Surratt, along with the K9 team Hondo, Josie & Mack

Learn why K9s are invaluable to the Sheriff's Department, where their dogs come from, what different types of dogs they use, and what specific tasks the dogs are trained to do. See the Deputies give a demonstration in their dogs training and ask them all the questions you have about these brave Officers (K9 and human alike) who are out there protecting us every day.

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

I will be attending the following seminars:

Ethics 2017

Greenville County Sheriff's Dept. & K9 Unit

MEMBER

\$20 for one CLE

\$30 for both CLEs

NON-MEMBER

\$25 for one CLE

\$40 for both CLEs

\$10 LATE FEE

TOTAL Amount: \$ _____

NAME: _____ EMAIL: _____

CHAPTER: _____ PHONE #: _____

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

Debra Bailey, PLS • Nelson Mullins Riley & Scarborough • P.O. Box 11070 • Columbia, SC 29211
 (803) 255.9345 / (800) 237.2000 • debra.bailey@nelsonmullins.com

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



First aid Recipe:

Please help by donating necessary first aid items for use at both our Day Center and for families as they move each week to our host congregations:



- Band aids
- Infant and children's cough/fever/allergy medicines
- Aleve
- Cotton balls
- Q-tips
- Hand sanitizer
- Flashlights
- Hydrogen peroxide
- Rubbing alcohol
- Gauze pads/rolls
- Pepto-Bismol
- Allergy medicine for adults
- Umbrellas
- Orajel for teething babies
- Neosporin



All donations can be dropped off at our Day Center:

**Family Promise of Beaufort County, Inc.
Magnolia Village Business Park
181 Bluffton Road, D101
Bluffton, SC 29910**



Basic Needs Donation Recipe:

We often don't think about those items we use daily and those are the most needed in our shelter while we are servicing our guests. Please take a look at these suggestions if you're considering donating basic needs:

- Toilet paper
- Paper towels
- Fragrance free laundry detergent
- Fragrance free dryer sheets
- Trash bags
- Disinfectant wipes
- Rubber gloves
- Bleach
- Sunscreen/bug spray
- Toothpaste and brushes
- Dental floss
- Facial tissue
- Hand sanitizer
- LYSOL MAX COVER SPRAY (THIS IS SPECIFICALLY USED AT OUR HOST CONGREGATIONS)



Dropping these items in a bucket or laundry basket will also be helpful and save on bagging!

All donations should be dropped off at our Day Center:

**Family Promise of Beaufort County, Inc.
Magnolia Village Business Park
181 Bluffton Road, D101
Bluffton, SC 29910**



TOY CHEST DONATION RECIPE:

What kid doesn't love getting toys?! Many times, the children that need to enter our shelter have to leave toys behind, or don't have many to begin with, if you'd like to donate to our guest children, please consider these suggestions:

- Activity/coloring books
- Puzzles
- Cars/trains/trucks/dolls/Barbie
- Card games
- Board books
- Outside games/balls/toys

All donations can be dropped off at our Day Center:

**Family Promise of Beaufort County, Inc.
Magnolia Village Business Park
181 Bluffton Road, D101
Bluffton, SC 29910**



Move out Donation Recipe:

Moving out of shelter is a special experience for our families. They have worked so hard toward a new home! We would love to be able to provide some of the general needs for guests upon exit. Please think about this wonderful and meaningful way to donate to our program! Here is a helpful list of suggestions:



- Dustpan and brush
- All-purpose cleaner
- Window cleaner
- Kitchen sponges
- Kitchen towels
- Heavy duty mop
- Rubber gloves
- Dish soap
- Toilet scrub brush

Consider putting the items in a laundry basket or tall kitchen trash can!

All donations can be dropped off at our Day Center:

Family Promise of Beaufort County, Inc.
Magnolia Village Business Park
181 Bluffton Road, D101
Bluffton, SC 29910



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

SPOTLIGHT
ADVERTISEMENT FORM



A publication of Legal Staff Professionals of South Carolina

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE: _____

EMAIL: _____

WEBSITE: _____

Circle desired advertisement:

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

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

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

Email advertisement and mail payment to: **Lauritza S. Hill**
Functional Director of Marketing/Membership
405 Grasshopper Court
Orangeburg, SC 29118
lauritza@sclegal.org

Payment Enclosed: \$ _____

Visit our website at www.lspsc.org.



