



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



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## Grammar in a Nutshell

**By: The Grammar Nut**

(a/k/a Jamie I. Early, PP, PLS-SC Corporate, SCCP)

The definition of “grammar” is the whole system and structure of a language or of languages in general, usually taken as consisting of syntax and morphology (including inflections) and sometimes also phonology and semantics. In today’s world, it seems to be better described as a set of actual or presumed prescriptive notions about correct use of a language.

The baby boomers were taught grammar every day of their lives in all twelve grades of school. Lessons included not only the parts of speech, spelling, punctuation, and capitalization, but also “funner” things like conjugating verbs and diagramming sentences. With the prevalence of technology and the speed with which communication happens today, we see trends to shorten the time it takes to write something by disregarding many grammar rules. While capitalization and punctuation are two areas that are falling by the wayside, texting is building a whole new dictionary for spelling and vocabulary.

There are several writing style guides, including AP (public journalism), Oxford (academic publication), and MLA (classroom instruction). NALS follows The Gregg Reference Manual for its certification examinations. Some day-to-day writing style differences between Gregg and AP are the use of commas in a series and the use of words or numerals for numbers. Gregg dictates a comma be placed after the last noun that comes before the conjunction in a series of three or more nouns (bacon, eggs, and grits), while AP omits that comma (bacon, eggs and grits). When using words for numbers, Gregg’s rule is to spell out the numbers one through ten, while AP uses numerals beginning with the number 10.

We have all heard of synonyms, antonyms, homonyms, and homophones. The last two can be confusing. Homonyms are words with the same spelling and the same pronunciation but a different meaning (set your watch and watch the game). Homophones are words with the same pronunciation but a different meaning and a different spelling (dear and deer). Then there are homographs, which are words with

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SPOTLIGHT

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the same spelling but a different pronunciation and a different meaning (a cold wind and wind the clock). Beware of some common usage errors with the following words:

1. their (possessive)  
they're (contraction)  
there (place)
2. your (possessive)  
you're (contraction)
3. principal (head of school, adjective for main, or loan money)  
principle (standard, law, or stated truth)
4. accept (to receive)  
except (to exclude)
5. complement (to supplement or complete)  
compliment (to be nice)
6. i.e. (that is – Latin id est)  
e.g. (for example – Latin exempli gratia)
7. assure (to promise)  
insure (to protect from loss)  
ensure (to make certain)
8. further (intangible distance – e.g., took the argument further than necessary)  
farther (physical distance – e.g., drove down the road farther than necessary)
9. who (subjective, like he or she)  
whom (objective, like him or her)
10. affect (verb – to impact)  
effect (noun – the result; verb – to bring about)

11. fewer (quantifiable – number)  
less (not quantifiable – amount)
12. I (subjective)  
me (objective)  
myself (reflexive – e.g., as I myself have done)
13. because (reason why)  
since / as (refer to time)

Our English language also has such “animals” as infinitives, gerunds, participles, and conjunctions. An infinitive is a verb with an introductory “to” that is used as a noun, adjective, or adverb (decided to take another job). Avoid splitting an infinitive with an adverb (impossible to even see a foot ahead), so that it reads stronger and with more clarity (impossible to see even a foot ahead). A famous exception to the split-infinitive rule is “To boldly go where no man has gone before.” This statement would have lacked strength and emphasis if it had read “To go boldly where no man has gone before.” Then there are gerunds, which are verbs with an “ing” ending used as nouns (the singing of angels). Since a gerund is used as a noun, be sure to use an adjective to modify it (the success of your singing, not the success of you singing). Participles are formed from verbs and may be used as adjectives (the coming year). Participles may also take an object and be modified by an adverb to form participial phrases (aggressively seizing the opportunity, we

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### Spotlight

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**2017-2018 Editor:**  
**Yvonne Fortner, PP, SCCP**  
**Post Office Box 10208**  
**Greenville, SC 29603**



## President's Report

by **Sonia L. Hunt**  
**2017-2018 President**

As I sit in my living room, I am reflecting on all of the changes that have occurred recently in my life. You know that my father passed away on March 5th. In May, my husband and I made the decision to move to what my family has been calling "The Plantation", which was also the house I grew up in. After remodeling nearly every room, we moved our furniture over two weekends and are still packing the smaller stuff and cleaning out 17 years worth of stuff.

Moving was not the only change that has occurred in my life. On October 23rd I started a new job as the Corporate Real Estate Property Specialist for South State Bank. My years working in the legal field have prepared me for the job that I am now doing.

I tell you all of this to let you know that no matter where we are in our lives. Sometimes we need change to inspire us. This year we have been encouraging you as members of LSPSC to BELIEVE, BELONG, BECOME. I hope each of you have been working on your cards so That you can be entered in the drawing for the \$!00.00 VISA gift card.

By the time this article is published. The drawing for the three certification exams will have taken place. Happy studying to those who will be the recipients of the exam fees and study materials.

LSPSC has also seen growth in our membership. This is due in part to the hard work of our members who have been working to get our name out into the legal community even more since the acceptance of the PP exam by the South Carolina Bar. We need to keep "tooting" our own horn. Keep up the good work.

Finally, in looking for something to inspire you with, I read about Henry Ford who financially went through several bankruptcies and other setbacks in life before becoming successful. I hope each of you will be inspired by this quote:

*(Continued on page 4)*

Coming together is a beginning;  
keeping together is progress;  
working together is success.

*Henry Ford*

Remember this acronym for SUCCESS as we prepare to work together to better our association.

- See your goal
- Understand the obstacles
- Create a positive mental picture
- Clear your mind of self doubt
- Embrace the challenge
- Stay on track
- Show the world you can do it



## President's Conference Report

Thank you for allowing me to represent LSPSC at the NALS 66th Annual Meeting and Educational Conference in Norfolk, Virginia. Jamie, Sharon and I traveled to Norfolk on Tuesday so we could spend Wednesday exploring Norfolk. We started our day walking along the Cannonball Trail. We already knew where we wanted to eat lunch, so we made sure we would end up close to that area around lunchtime. No road trip is complete without a hotdog and we ate our hotdogs at Uncle Al's Hotdog House. We continued our trek along the Cannonball Trail and took a river cruise to see other sites around Norfolk. Upon our return to the hotel we met up with Tara. We went to the Welcome Reception and then out to dinner.

Thursday started out with keynote speaker Cheryl Wood, international speaker, author and former legal secretary. She reminded us that through networking and relying on each other we are better together. She inspired us with her words of wisdom in that we are winners and winning is in our DNA. After the keynote address we broke off into the various seminars on Civil Litigation, Maritime Law and many others.

On Friday evening we attended the NALS Foundation Dinner with the other "Super Heroes". On Saturday, we attended the Recognition Luncheon where Debra Taylor, PP, PLS was named as the winner of the NALS Award of Excellence and our very own Tara J. Brown, PP, PLS was recognized as the Norfolk Education Task Force Chairman. We ended the evening with a ferry ride to Portsmouth for dinner.