HAPPY GRAMS

MAKE SOMEONE

HAPPY

BY PURCHASING A HAPPY GRAM

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

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

1. Submit Happy Gram camera ready to
Functional Director of Marketing at: lauritzahill@sclegal.org
2. Submit payment and this form by mail to: Functional Director of
Marketing/Membership
Lauritza S. Hill
405 Grasshopper Court
Orangeburg, SC 29118
(803) 707-4059
3. Deadline for Happy Grams: February 17, 2017 (for March issue)

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: \$ _____

Chapter Reports

Legal Staff Professionals of Greenville

Katie Johnson

Since July Legal Staff Professionals of Greenville have been busy.

We have had several fantastic Lunch and Learns with speakers such as our very own President Larzarski, Mark Foster on Traffic Stop Etiquette, Mike Moyer on Body Cameras: Evidentiary Issues, Alan Jones on Coping with Stress and Workplace Anxiety, and the Greenville Sheriff's Department on Canines in Law Enforcement.

On September 24th LSPG members and their families enjoyed an afternoon of bowling, fun, and socializing. We had about 20 total bowlers that day. The kids had a great time bowling with bumpers and the adults tried their best to keep the ball in the alley, although there were many gutter balls. It was great to see some of our younger members come out with their families. All in all a complete success and hopefully we can plan another outing soon so more of our members and their families can enjoy time together. Go to our Facebook page to see the pictures.



For National Make a Difference Day, which we recognized on October 28, 2016, LSPG sponsored a Taco Bar for the young ladies at the Pendleton Place

(our 2016 Charity). We had food brought in from Salsarita's. Lovee Watts & Deb Reynolds enjoyed spending time with the girls. They talked with them about their aspirations for the future and after dinner they had fun playing parlor games.



On October 28, 2016, LSPG sponsored the Annual Probate Court Overview held at Greenville County Square. With the help from the Probate Court

Judges and Staff the event was very successful and highly attended. During the seminar there was also an opportunity to hear from guest speakers, Chris Garrett, from Real Property Services talking about current deed recording issues such as Life Estate deeds, JTWR0S deeds and other recording issues and Attorney Philip Porter from the South Carolina DMV. Mr. Porter discussed titling issues related to Probate estates regarding mobile homes and car titles. Legal Eagle sponsored the wonderful breakfast and break food that was provided at the seminar.

Our ongoing fundraisers are 2017 Attractions coupon books, Mascot Nuts, Poppington's Popcorn. Funds raised always assist us in raising funds for the Ann Armstrong scholarship at Greenville Technical College and for sponsoring our members at NALS and LSPSC-sponsored CLEs.



Legal Staff Professionals of the Midlands

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

It was so good to see many of you at the LSPSC Summer Membership Meeting in Columbia in August! LSPM members enjoyed hosting this meeting as always. We also hope you all are having a wonderful autumn.

Since our last report in the June 2016 *Spotlight*, our most important news is that Katherine Helms is now an official member! She has already been very active as our “regular visitor” for the past year, and we are excited and feel blessed to have her in our LSPM family!

For our regularly scheduled monthly membership meeting in June, we held an evening meeting and kicked off our first session of exam studies for the new fiscal year with Federal Courts and Administrative Agencies. In this CLE session, we learned quickly how much we needed to refresh our memories in this area of the law and enjoyed doing so together in the process. Myriam Brown won the prize for the most correct answers on the quiz – way to go, Myriam!

In July, we continued our planning of fundraising projects, membership/marketing ideas, and speakers/topics for future LSPM meetings. The upcoming LSPSC officers’ visitation and summer meeting were also discussed.

We were fortunate to have two of our state officers with us at the LSPM August membership meeting. That evening we enjoyed dinner at Longhorn’s Steakhouse with Camilla Pitman, MMC, PLS, our LSPSC Immediate Past President, and Tara Brown, PP, PLS, our LSPSC Treasurer. Camilla and Tara talked with our members about President Meredith Lazarski’s theme this year: “Change brings opportunity. In order to move forward, sometimes we must be willing to change.”

In August, we held our first fundraiser for the year and sold Krispy Kreme value cards for free or discounted doughnuts! The support we received from our local community, as well as LSPSC members at the summer meeting, made this a very successful project. Since LSPM has provided dozens of doughnuts every month for decades to the senior residents of the Finlay House, these cards also help us with our community services.