Mark your calendars now because the NALS 67th Annual Meeting and Educational Conference will be in September 2018 in Phoenix, Arizona.





**President-Elect**  
**Kerry Ann**  
**Waldrop**

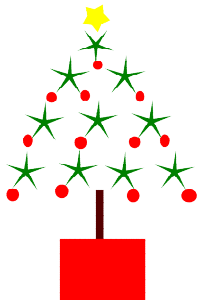
**OFFICER &**  
**COMMITTEE**  
**REPORTS**

Due to a visit from my parents from England, I was unable to travel to Norfolk, Virginia for the national meeting. President Sonia will have a glowing report I am sure. I would like to thank Sonia for attending in my stead.

Thank you to all the chapters for opening your meetings up to the LSPSC Board officers. We all had a wonderful time visiting with you and I hope you all enjoyed President Sonia's presentation and are encouraged to participate in your local and state chapters.

You should all by now have received the nominations form and will actively participate in voting for your 2018-2019 Board of LSPSC. I will also be contacting members for Committee chairs. If you are willing to serve or chair a committee, please let me know by emailing me at kerrywaldrop@butlermeans.com.

I would also like to wish you all a very happy holiday season and look forward to seeing you all on January 27th in Columbia. If you have anything that you would like for me to bring up at the meeting please let me know.



**Functional Director of**  
**Certification/Education**  
**Ann Marie Minerva, PP**

The LSPSC Summer Meeting in Santee was well attended. All enjoyed the fellowship and food cooked by the board!

We had many people enter the Certification test drawing and the three winners, Katherine Helms, Christopher Evans and Shelly

Qvicklund will sit for the March exam. Congratulations!

A warm welcome to two of the winners, who are new members!

Perhaps we will meet you at the LSPSC Winter Meeting on January 27th in Columbia.

REMINDER: IF YOU ARE CURRENTLY HOLD A PP CERTIFICATION YOU ARE ELIGIBLE TO APPLY FOR THE SOUTH CAROLINA BOARD OF PARALEGALS CERTIFICATION.



**Functional Director of Marketing/**  
**Membership**  
**Jan W. Berger, ALP**

We are in the final months of our membership and marketing contest. **Are you ACTING on your 3 B's? BELIEVE, BELONG, BECOME**

We must **BELIEVE** in ourselves enough to seek opportunities to further ourselves professionally and personally.

**Are you:** offering to lead a study group and share your talents; writing an article for **Spotlight**; volunteering to serve on your local or state Board of Directors;

We must **BELONG** to organizations that can jumpstart our professional career and make us leaders in the workplace.

**Are you:** inviting co-workers to attend a meeting with you; volunteering to chair a committee; agreeing to serve on your local or state Board of Directors; including the NALS tag line on your signature block

We must **BECOME** certified in our field so we are always a leader in the industry. We must step up to the plate and fill much needed leadership roles.

**Are you:** registered to take a NALS exam; sitting in a Study Group to sharpen your skills; leading a study group in your chapter; becoming an expert on the qualifications to be a South Carolina Certified Paralegal; committing to run for a local or state Board position

KEEP MOVING FORWARD! Remember we have our contest and I need more entries! Each entry submitted can give you a chance to win a \$100 VISA gift card. See details in *Spotlight* for more information.

See you in January!

**Immediate Past President/Parliamentarian**  
**Meredith Lazarski, ACP, SCCP**

It was great to see everyone in Santee at our Summer Meeting in August. As you know Past

President Camilla and I compiled from the past couple of years several revisions to the LSPSC Standing Rules and those changes were passed at our Summer Meeting. Special thanks to Past President Camilla for all her hard work and organization in putting together the presentation of the proposed changes. The most recent version of the LSPSC 2017-2018 Handbook can be found on the LSPSC website under the “Members Only” section.

I look forward to seeing everyone at the LSPSC Winter Meeting in Columbia on Saturday, January 27th. I hope everyone has a happy, healthy and blessed holiday season!



**COMMUNITY PROJECT**

Spartanburg County LSP selects **Wands for Wildlife** as our Community Project for the 2018 Winter Membership meeting – donation form attached.

Appalachian Wildlife Refuge

Wands for Wildlife<sup>SM</sup>



**RECYCLE & SAVE WILD LIVES!** Old mascara wands are used to remove fly eggs and larva from the fur of wild animals. They work great because the bristles are close together. Send in your wands or host a '**Wands for Wildlife<sup>SM</sup> Wandraiser**' gathering old mascara wands and donations to help the wild ones! As a volunteer run nonprofit, your support goes directly to the mission and animals. **Food, supplies** and funds are needed to open the **Wildlife Urgent Care Facility**. Donations can be made **online** or sent in with the mascara wands.

**Before delivering wands to the meeting, please wash them in soapy water to remove residual mascara.**

<http://www.appalachianwild.org/wands-for-wildlife.html> - for more information and donation transmittal form.

Go through your make-up and pull out those old mascara containers for their wands. Ask your family, friends and co-workers to also donate!! Of course, monetary donations are always welcome.

Please complete the donation form and put it and your donation(s) in a ziplock bag. We will mail your ziplocks as packaged.



## Wands for Wildlife<sup>SM</sup>

Recycle old mascara wands



**Please do not buy new wands. Make a donation or purchase from the Wishlist on the website.**

Mail clean, dry wands with form to P.O. Box 1211, Skyland, NC 28776

# of old mascara wands enclosed: \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ (please print)

How did you hear about Wands for Wildlife? \_\_\_\_\_

**If you are able, please make a tax-deductible donation** to support the mission and work to save wild lives.

**Donate online [www.appalachianwild.org](http://www.appalachianwild.org)**

Or, return form with check payable to Appalachian Wild or credit card payment

\$25    \$50    \$75    \$100    \$250    \$500    \$\_\_\_\_\_ Other

Visa    Master Card    Discover    American Express

Name on Card: \_\_\_\_\_ Phone: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CCV# \_\_\_\_\_

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



### **Thank you for helping the wild ones!**

Appalachian Wildlife Refuge is a 501(c)(3) nonprofit that coordinates the needs of wildlife rehabilitation in Western North Carolina providing care for injured and orphaned wildlife, support for the wildlife rehabilitation network and conservation education to the community.

Federal Tax ID #47-2214085

**[www.AppalachianWild.org](http://www.AppalachianWild.org)**





**Community Projects**  
**Jimi L. Bullard, ALP**

Members, thank you for your generous support of the Summer Membership Meeting Community Project. Your donations are always appreciated by the designated charity. Our charity for the Winter Membership meeting is “Wands for Wildlife” by Appalachian Wildlife Refuge. A Wish List for this project is listed below and checks as always are welcomed.



**Employment**  
**Patti Bacon & Deb Reynolds, PP, PLS**

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

Please let Deb Reynolds or Patti Bacon know of any openings you may have and we will pass them on.