At our September meeting, we had the second part of our exam studies on Federal Courts and Administrative Agencies. With our overall discussion of this topic, our members finished this CLE session with a better understanding of the courts and agencies.

Two of LSPM’s members attended the 65th NALS Annual Education Conference and National Forum held in Tennessee in October. Sharon Wotherspoon, Certified PLS, reported on the conference to LSPM members at our subsequent evening meeting in October.

At the end of October, LSPM held a second fundraiser with *Thirty-one* Ziptop Organizing Utility Totes. This was designed to be a quick sale of an excellent and favorite product of *Thirty-one*. It was quite a success as both members and customers did some Christmas shopping! Both our fundraisers this year will assist us in helping local charities during the Christmas season and supporting our membership event being planned for the spring.

We discussed several business items and upcoming events at our November membership meeting. Future speakers and topics for some of our 2017 meetings were also discussed. We had an informative CLE session on Business Organizations given by President Early, after which a quiz was taken. Our visitor Melinda White had the most correct answers on the quiz and won the prize. Congratulations to Melinda and thanks to Katherine for bringing a prospective member to the meeting. We hope to see Melinda at future meetings!

We look forward to being with all of you in Columbia at our LSPSC Winter Membership Meeting on Saturday, January 28, at Nelson Mullins. In the meantime, LSPM members wish for each of you a very blessed Christmas and happy, healthy New Year. As always, enjoy your family and friends every moment you can!



Legal Staff Professionals of Orangeburg

Sonia Hunt

In August, President Meredith and Past President Camilla visited with LSPO and helped us celebrate our birthday as a local chapter. Later that month Lauritza and I attended the Summer Membership Meeting held in Columbia. We had a great time seeing President Meredith and Treasurer Tara dressed up for the “Old McLSPSC” Seminar. They did a great job presenting information to us as an association on how to “grow” our individual chapters. We also attended the social time held following the meeting at the Embassy Suites. We had a great time.

In October, LSPO held a yard sale to raise funds for upcoming community projects. We will report on those projects as they occur.

Lauritza had planned to attend the NALS 65th Annual Meeting and Educational Conference, but was unable to do so because of surgery she had. I am glad to let everyone know that she is doing well and by the time this reaches publication she will be back at work. I had a great time attending the meeting with the others from South Carolina.

Also, all of our members survived Hurricane Matthew with no damage to any of our homes—although we were without power for several days following the hurricane. I told someone that the damage we received in Orangeburg from Hurricane Matthew was worse than the damage we sustained from Hurricane Hugo. As of the time of writing this article, there are still homes with tarps over them and downed trees which are still being cut up and cleaned up.

We look forward to seeing everyone in Columbia for the upcoming Winter Membership Meeting. From the girls in Orangeburg, we want to wish each and every one of you a Merry Christmas and a Happy New Year.



Amazing Sugar Cookies

yield: about 75 medium cookies

- 24 ounces butter (softened)
- 20 ounces powdered sugar (sifted)
- 3 whole eggs, plus
- 1 egg yolk
- 1/2 ounce vanilla extract
- 1/4 ounce almond extract
- 6 1/2 cups flour

Directions:

1. With paddle attachment, mix butter for 30 seconds. Add a 1/3 of the powdered sugar, mix on first speed for 1 minute. Add another 1/3 of the powdered sugar, mix another minute. Finally, add the last 1/3 of sugar, mix 1 minute.
2. Combine eggs, vanilla, and almond extract together, add to butter/sugar mixture. Mix for 30 seconds.
3. Add a 1/3 of the flour, mix 1 minute.
4. Scrape.
5. Add the next 1/3 of the flour, mix 2 minutes.
6. Scrape.
7. Add the final 1/3 of the flour, mix 3 minutes.
8. Refrigerate until able to be rolled out and cut into desired shapes. (if you're using the dairy free version I told above, I'd refrigerate it 24 hrs before rolling out to make sure it really sets up.) Bake at 350 for 9-15 minutes depending on the size you cut them!)

Get crafty too with the packaging! My kids and I have been making paper snowflakes, so I decided to stick a large one on the front of a brown paper bag and just added some jute string, a couple pretty wired ribbons, and a clipping of Christmas tree. Easy peezy lemon squeezy, and my kids thought it was fun too!