Deb Reynolds, PP, PLS  
[debbie.reynolds@nelsonmullins.com](mailto:debbie.reynolds@nelsonmullins.com)  
Patti Bacon  
[mandpbacon@gmail.com](mailto:mandpbacon@gmail.com)



**Finance**  
**Jamie I. Early, PP, PLS-SC, SCCP, and Sharon K. Wotherspoon, CLP**

**Past, Present, Future – YOU are the Key to Unlocking the Future!** As we continue our journey with President Sonia and her theme this year, our finance auction theme for the Winter Membership Meeting in Columbia on January 27 will be “The Key to Your Heart.” Ideas could center on family, friends, faith, hobbies, career, pets . . . whatever you cherish! Some items might include special picture frames, kids’ fun stuff, favorite sports items,

your handicrafts, jewelry (of any kind, right?), inspirational books, workplace desk items, your homemade baked goodies (of course!), pet toys, and so many more unending treasures! Put on your thinking cap and come up with some different and fun ideas! We look forward to seeing each of you in January with bags full of great items. Start saving now to have plenty of money to buy auction tickets! Thanks for your support, as always; and remember, LSPSC is a key to all of our hearts as we unlock the future together!

In the meantime, enjoy your time with your family and friends – every day! We wish you a most blessed Christmas and glorious New Year!



**Handbook**  
**Camilla G. Pitman, MMC, PLS**

Thanks to everyone who has provided updated contact and membership information during the year. The Handbook is located on the LSPSC website and amendments are downloaded periodically throughout the year. Should you have any changes and updates, please forward them to me at [cpitman@greenvillesc.gov](mailto:cpitman@greenvillesc.gov).



**NALS Foundation**  
**Stacy R. Russo, PP PLS**

Decide on a Project for your Chapter and Complete the Online Grant Application. How easy is that! With NALS Paralegal Certification now being recognized by the South Carolina Supreme Court what a great start on funding ideas for certification and education for our chapters. There is no reason why all of chapters shouldn’t jump on board for this opportunity to have our chapters increase in membership, but giving our members the opportunity to become Certified Paralegals.



**Application Deadlines for Project are as follows:**

December 1, 2017  
March 1, 2018  
June 1, 2018



**Ways to give to the NALS Foundation**

Monetary Contributions can be made at: <http://www.nals.org/donations>. Gift in Kind Contributions can be made at: <http://www.nals.org/?sweepstakesauction>

**AmazonSmile**

AmazonSmile is a simple and automatic way for you to support the NALS Foundation every time you shop, at no cost to you! When you shop at [smile.amazon.com](http://smile.amazon.com), you'll find the exact same low prices, vast selection, and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to your favorite charitable organization. On your first visit to AmazonSmile, select a charitable organization (NALS Foundation) to receive donations from eligible purchases before you begin shopping. Amazon will donate 0.5% of the price of your eligible AmazonSmile purchase to the NALS Foundation. AmazonSmile will remember your selection, and then every eligible purchase you make at [smile.amazon.com](http://smile.amazon.com) will result in a donation. Donations are made by the AmazonSmile Foundation and are not tax deductible by you.



**Nominations and Elections**  
**By Naomi W. Nation, PP, PLS, CLA**

The call for nominations of elected officers of Legal Staff Professionals of South Carolina was made November 1, 2017. The nominations came to a close on November 10, 2017. Copies of the nomination forms were

sent to the membership via email. Nominees will receive an Acceptance/Declination Form via email and should return it to me no later than December 15, 2017. If sending by U.S. mail, it would be wise to get it in the mail by Monday, December 10, 2017.

Currently, there are five positions to fill: President-Elect, Treasurer, Secretary, Functional Director of Marketing and Membership, and Functional Director of Certification and Education. This year several nominations were submitted, which is great! Please keep in mind the qualifications for filling these positions and know that each nominee has to be a member in good standing.

Ballots are scheduled to be emailed to the membership February 2, 2018, and the newly elected officers will be installed at the 2018 Annual Meeting in Santee, South Carolina, hosted by our Orangeburg chapter. We will announce the deadline for returning your ballots at the January Winter Meeting and within the ballot email. We are looking to have a great slate of officers for 2018-2019.

If you have any questions regarding nominations and elections, feel free to give me a call at 843 958-1945, or you may email me at [naomi@scsolicitor9.org](mailto:naomi@scsolicitor9.org). Thank you so much for participating in this process.



**Scrapbook**  
**Myriam Brown, PLS**

The Scrapbook Committee is still diligently working on Sonia's book! Any photos collected should be posted to SNAPFISH. Account: [info@lspsc.org](mailto:info@lspsc.org). Password: Hunt2017! Any items you have you would like to send my way, please send to Myriam Brown at Nelson Mullins Riley & Scarborough, 1320 Main Street, 17th Floor, Columbia, SC 29201, or to [myriam.brown@nelsonmullins.com](mailto:myriam.brown@nelsonmullins.com).

acquired . . .). Do not leave the phrase dangling (stashed away in the attic, the owner of the painting . . .), but attach it to the correct word it is modifying (stashed away in the attic, the painting showed signs of . . .). If these terms aren't confusing enough, we have several kinds of conjunctions. Coordinating conjunctions (and, but, or, nor) connect two independent clauses (each with a subject and a predicate verb) to form a sentence. Subordinating conjunctions (such as although, because, if, unless, when) join a dependent clause to an independent clause. Correlative conjunctions consist of two elements used in pairs (neither/nor, either/or, both/and, not only/but also). The tricky part with conjunctions is properly using the dreaded, but sometimes totally necessary, comma. Avoid ambiguity in the sentence by clearly expressing your intent of the clause as either essential or nonessential.

Let's discuss a few other facets of grammar, like parallel structure. So often we see a series of ideas that are not in parallel form (program was stimulating and a challenge). Remember to use the same part of speech (stimulating and challenging), especially in lists (the following

actions: 1. Dealing 2. Coping 3. Functioning, not 1. Dealing 2. To cope 3. The function). Then we have the arguable preposition at the end of a sentence. Such placement depends on the emphasis needed or the awkwardness created. In formal writing, it is best to place the preposition within the sentence structure (saw in which magazine it appeared, not saw which magazine it appeared in). It is considered acceptable, however, to end short or informal sentences with a preposition (what this is made of, rather than of what this is made). Placement of words is important in many areas of the English language, such as with adjectives (the gold man's watch or the man's gold watch). Placement of punctuation is also important, as in transitional phrases and hyphenated words. Commas and semicolons are used with transitional words, depending on the position in the sentence. Hyphens are needed in some compound words and most definitely in compound adjectives placed before nouns as single modifiers (long-term loan, it's not a long loan or a term loan).

Of course, the rules of grammar are filled with fun tidbits. Always be sure that a sentence is neither a fragment nor a run-on. The subject and verb of a sentence must agree in number and person. A pronoun must agree in number, person, and gender with its antecedent (the noun for which the pronoun stands). The pronoun for a collective noun, such as a firm or team, is it and not they (possessive its, not theirs) when referencing the unit as a whole and not the individual members. Use active voice rather than passive voice (I hit the ball rather than the ball was hit) in most writing for simplicity and strength. The objective form of a pronoun is used after a preposition (give to her and me, not give to she and I). If unsure which is correct, just mentally omit one of the pronouns for clarity (give to her and give to me). When it comes to double negatives, remember that two wrongs don't



make a right but two negatives do make a positive. Only Shakespeare got by with using double negatives; for the rest of us, it's a "no-no."

The English language must surely be the most exceptional language in the world! However, improper grammar can kill your writing credibility, make you look silly or stupid, or even cost you millions of dollars. Just check out U.S. Court of Appeals Opinion No. 16-1901 in the 2017 case of O'Connor vs. Oakhurst Dairy. For want of a comma, the case was lost . . . by the dairy company to the tune of \$10 million owed to its drivers. When in doubt, tear it up, rewrite it, and turn to Gregg!

My personal pet peeve is someone using it's for its. On my way home every day, I used to pass a billboard that advertised "lake living at

it's finest." I would shout out loud in my car, "Lake living at IT IS finest – really, people?" After about a year of having to look at this obscenity, I road by one day to see it had been changed to "lake living at it s finest"; so, it still had incorrect punctuation! It's laughable that a company actually had its employee "white out" the apostrophe and then leave the space.

The subject of grammar can go on ad nauseam over such aspects as capitalization, numbers, abbreviations, plurals, possessives, punctuation, and spelling. As you can see, there isn't a nutshell large enough for all the rules of grammar, or at least not for this nut. So, C U L8R and happy grammaring! Hmm . . . is that a participle or a gerund?



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

**NOTICE is hereby given that the 2017-2018 Winter Membership Meeting  
will be held on Saturday, January 27, 2018 at 1:30 p.m.**

**At:**

**Nelson Mullins Riley & Scarborough  
1320 Main Street, 17<sup>th</sup> Floor  
Columbia, SC  
(*Dress is business attire*)**

**Exact meeting information is available on the meeting registration form**

**Legal Staff Professionals of South Carolina**

*/s/ Lauritza S. Hill*

**Lauritza S. Hill  
Secretary**

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

**NOTICE is hereby given that the following proposed amendments to  
Section 2.8 and Section 3.3  
of the 2017-2018 LSPSC Standing Rules  
will be voted on at the Saturday, January 27, 2018 Winter Meeting.**

**The proposed additions are in red.  
The proposed deletions are highlighted in yellow.**

**In the event you have any questions, please contact  
Immediate Past President Meredith Lazarski, ACP SCCP  
(mlazarski@haleandhalelaw.com)**

**Legal Staff Professionals of South Carolina**

*/s/ Lauritza Hill*

**Lauritza Hill  
Secretary**



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- B. **Annual Meeting and Educational Conference:**
  - 1. The voting power is the total number of voting members in good standing on the date of the meeting as set out in Article V, Sections 4, LSPSC Bylaws.
  - 2. The president's vote is reserved to break a tie.
- C. **Member Participation.** Any member may participate in a meeting by offering a motion or resolution, making a nomination, or entering into discussion as set out in Section 2.7(A) or (B), LSPSC Standing Rules.

2.8 **MEETINGS**

A. **Membership Meetings:**

- 1. See Article V, Sections 1 and 2, LSPSC Bylaws.
  - a. Meetings shall be held three (3) times each year as follows:
    - i. **Spring Membership Meeting:** Immediately following Annual Meeting and Educational Conference at site of Annual Meeting and Educational Conference ("**spring membership meeting**");
      - (a) The Board of Directors shall set the registration fee for the spring membership meeting at a reasonable amount to be approved by the president, such amount shall be no more than \$15.
      - (b) All profits derived from the spring membership meeting shall be divided one-half (½) to the hosting chapter of the annual meeting and one-half (½) to this Association.
    - ii. **Summer Membership Meeting:** A Saturday in July or August ("**summer membership meeting**"). This meeting will be held each year at a time and place approved by the Board of Directors.
      - (a) The Board of Directors shall set the registration fee for the summer membership meeting at a reasonable amount to be approved by the president, such amount shall be no more than \$15.
      - (b) All profits derived from the summer membership meeting shall go to this Association.
    - iii. **Winter Membership Meeting:** A Saturday in January ("**winter membership meeting**"). This meeting will be held each year at a time and place approved by the Board of Directors.
      - (a) The Board of Directors shall set the registration fee for the winter membership meeting at a reasonable amount to be approved by the president, such amount shall be no more than \$15.
      - (b) All profits derived from the winter membership meeting shall go to this Association.
- 2. All registration forms for activities and official programs shall be approved by the president prior to publication or distribution.

- F. This Association shall send the president-elect to the NALS annual education conference and national forum. This Association shall fund the president-elect's early-bird registration; transportation expenses (not to exceed normal airfare) and ground transportation expenses; and lodging expenses to cover the cost of a single room, or if room is shared, not to exceed one-half of the room rate.
- G. Remind each local chapter to forward rosters of names and addresses of their newly elected officers to the NALS resource center immediately after election.
- H. Encourage each local chapter to become familiar with candidates running for NALS resource center.
- I. Assist chapters and members in understanding their relationship in the tri-level association; encourage active participation in NALS and its programs such as seminars, court observance week, award of excellence, certification courses and exams, and the legal training course.

3.3 **FUNCTIONAL DIRECTOR OF MEMBERSHIP**

- A. Act as membership chair: See Section 4.13, LSPSC Standing Rules.
- B. This Association shall fund the Functional Director of Membership's registration and material expenses in his/her capacity as State Membership Chairman with regard to any available NALS Leadership Course and Education Series and/or Professional Development online program.
- C. Chair committee for the organization of additional chapters in the state.
- D. Act as liaison with members-at-large and encourage their participation.
  - 1. Prepare mailings three times a year to members-at-large.
  - 2. Encourage participation by members-at-large.
- E. Perform other duties as may be assigned by the president or board of directors.

3.4 **FUNCTIONAL DIRECTOR OF EDUCATION**

- A. Serve as continuing education committee chair. See Section 4.6, LSPSC Standing Rules.
- B. Perform other duties as may be assigned by the president or board of directors.

3.5 **FUNCTIONAL DIRECTOR OF PUBLIC AWARENESS/MARKETING**

- A. Edit, approve and handle all manual and digital media publications and such other publicity releases in connection with this Association and work with all committees to send out appropriate publicity, including coverage in manual and digital publications, including but not limited to newspaper and bar association publications, as well as radio and television coverage of state activities such as the annual meeting and educational conference, membership meetings, CLE seminars, and workshops.
- B. Contact the public awareness/marketing chair and/or each local chapter president to request that copies of all publicity for their local chapter be submitted to this Association.
- C. Coordinate releases with the continuing education committee, local publicity Chair, and each local chapter president hosting the membership meetings, the annual meeting and educational conference, and educational seminars. Chapters are encouraged to handle publicity for better coverage by local newspapers.