Another quick idea is to toss a couple into a brown paper bag and include a printout of the recipe card on the outside! I'm really into brown paper packages tied up with string this year!

<http://loganwolfram.com/2013/12/amazing-sugar-cookie-recipe/>

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2016-2017 SUMMER MEMBERSHIP MEETING
AUGUST 20, 2016
COLUMBIA, SOUTH CAROLINA**

The Summer Membership Meeting of Legal Staff Professionals of South Carolina for the year 2016-2017 was held on Saturday, August 20, 2016, at Nelson Mullins Riley & Scarborough, LLP, Columbia, South Carolina.

Call to Order. President Meredith Lazarski, ACP, called the meeting to order at 1:45 p.m. She reminded everyone to check in with Credentials Chairperson, Deborah League Brown, PLS. She asked members to turn off all cell phones and electronic devices. Each chairperson or officer giving a report was asked to give their report from the podium. She also requested members addressing the meeting to stand and give their name, chapter, and any certification they hold. President Meredith introduced herself to the membership as the 2016-2017 President.

Thought for the Day. Naomi Nation, PP, PLS, CLA, Legal Staff Professionals of the Lowcountry, gave the Thought for the Day. Naomi read a poem about Promises. She spoke eloquently about keeping promises in life and to this Association.

Pledge of Allegiance and Code of Ethics. President Meredith asked members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance was led by Lauritza S. Hill, Functional Director of Membership/Marketing. The NALS Code of Ethics was then presented by Stacy R. Russo, PP, PLS, Functional Director of Education/Certification.

Welcome. President Meredith welcomed everyone to the membership meeting. She expressed thanks to Legal Staff Professionals of the Midlands for hosting the meeting. She requested all members attending their first LSPSC membership meeting to stand and give their name, chapter, and any certification they hold. Katherine Helms, Midlands Chapter, introduced herself. She has attended in the past as a guest, but this is her first meeting as a member. Brittney Whitehead of Moses & Bracket Law Firm introduced herself as a guest of Katherine Helms. President Meredith then asked if there were any members-at-large in attendance, and there were none. President Meredith then individually recognized LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2016-2017. President Meredith introduced the officers of LSPSC for 2016-2017:

Meredith Lazarski, ACP	President (Hilton Head)
Sonia L. Hunt	President-elect (Orangeburg)
Jan W. Berger, ALP	Secretary (Columbia)
Tara Jean Brown, PP, PLS	Treasurer (Greenville)
Lauritza S. Hill	Functional Director of Membership/Marketing (Orangeburg)
Stacy R. Russo, PP, PLS	Functional Director of Certification/Education (Charleston)
Camilla G. Pitman, MMC, PLS	Immediate Past President/Parliamentarian (Greenville)

President's Remarks. President Meredith began her remarks reminding us of her theme this year: Change Brings Opportunity. Without change, there can be no improvement. Change triggers progress. We should continue to draw on member's interests. We should continue to draw on interests of those outside of our organization . . . those we are trying to attract as members. President Meredith noted that we are live streaming the meeting and the legal education seminars prior to the meeting on Facebook and discussed how this works. It was noted that we had 11 followers through the live stream, which included LSPSC and NALS members as well as guests. President Meredith gave ideas on getting us "out there and recognized" in the community so people know our Association is embedded in communities. Several suggestions were a CLE, a charity event,

and a social event. She mentioned the benefits of live streaming meetings and education seminars: members can follow who aren't able to attend in person. Guests could register to attend and see what our Association is about. President Meredith will continue to introduce ideas throughout the year as we look for opportunities through change.

Business Meeting. President Meredith reminded everyone any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Camilla G. Pitman, MMC, PLS, Parliamentarian, has forms for this purpose.

Roll Call. Deborah League Brown, PLS, Credentials Chairperson, was asked to present the roll call. Deborah reported 24 members were present and 13, which was one member over one-half, represented a quorum. Two-thirds of the members present was 16.

Consent Agenda. President Meredith stated all members were provided with the consent agenda that was approved by the Board on August 19, 2016. The packet included the 2015-2016 Supplemental Treasurer's Report and the 2016-2017 First Period Treasurer's Report. It was noted that the 2015-2016 Annual Meeting Minutes and 2016-2017 Spring Membership Meeting Minutes were published in the June 2016 *Spotlight* and a copy placed on the LSPSC Website in the secure Members Only section and referenced in the Consent Agenda packet. Board Meeting Minutes will continue to be made available through the Members Only page on the LSPSC website. Several questions, for clarification only, were asked regarding line items in the Treasurer's Reports. There being no objections heard, President Meredith declared these items approved by consent.

The first cash incentive drawing was held and Jan Berger, Midlands Chapter, won \$50.

Reports from Elected Officers

President Meredith Lazarski, ACP. President Meredith reminded everyone to make sure NALS and LSPSC have your correct addresses to ensure you receive the @Law magazine, NALS E-News, NALS Docket, and the *Spotlight*. Addresses should be updated on the NALS website at www.NALS.org and also email any changes to the LSPSC Handbook Chairperson, Sharon K. Wotherspoon, PLS. In addition, make sure you use the NALS website features and upload your CLE hours on your member profile page of the NALS website.

President Meredith reminded members the deadline for the next issue of *Spotlight* is November 15, 2016.

President Meredith reminded members she will be attending the NALS Annual Conference in Murfreesboro, TN in October on behalf of our state. Several members are attending and South Carolina will have a good presence at the conference.

President Meredith next reminded members of the Social Hour that will occur after the meeting at Embassy Suites, Greystone Blvd, Columbia, SC. The event will start at 4:30 p.m. and is only a few minutes' drive from downtown. She encouraged members to take a few minutes to socialize with everyone before heading home.

President Meredith next reminded members of the Incentive Program she announced at the Spring Membership meeting.

LSPSC 2017 Annual Meeting, Hilton Head, SC - paid trip for a first time attendee to attend the conference in April 2017. Pay for registration, seminars, hotel (share a room with another member), and travel expenses. A deadline to apply will be announced at the January 2017 Winter Membership Meeting.

NALS Certification - drawing held for up to 6 persons to take a NALS certification exam in March 2017, receiving paid application fee and use of study materials purchased by LSPSC and held in a library. Current certification holders are eligible to enter drawing to take a different certification exam or take parts of an exam, as needed, for a re-test. Interested members should e-mail Stacy R. Burke, PP, PLS, Functional Director Education/Certification by November 14, 2016. Winners will be drawn on November 15, 2016.

President-Elect Sonia L. Hunt. Sonia thanked members for approving her attendance at the 2016 NALS Annual Conference in Murfreesboro, TN in October. Sonia stated LSPSC Officer Visitations to all chapters have been completed and important feedback was received on how we might improve membership and increase participation in local chapters, as well as LSPSC. Sonia reminded members she is a liaison to assist chapters in any way and to take information to the Board.

Sonia also announced nominations for the 2017-2018 LSPSC Board will be open November 1, 2016. Sonia asked for each member to dig deep in their hearts and consider serving on the Board. She will also be making committee appointments and would appreciate hearing a “yes” when asked to serve.

Secretary Jan W. Berger, ALP. Jan reminded members all signed, original reports should be submitted to her for the Association’s permanent records. She reminded members all Committee Reports and items for the Consent Agenda for the Winter 2017 Membership Meeting need to be received by noon on January 26, 2017, so copies can be made. Otherwise, you will need to bring copies with you to the meeting for distribution.

Treasurer Tara Jean Brown, PP, PLS. Tara informed members that the Board approved reinvestment of the Certificate of Deposit. The CD was reinvested for nine months with TD Bank at the existing interest rate of .35%. Tara also stated that one chapter has not filed their IRS Form 990 and she will be contacting them to assist with this filing. Tara next informed the membership that the Association has bank accounts with two separate banks. The checking account is held at TD Bank and it has become increasingly difficult to change the name/address on the account, as well as receive needed monthly bank statements. BB&T holds the other accounts and BB&T has offices in all LSPSC chapter locations, unlike TD Bank. The board voted to move the checking account to BB&T for ease and convenience. The move will likely happen in March 2017 as we near the end of the Association’s year and time for the CD Renewal. Tara also noted two expense items noted on the 2016-2017 First Period Treasurer’s Report included an expense for ordering checks for the checking account and purchasing birthday cards to honor members’ birthdays.