Hilton Head Legal Staff Professionals wishes  
you and your families a very

**MERRY  
CHRISTMAS**

and a

**HAPPY  
NEW YEAR**

**Legal Staff Professionals of South Carolina**  
**2018 WINTER MEMBERSHIP MEETING & CLE REGISTRATION FORM**

**Saturday, January 27, 2018**  
Nelson Mullins Riley & Scarborough, LLP  
Meridian 1320 Main Street, 17<sup>th</sup> Floor, Columbia, SC 29201

**Deadline for Registration: Wednesday, January 17, 2018 (Add \$10.00 after this date)**  
**NO REFUNDS AFTER JANUARY 19, 2018**

**MEMBERSHIP MEETING (\*FULL REGISTRATION DOES NOT INCLUDE CLE)**

**SATURDAY SCHEDULE**

9:30 a.m. – 9:45 a.m.	Registration	_____ <b>\$45 Meeting Registration &amp; Lunch*</b>
9:45 a.m. – 11:15 a.m.	Seminar	_____ <b>\$15 Membership Meeting Only</b>
11:15 a.m. – 11:30 a.m.	Break	
11:30 a.m. – 12:30 p.m.	Seminar	
12:30 p.m. to 1:30 p.m.	Lunch	
1:30 p.m. to 3:30 p.m.	Membership Meeting and Theme Auction	

**CONTINUING LEGAL EDUCATION**

**9:45 a.m. – 11:15 a.m. TOPIC: FMLA—What Is It And Who Gets It**

**Speaker: Jason Bradley, Esquire**

Jason Bradley is an attorney with Blue Cross Blue Shield. Mr. Bradley will be presenting an overview of FMLA with answers to who gets it and what it is.

**11:30 a.m. – 12:30 p.m. TOPIC: Substance Abuse and Mental Health Treatment**

**Speaker: TBD**

LDRAC will be presenting a seminar on substance abuse and mental health treatment.

*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 void in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.*

	<b><u>MEMBER</u></b>	<b><u>NON-MEMBER</u></b>
<b>I will be attending the following seminars:</b>		
_____ FMLA	___ \$20 for one CLE	___ \$25 for one CLE
_____ Substance Abuse and Mental Health Treatment	___ \$30 for both CLEs	___ \$40 for both CLEs

\_\_\_\_\_ **\$10 Meeting Late Fee**

TOTAL AMOUNT: \$ \_\_\_\_\_

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

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

CHAPTER: \_\_\_\_\_

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

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

Tara J. Brown, PP, PLS, Greene Law Firm, PA, 11 McGee Street, Greenville, SC 29601  
(864) 271-7940 – [tara@davidgreeneattorney.com](mailto:tara@davidgreeneattorney.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.*



# Recipes!

## Crock Pot Macaroni and Cheese

By Sonia Hunt

- 1 – 8 oz box macaroni cooked & drained
- 1 large can of evaporated milk
- 1 ½ cups whole milk
- ½ teaspoon salt
- Black pepper to taste
- 2 cups sharp cheddar cheese shredded
- 1 cup medium cheddar cheese shredded
- ¼ cup melted margarine
- 2 eggs

Mix all ingredients together. Put in crock pot which has been lightly greased. Cook on low for 3 – 4 hours.



## Taco Soup

By Sonia Hunt

- 2 pounds lean ground beef
- 1 medium yellow onion chopped
- 2 – 15 oz cans stewed tomatoes – regular
- 1 – 10 ounce can of Rotel tomatoes
- 1 – 14 ounce can of pinto beans
- 1 – 14 ounce can black beans
- 1 – 14 ounce can whole kernel corn
- 2 cups chicken or vegetable broth
- 1 cup water

Brown ground beef, drain and place in a large soup pot with salt, pepper and chopped onion. Add all other ingredients and cook for 1 hour. You can top with grated cheese and crumbled tortilla chips if you like.



## Wassail

By Yvonne Fortner

- 2 quarts apple cider
- 2 cups orange juice
- 1 (46 fluid oz) can pineapple juice
- 2 (3 inch) cinnamon sticks
- 1 TBSP whole cloves
- 1/2 cup honey

In a large stock pot over medium heat, combine the apple cider, orange juice, pineapple juice, cinnamon sticks, cloves and honey. Bring to a boil, then simmer over low heat, or transfer to a slow cooker to keep warm while serving. Strain out cinnamon sticks and cloves before serving if desired. Cheers!





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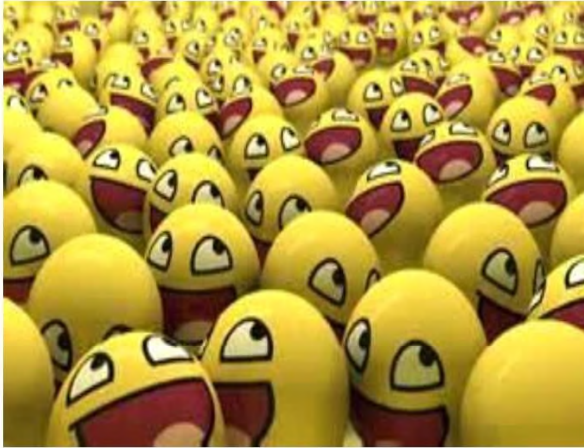
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# Chapter Reports



**Legal Staff  
Professionals  
of Greenville**  
Michelle Dender

The Greenville Chapter will be having the December luncheon and inviting our new Charity SWITCH to join us. SWITCH has led the effort to fight human trafficking and sexual exploitation in the Upstate of South Carolina. They have served over 700 women in the industry and assisted 60 individuals on the road to restoration. We are excited about working with them.

In addition, the chapter has a coupon book fundraiser and Mascot Nuts fundraiser going on right now for Christmas. We have planned a night out with the membership to Café and Then Some for a show and to get together before the holidays.

We have enjoyed offering the Live Webcasts of the Monthly Speakers and hope that other chapters are taking advantage of the webcasts.

We look forward to a great start to 2018 and wish everyone a Merry Christmas and Happy New Year.



**Legal Staff Professionals  
of the Midlands**  
Jamie I. Early, PP, PLS-  
SC Corporate, SCCP

It was great to see so many of you at the LSPSC Summer Membership Meeting in Santee in August. What a wonderful time we had at the Friday night social at Clark's Inn! Thank you, LSPSC Board!

LSPM has been going strong since the last *Spotlight* report! In addition to our regular membership and executive committee meetings, we have had numerous planning sessions in preparation for the membership/certification events we have been presenting to paralegal schools – three events so far and another in the works for next month!

At our June membership meeting, we enjoyed the second part of a NALS webinar entitled "Litigation and Use of Social Media" for our legal education. In July, we had a NALS certification exam session – and test – on the substantive law area of Bankruptcy. We learned just how much we didn't know about the subject, so it was definitely educational!

August brought about our annual LSPSC state officers' visitation, with President Sonia Hunt and Immediate Past President Meredith Lazarski joining us for the evening meeting at Grecian Gardens. After a delicious meal, they expounded on President Sonia's theme of *Past, Present, and Future – You Are the Key to Unlocking the Future* by having us write down our "I Can't" issues and then tearing them up to store in a "Rest in Peace" jar. It was thought-provoking and very meaningful!

In September, we were pleased to have with us Gray Wallington, the Nexsen Pruet Director of eDiscovery and ESI Services. He gave us an informative seminar entitled "Overview of eDiscovery," which included some interesting facts for our day-to-day use of electronics. In October, two of our LSPM officers attended the NALS 66<sup>th</sup> Annual Education and Networking Conference. It was a great conference, and Norfolk is a wonderful city full of history and ships – and great hot dogs! Of course, the "road trip" was memorable as always!

In observance of NALS Court Observance Week, our October meeting included the theme of *The Fourteenth Amendment*. Jack B. Swerling, a well-known criminal defense attorney in Columbia, discussed in detail the various aspects of this Constitutional amendment, including the most cited clauses and cases. At this evening meeting, we also recognized and pinned one of our newest members, Mary Jo Hoffman, of Nexsen Pruet. Welcome, Mary Jo!

Our seminar speaker for LSPM's November meeting was Debbie Durban, of Nelson Mullins, who shared with us some insight into labor and employment law. At this luncheon meeting, we recognized and pinned new members Cristy Bradley, Christopher Evans, Shelly Qvicklund, and Eliza Mecaj. Welcome, each and every one!

We are excited about our paralegal school presentations! On August 15, we visited South University and spoke with the evening paralegal students and South's program director, Dr. April Vance. We went to Midlands Technical College on August 29 to present to the day paralegal students and Midlands' program director, Bill McSorley. On September 25, we returned to Midlands to speak with



the evening paralegal students. Plans are being made for a January presentation to the day paralegal students at South. We had up to 30 students at each of these events and were graciously welcomed by Dr. Vance and Mr. McSorley. In order to assist with expenses, LSPM waived its local chapter dues for the students, and one of the schools offered to pay the state membership dues for the students attending our event. We touted our association's history and ethics, together with our benefits, education, and membership. We also promoted our NALS national certifications and provided information on the South Carolina Certified Paralegal certification.

Last, but certainly not least, is our most thrilling news! Since May of this year, LSPM has gained not one, not two.....but EIGHT – yes, EIGHT – new members!! And we have others who are interested! I want to thank my fellow LSPM members for their unending support, hard work, and dedicated time in this totally unselfish teamwork!

But wait – stop the presses! We just received some earth-shattering news immediately prior to my submission of this article.....LSPM has a FACEBOOK page!! Thanks, Katherine, you are going to bring us up to speed yet! So everyone be sure to visit us at [Legal Staff Professionals of the Midlands!](#)

And I call all of this..... **The Key to Unlocking the Future!!**

We look forward to seeing you all in Columbia for LSPSC's Winter Membership Meeting at Nelson Mullins Riley & Scarborough on Saturday, January 27. May you and yours have a blessed Christmas like never before and a New Year with nothing but peace and joy!



**Legal Staff Professionals of Orangeburg**  
Mary Kay Oliver

**HAPPY HOLIDAYS TO EVERYONE FROM ORANGEBURG LSP.**

Hope everyone had a wonderful Thanksgiving and know all of you are looking forward to Christmas.

Our group is discussing a Christmas project for this year. In the past we have done stockings for the Salvation Army and many other worthwhile projects. We are busy planning the upcoming 2018 Annual

Meeting to be held in Santee, South Carolina. We are looking forward to being the host and making this Annual Meeting one to remember. Our group is really excited to welcome our new member Jasmine Johnson and can't wait to get her involved in helping us plan the annual meeting. Looking forward to seeing everyone at the Winter Membership Meeting in January.



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

Thanks so much to our Columbia members for once again taking on the responsibility of planning/organizing our Winter Membership Meeting.

Since the Summer Membership Meeting, we've had the following speakers/topics at our monthly meetings:

- ◇ **September** - Attorney **Krystal Watson**, Managing Attorney of the Spartanburg and Rock Hill offices for South Carolina Legal Services / services provided by South Carolina Legal Services with respect to employment law issues (from the standpoint of the employee). Her staff members, Joy Campbell and Marlene Templeton also attended.
- ◇ **October** – Attorney **Wade Ballard**, partner with the Ford Harrison Law Firm / Employment Law 2017, which covered a number of topics related to employment law (from the standpoint of the employer). His legal his assistant, Theresa Douglass (former member of our chapter) also attended.
- ◇ **November** – our members discussed using our budgeted scholarship funds to aid students in the paralegal course at Spartanburg Community College sit for the NALS ALP exam
- ◇ **December** - our annual holiday Chinese Auction

The speaker for our January meeting will be Attorney **Virginia Wood** from Butler Means Evins & Browne, P.A., who will be speaking about estate planning.

Our chapter again participated in the November Belk Charity Days and did very well. We will use the money we made from this sale for our annual Christmas Community Service Projects.

We look forward to seeing everyone at our Annual Membership Meeting at Santee!!



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE  
2017-2018 SUMMER MEMBERSHIP MEETING  
SATURDAY, AUGUST 19, 2017  
SANTEE, SC**

The Summer Membership Meeting of Legal Staff Professionals of South Carolina for the year 2017-2018 was held on Saturday, August 19, 2017, at the Clark Restaurant and Inn, Santee, South Carolina.

**CALL TO ORDER:** President Sonia L. Hunt called the meeting to order 1:30 p.m. She reminded everyone to check in with the Acting Credentials Chairperson, Patti Bacon, who is filling in for Katie Johnson. She asked members to turn off all cell phones and electronic devices. She asked that each chairperson giving a report stand in front of the lectern because of limited space behind it. She also requested members attending their first meeting to stand and give their name, chapter, and any certification they hold. President Sonia introduced herself to the membership as the 2017-2018 LSPSC President.

**THOUGHT FOR THE DAY:** Carlene B. Kilgore, PLS of Hilton Head Legal Staff Professionals gave the thought for the day. She read an inspiring excerpt from the book entitled, *Apples of Gold*.

**PLEDGE OF ALLEGIANCE AND CODE OF ETHICS:** President Sonia asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Jan W. Berger, ALP, Functional Director of Membership/Marketing lead the Pledge of Allegiance and Ann Marie Minerva, PP, Functional Director of Education/Certification presented the NALS Code of Ethics.

**WELCOME:** President Sonia welcomed everyone to the membership meeting. Cami Jo Gort was the first time membership attendee, and Elaine Sumerel, PLS was the member-at-large attendee. Sonia also acknowledged all past presidents in attendance. There were 15 past presidents in attendance.

**INTRODUCTION OF LSPSC OFFICERS FOR 2017-2018:** President Sonia introduced the officers of LSPSC for 2017-2018 as follows:

President .....	Sonia L. Hunt (Orangeburg)
President-elect .....	Kerry A. Waldrop (Spartanburg)
Secretary .....	Lauritza S. Hill (Orangeburg)
Treasurer .....	Tara J. Brown, Certified PP, PLS (Greenville)
Functional Director – Education/Certification .....	Ann Marie Minerva, PP (Greenville)
Functional Director – Membership/Marketing .....	Jan W. Berger, ALP (Midlands)
Immediate Past President .....	Meredith Lazarski, ACP (Hilton Head)

**PRESIDENT’S REMARKS:** President Sonia reminded the members of her theme for 2017-2018 year: “Past, Present Future, You are the key to Unlocking the Future.” A drawing was made for the president’s gift and Debra Bailey, PLS was the recipient. President Sonia reminded everyone to read the Spotlight in order to know how to get your name in the drawing for the next time. She encouraged everyone to read the Spotlight.