A member asked about any TD Bank rebates due the Association based on the Affinity Program LSPSC began in April 2015 year. Members were asked to send Tara an email if they still had their Affinity program bank account open with TD Bank. A rebate of \$25 would be due LSPSC if accounts remained opened after one year. Tara will check with TD Bank on status. Tara next informed members that the Annual Meeting Account checkbook and folder, with thumb drive, will be forwarded to the Hilton Head chapter shortly.

Immediate Past President/Parliamentarian Camilla G. Pitman, MMC, PLS.

Camilla brought forth to the membership the request for proposed changes to the LSPSC Bylaws. Camilla noted that Recording Secretary, Jan W. Berger, ALP, notified the membership on July 8, 2016, of the proposed changes that would be discussed and voted on at the Summer Membership Meeting on August 20, 2016. A legend of changes was included in the Notice to Members, noting comparisons between LSPSC Bylaws to the NALS Bylaws dated May 2, 2015; grammatical changes as provided in The Gregg Reference Manual (Tribute Edition 11); general review to clarify formatting of phrases, titles, references, and the like; and extensive reviews by three former LSPSC Presidents. Camilla noted that the Board reviewed and approved one additional change to the ByLaws: “LSPSC is an IRC 501(c)(6) organization which is not organized for profit; contributions are not tax deductible by individuals.” To include this amendment, a motion would need to be made to suspend the 30-days’ Notice to Members regarding this additional amendment. A motion was made by Deborah League Brown, PLS, to suspend the 30-days’ Notice to Members regarding the change to ByLaws. Sharon K. Wotherspoon, PLS, seconded the motion. The motion was approved. The Changes were presented as amended. There being no further discussion, the changes to the LSPSC ByLaws were approved by the membership.

The second cash incentive drawing was held and Ann Marie Minerva, Greenville Chapter, won \$25.

Committee Reports

The following Committee Reports were made:

Annual Meeting 2017 (Hilton Head Legal Staff Professionals). *Susan L. Olmstead, PLS and Ashley Adams Brown, Attorney at Law.* Susan reported that a hotel location had not been secured yet due to high costs in the area. More information will be presented to the Board for approval and information will be printed in the December 2016 edition of the *Spotlight*.

Award of Excellence. *Jimi L. Bullard, ALP, Lois J. Belle, PLS, and AnneMarie Minerva, PP, BS.* AnneMarie reported information on applying for the *Award of Excellence*, including an application, will be printed in the December 2016 edition of the *Spotlight*.

Certification. *Stacy R. Russo, PP, PLS.* Stacy reported the morning education seminars were informative. The first seminar had 17 in attendance. The speakers were Meredith Lazarski, ACP, and Tara Brown, PP, PLS. They gave a presentation on “*Old McLSPSC had a Farm,*” using a farm animal theme to demonstrate networking techniques. The speakers’ charity of choice for the LSPSC donation was *Actually Rescuing Cats*. The second seminar had 15 in attendance with 14 additional people viewing via live streaming on Facebook. The speaker was Allison Bullard, Esq., of Harling & West Law Firm, who gave an informative presentation on Surrogacy law. The speaker’s charity of choice for the LSPSC donation was *Generations*. Stacy next asked if any members had recertified their certification since the last membership meeting. Congratulations to Camilla Pitman, MMC, PLS, for recertifying her PLS designation and to Tara Brown, PP, PLS, for recertifying her PP designation. Stacy next mentioned a member from the Lowcountry chapter is sitting for the PLS exam in September. She reminded members of the November deadline to apply for the Incentive Program opportunities. In closing, Stacy asked Tara Brown, PP, PLS, to update the membership on her on-going work on the NALS Certification Committee with respect to having NALS certifications recognized by State Bar Associations across the country. The SC Bar currently recognizes certifications from NALA and NFPA and the group is working hard to get NALS included. Tara would appreciate any local help from members in this regard.

Continuing Legal Education. *Stacy R. Russo, PP, PLS.* Stacy asked members to contact her with any CLE topics of interest or the names of any specific speakers you would like to hear.

Finance. *Carlene K. Kilgore, PLS and Betty Parks.* Carlene reported the auction theme for the Winter Meeting in January 2017 will be announced in the *Spotlight*.

Financial Review. *Jamie I. Early, PP, PLS-SC and Michelle Dender.* Jamie noted the audit reports were included in the Reports from Officers and Committee Chairperson’s packet.

Handbook. *Sharon K. Wotherspoon, PLS.* Sharon reported Handbooks were given to LSPSC officers and a Handbook CD was given to all chapter presidents.

Marketing. *Lauritza S. Hill.* Lauritza stated two embroidered shirts were sold today. She will continue the “Member Spotlight” and “New Member Spotlight” sections included in each *Spotlight* edition. She asked that members take the time to complete the questionnaire when invited to share their LSPSC story with members.

Membership. *Lauritza S. Hill.* Lauritza informed members of the current membership numbers.

NALS Foundation. *Chrisanne T. Porter, PLS and Naomi W. Nation, PP, PLS, CLA.* No report.

Publication. *A. Yvonne Fortner, PP, PLS.* Yvonne reiterated the *Spotlight* deadline is November 15, 2016.

Scrapbook. Mary Kay Oliver and Mary Brant. Sonia Hunt reported for the committee. She asked that any photos or other items for President Meredith's scrapbook be forwarded to Mary Kay Oliver or Mary Brant for inclusion in the scrapbook.

The third cash incentive drawing was held and Katie Johnson, Greenville Chapter, won \$75.

At this time, Deborah League Brown, PLS, Spartanburg Chapter, asked to speak and thanked the members for all cards, prayers and care shown to fellow member Linda Harris, during her illness and recovery. Linda wanted the membership to know how touched she is with all the care shown to her.

Upcoming Meetings. President Meredith announced future meetings as follows:

NALS 65th Annual Education Conference: October 6-8, 2016; Embassy Suites Nashville SE in Murfreesboro, TN. As noted earlier, President Meredith and President-elect Sonia will be attending on behalf of LSPSC. Several other members will be attending, so South Carolina will have a good presence at the national conference.

LSPSC Winter Membership Meeting: January 28, 2017, Nelson Mullins Riley & Scarborough LLP, Suite 1700, Columbia, SC

LSPSC Annual Meetings: President Meredith stated that the hosting chapters for future LSPSC Annual Meetings were listed in the agenda and noted that the 2017 Annual Meeting would be hosted by the Hilton Head chapter. Information regarding hotel location and registration would be printed in the December edition of *Spotlight*.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2016-2017 Summer Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Meredith at 2:45 p.m. with the invitation to stop by the Social Hour at Embassy Suites.

Respectfully submitted,

Jan W. Berger, ALP
2016-2017 Recording Secretary
Legal Staff Professionals of South Carolina

Approved:

Meredith Lazarski, ACP
2016-2017 President
Legal Staff Professionals of South Carolina



NALS AFFINITY PROVIDERS

Benefits For Members

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

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

LSPSC OFFICERS 2016-2017

PresidentMeredith Lazarski, ACP (Hilton Head)
 President-elect.....Sonia L. Hunt (Orangeburg)
 SecretaryJan W. Berger, ALP (Midlands)
 TreasurerTara J. Brown, PP, PLS (Greenville)
 Functional Director – Certification/
 EducationStacy R. Russo, PP, PLS
 Functional Director – Marketing/
 Membership.....Lauritza S. Hill (Orangeburg)
 Immediate Past President.....Camilla G. Pitman, MMC, PLS (Greenville)

LSPSC COMMITTEE CHAIRS 2016-2017

Annual Meeting—HHLSP	Susan L. Olmstead, PLS / Ashley Adams Brown, Esq.
Award of Excellence	Lois J. Belle, PLS / Jimi L. Bullard, ALP / Ann Marie Minerva, PP, PLS
Certification	Stacy R. Russo, PP, PLS
Community Projects	Camijo Gort / Alexis Grantham
Continuing Legal Education	Stacy R. Russo, PP, PLS
Credentials	Deborah League Brown, PLS
Employment	Patti Bacon / Cathy Boggs / Deborah J. Reynolds, PP, PLS
Finance	Carlene Kilgore, PLS / Betty M. Parks
Financial Review	Jamie I. Early, PP, PLS / Michelle Dender
Handbook	Sharon K. Wotherspoon, PLS
Historian	Camilla G. Pitman, MMC, PLS
Marketing	Lauritza S. Hill
Membership	Lauritza S. Hill
NALS Foundation	Chrisanne T. Porter, PLS / Naomi W. Nation, PP, PLS, CLA
Nominations and Elections	Debra H. Bailey, PLS
Publication	A. Yvonne Fortner, PP, PLS
Scholarship	Kerry Ann Waldrop
Scrapbook	Mary Brant / Mary Kay Oliver
Standing Rules and Bylaws	Camilla G. Pitman, MMC, PLS
Technology	A. Yvonne Fortner, PP, PLS & Katie M. Johnson