**BUSINESS MEETING:** President Sonia reminded members that any member of LSPSC may offer motions, second motions, and enter into discussions. All motions should be reduced to writing and Meredith Lazarski, ACP, Immediate Past President/Parliamentarian, has the forms for that purpose.

**ROLL CALL:** Patti Bacon, Acting Credentials Chairman provided us with the roll call attendance. Patti reported 25 members present and 13 represented a quorum, which is one member over one-half. Two-thirds of the members present were 17.

**CONSENT AGENDA:** President Sonia stated that all members were provided with the consent agenda packet of items for review. The board approved the following items at its meeting on Friday, August 18, 2017:

Minutes of Annual Membership Meeting (2016-2017)

Minutes of Spring Membership Meeting (2017-2018)

Treasurer's Supplemental Period Report (2016-2017)

Treasurer's First Period Report (2017-2018)

President Sonia stated that the minutes were published in the June 2017 edition of the *Spotlight* and have also been posted to the Members Only Section of the LSPSC website. President Sonia noted that the Minutes of the Winter Membership Meeting January 2017 have been corrected and are on the website. President Sonia asked if there were any comments or questions regarding the items approved by the Board. There was a question asked by Chrisanne Porter, PLS and answered by President Sonia. The above items were approved by consent. President Sonia noted to the members that the Board Meeting minutes will continue to be made available to the Board and members through the Members Only website page. President Sonia gave the code for the LSPSC website. The first incentive drawing was then held and Ann Marie Minerva was the winner of \$25.00.

#### **REPORTS FROM ELECTED OFFICERS**

**President Sonia L. Hunt.** Sonia reminded members if they were not receiving *the @Law, NALS Docket, NALS Daily Digest, or Spotlight* (if they have requested a hard copy by mail), make sure they have updated their address. She stated that members should also visit [www.NALS.org](http://www.NALS.org) and update their membership profile, address and CLE hours in the correct section of the website. President Sonia reminded members that the *Spotlight* deadline for the December issue is November 15, 2017 and the NALS Annual Conference is in Norfolk, VA in October, 2017. She thanked the members for allowing her to attend. She stated that she hoped that those who attended the Friday night social sponsored by the Board enjoyed themselves and that she hoped the Board would be able to give back to the members of LSPSC again in the future.

**President-Elect Kerry A. Waldrop.** Kerry stated that her report was printed in the *Spotlight*. She reminded members that the Chapter Roster updates should have been updated on the NALS website and provided to the LSPSC Handbook Chairperson. She stated that all State Officer chapter visitations were completed except for the Low Country chapter which will meet right after the membership meeting in Santee. Kerry stated that she is there to assist and serve as a liaison with local chapters. She hoped that members will consider service on the 2018-2019 LSPSC Board and Committees when the call goes out on November 1, 2017.

**Secretary Lauritza S. Hill.** Lauritza reminded members that if they have not done so, to send signed, original reports to her for the permanent records and with the minutes being approved by consent, she will have them signed and scanned into our permanent records. She reminded members that Board minutes are posted on the Members Only page of the website and committee reports for the Winter Membership Meeting will be due by Thursday, January 25, 2018 at 12 noon.

**Treasurer Tara J. Brown, Certified PP, PLS.** Tara gave an update on the CD/Savings Account/Bank Account and the PayPal/Debit Card. She also explained the Supplemental Report. Tara stated that the IRS form 990 for LSPSC and two local chapters had been completed and confirmed by NALS. The deadline is September 15<sup>th</sup> and she urged the chapters not to miss the deadline. There was also a discussion on a scholarship check and a charity check being returned because of the address and will be checked into. Tara stated that the Annual Meeting Checking Account will be passed on to the Legal Staff Professionals of Orangeburg chapter. Tara also discussed the fundraising opportunity concerning the National Conference Pins and that SC is the host. She also mentioned that the Friday Night Social was not that expensive and there was a discussion of it being a budgeted item.

**Immediate Past President/Parliamentarian Meredith Lazarski, ACP.** Meredith discussed the proposed changes to the LSPSC Standing Rules. Camilla Pitman made a motion to accept the Standing Rules changes and the motion was seconded by Deborah Brown. Motion carried. Meredith discussed some additional changes to the Standing Rules that the board looked at on Friday. Meredith then gave an update on social media and trying to link to the website and that the live stream was well received last year.

Sonia noted that the Functional Directors reports will be given with the Committee Reports. The second incentive drawing was held and Stacy Russo was the winner of \$75.00.

#### **COMMITTEE REPORTS.**

President Sonia asked that the 2017-2018 Committee chairs please stand and give their reports when called upon. The reports were as follows:

**Annual Meeting 2018 - Mary Kay Oliver/Mary F. Brant.** Mary Kay stated that they will be coming back to Clark's Inn in Santee the last weekend in April 2018, and there will be more information at the next meeting.

**Certification - Ann Marie Minerva, Certified PP.** Ann Marie recognized all members who received new ALP/PLS/PP/Special Certifications and/or re-certifications. She also recognized new South Carolina Certified Paralegal recipients and stated she will continue to follow up. Jamie Early, Meredith Lazarski, Tara Jean Brown, Naomi Nation and herself were the new recipients. She asked members to notify her of their certifications and expiration dates, and give their name and chapter. She reminded members of the upcoming application deadline and exam dates (September 2017 and March 2018). The current exam sites on the NALS website are: Charleston, Chesnee, Columbia, Greenville, Prosperity, Spartanburg and Taylors. She noted that two members will be sitting for the PP exam and one member for the PLS exam on September 30, 2017. She also encouraged members to submit their names for the free registration for a NALS certification exam in March 2018 and study materials. Sharon Wotherspoon asked a question concerning the certification exam and it was noted that members can put their names in for re-takes for the November 14, 2017 drawing.

**Community Project – Jimi Bullard, ALP.** Jimi's report was in the Spotlight.

**Continuing Legal Education- Ann Marie Minerva, Certified PP.** Ann Marie stated that she has two speakers lined up for the January 2018 membership meeting. The topics are on FMLA and Substance abuse. She reminded members that webinars continue to be offered online with NALS and members should take advantage of the CLEs. She also reminded members that Court Observance Week is October 9 – 13, 2017 and that chapters should think of projects to do for the occasion. She reminded members about the CLE award and that members need 60 hours of CLEs over a three-year period to be eligible for the award. She also stated that the SC approval of LSPSC seminars was \$200 per year. The Board is investigating whether we will be required to pay the fee.



**Credentials – Patti Bacon.** Patti gave the credentials in the absence of Katie M. Johnson.

**Employment - Deborah J. Reynolds, Certified PP, PLS/Patti Bacon.** Deborah stated that her report was in the officer and committee chair packet.

**Finance - Jamie I. Early, Certified PP, PLS, SC Corporate/Sharon K. Wotherspoon, PLS.** Jamie and Sharon reported \$583.00 collected.

**Financial Review - Roxanne R. Reynolds, PLS/Deborah L. Brown, PLS.** Deborah stated that the report was in the packet and she urged all members to please review it carefully. There were suggestions made.

**Handbook - Camilla G. Pitman, MMC, PLS.** Camilla asked the members to contact her with any new information and she will add when received.

**Marketing & Membership - Jan W. Berger, ALP.** Jan gave an update on the membership and discussed what some of the chapters are doing such as Orangeburg and Spartanburg each have a new member. The Low Country visitation will be here in Santee and that Hilton Head is going to have a new membership drive soon. She also mentioned that Fran Powell has re-submitted her application and the good news about the paralegal certification with Naomi, Jamie and Katherine being in the news. Jan asked that members send her any new recognitions. She reminded members to keep their information updated on the NALS website and with their local chapters. She also discussed continuing to collect new member questionnaire information and submitting one member of each local chapter for the Spotlight. She reminded members to send articles/pictures to *Carolina Paralegal News* and that the deadline for submitting items was September 12, 2017. She discussed posting on the LSPSC facebook page and coordinating with Yvonne Fortner items for the LSPSC website. She also discussed that four items are required for monogramming and that there are still some monogram shirts available. Jan reminded members about the Belk Charity Sale coming soon and that it is a good chapter fundraiser. She also reminded members about the *Spotlight* advertisements and encouraged chapters to solicit ads which run three times a year with the ads being \$40 for a quarter page, \$75 for a one-half page, \$125 for a full page, and \$25 for a business card. Jan discussed the LSPSC website and stated that it needs to be updated. She also mentioned a correction about the amount being paid for the website. The correct amount paid annually was \$147.20.

**NALS Foundation - Stacy Russo, PP, PLS/Michelle Dender.** Stacy mentioned that her report was sent in, but was inadvertently omitted from the officers' report. She stated that membership should visit Amazon Smiles as often as possible and that with anything you order a ½ percent goes to the NALS Foundation.

The third incentive drawing was held and the winner was Tara Brown who received \$50.00.

**Nominations and Elections - Naomi W. Nation, Certified PP, PLS, CLA.** Naomi stated that she would be sending out the nomination paperwork in September to make your nominations and that they wanted acceptances only.

**Publication - A. Yvonne Fortner, Certified PP, PLS.** In the absence of Yvonne it was stated that the deadline for the next issue of the Spotlight was November 15, 2017.

**Standing Rules and Bylaws - Meredith Lazarski, ACP.** Meredith stated that she had nothing further, it was discussed earlier.

**Technology - A. Yvonne Fortner, Certified PP, PLS /Cathi Tankersley.** It was noted that we would look into updating the LSPSC website and discuss with Yvonne.

#### **UPCOMING MEETINGS**

President Sonia announced future meetings as follows:

**NALS 66<sup>th</sup> Annual Education Conference and National Forum**

October 4-7, 2017 – Norfolk, VA

**LSPSC Winter Membership Meeting – January 27, 2018**

Nelson Mullins Riley & Scarborough, 1320 Main Street, 17<sup>th</sup> Floor, Columbia, SC

**LSPSC Annual Education Conference – April 27-29, 2018**

Clark’s Inn & Restaurant, Santee, South Carolina

**Hosting Chapters for Annual Meetings**

2018	Legal Staff Professionals of Orangeburg
2019	Spartanburg County Legal Staff Professionals
2020	Legal Staff Professionals of the Low Country
2021	Legal Staff Professionals of the Midlands
2022	Legal Staff Professionals of Greenville
2023	Hilton Head Legal Staff Professionals

#### **New Business**

President Sonia stated that the Premium Prize for our Summer Membership Meeting was provided by Legal Staff Professionals of Orangeburg. The Premium Prize for the 2018 Winter Membership Meeting will be provided by Spartanburg County Legal Staff Professionals and they also get to choose the community charity.

#### **Adjournment**

President Sonia stated that if there was no objection or further business, the 2017-2018 Summer Membership Meeting of Legal Staff Professionals of South Carolina was adjourned and that she looked forward to seeing everyone in Columbia in January for our Winter Membership Meeting. She also stated that we should remember, THE THREE MOST IMPORTANT WORDS YOU CAN SAY TO YOURSELF ARE, “YES I CAN.”

Respectively submitted,

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**Lauritza S. Hill**  
**2017-2018 Secretary**  
**Legal Staff Professionals of South Carolina**

**Approved**

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**Sonia L. Hunt**  
**2017-2018 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](http://hostedftp.com) and take a Speed Test! Try it free for 21 Days. No credit card required, upgrade anytime.
- **UPS:** UPS was founded in 1907 as a messenger company in the United States. UPS has grown into a multi-billion-dollar corporation by clearly focusing on the goal of enabling commerce around the globe. Today, UPS serves more than 200 countries and territories, reaching 90% of the world's population. Whether you need a shipment to arrive the same day, the next day, or in a few days, UPS will get your package there on time – guaranteed. UPS is the newest partner with NALS and now offers NALS members a discount of up to 26%.



# LSPSC OFFICERS 2017-2018

President .....Sonia L. Hunt (Orangeburg)  
 President-elect.....Kerry Ann Waldrop (Spartanburg)  
 Secretary .....Lauritza S. Hill (Orangeburg)  
 Treasurer .....Tara J. Brown, PP, PLS (Greenville)  
 Functional Director – Certification/  
 Education .....Ann Marie Minerva, PP (Greenville)  
 Functional Director – Marketing/  
 Membership.....Jan W. Berger, ALP (Midlands)  
 Immediate Past President.....Meredith Lazarski, ACP (Hilton Head)

# LSPSC COMMITTEE CHAIRS 2017-2018

Annual Meeting	-	Mary Brant and Mary Kay Oliver
Award of Excellence	-	Susan L. Olmstead, PLS and Carlene Kilgore, PLS
Bar Liaison	-	Kerry Ann Waldrop
Community Projects	-	Jimi L. Bullard, ALP
Credentials	-	Katie M. Johnson
Employment	-	Deborah J. Reynolds, PP, PLS and Patti E. Bacon
Finance	-	Jamie I. Early, PP, PLS, SC-Corporate and Sharon K. Wotherspoon, PLS
Financial Review	-	Roxanne R. Reynolds, PLS and Deborah L. Brown, PLS
Handbook	-	Camilla G. Pitman, MMC, PLS
Historian/Standing Rules and ByLaws	-	Meredith Lazarski, ACP
NALS Foundation	-	Stacy Russo, PP, PLS and Michelle Dender
Nominations and Elections	-	Naomi W. Nation, PP, PLS, CLA
Publication	-	A. Yvonne