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

2016 – 2017 CALENDAR

*SUBJECT TO CHANGE

MAY 2016

- 1 Deadline for NALS Award of Excellence Nomination
- 1 Law Day
- 13 Deadline for LSPSC Chapter Rosters to NALS
- 13 LSPSC Handbook Deadline
- 13 Deadline for LSPSC *Spotlight* (June)
- 18 *Carolina Paralegal News* Deadline (May)
- 21 NALS ALP Examination Date
- 30 NALS Closed for Memorial Day

JUNE 2016

- 1 Deadline for NALS Foundation Grant
- 10-12 LSPSC Officer Retreat in Santee

JULY 2016

- 1 Early Registration Deadline for NALS 65th Education Conference & National Forum in Murfreesboro, TN (October 6-8, 2016)
- 4 NALS Closed for Independence Day
- 11 *Carolina Paralegal News* Deadline (July)

AUGUST 2016

- 1 NALS September ALP/PLS(CLP)/PP Exam Application Deadline
- 12 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 19 LSPSC Summer Board Meeting in Columbia
- 20 LSPSC Summer Membership Meeting in Columbia

SEPTEMBER 2016

- 1 Deadline for NALS Foundation Grant
- 5 NALS Closed for Labor Day
- 12 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 13 Hotel Reservation Deadline for NALS 65th Education Conference & National Forum in Murfreesboro, TN (October 6-8, 2016)
- 24 NALS ALP/PLS(CLP)/PP Examination Date

OCTOBER 2016

- 6-8 NALS 65th Education Conference & National Forum in Murfreesboro, TN
- 10-14 NALS Court Observance Week
- 15 NALS December ALP Exam Application Deadline

NOVEMBER 2016

- 1 Call for Nominations of LSPSC Officers for 2017-2018
- 7 *Carolina Paralegal News* Deadline (Nov)

- 15 Close of Nominations of LSPSC Officers for 2017-2018

- 15 Deadline for LSPSC *Spotlight* (December)

- 24-25 NALS Closed for Thanksgiving

- 25 Acceptance and Qualification Forms for 2017-2018 Officer Nominees sent to local chapters

DECEMBER 2016

- 1 Deadline for NALS Foundation Grant
- 5 Deadline to return of Acceptance and Qualification Nominee Forms to LSPSC for 2017-2018 Officers

- 3 NALS ALP Examination Date

- 19-30 NALS closed for Holidays

JANUARY 2017

- 15 NALS March ALP/PLS(CLP)/PP Exam Application Deadline

- 15 Distribution of Applications for LSPSC Scholarship Award for 2017-2018

- 15 Distribution of Applications for LSPSC Award of Excellence for 2017-2018

- 20 Registration Deadline for LSPSC Winter Membership Meeting in Columbia

- 27 LSPSC Winter Board Meeting in Columbia

- 28 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

FEBRUARY 2017

- 17 Deadline for LSPSC *Spotlight* (March)

- 28 Deadline to submit Applications for Scholarship Award

MARCH 2017

- 1 Deadline for NALS Foundation Grant

- 4 NALS March ALP/PLS(CLP)/PP Examination Date

- 15 Deadline to submit Applications for LSPSC Award of Excellence

APRIL 2017

- 9 Registration Deadline for LSPSC Annual Meeting hosted by Hilton Head LSP Chapter

- 21 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Hilton Head

- 22 LSPSC Annual Education Conference and 2017-2018 Officer Installation in Hilton Head

- 23 LSPSC Spring Membership Meeting in Hilton Head

NALS Code of Ethics

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

Every member shall:

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



**LEGAL STAFF PROFESSIONALS OF
SOUTH CAROLINA**
Attn: Yvonne Fortner, PP, PLS, Editor
Post Office Box 10208, Greenville, SC 29603

TO: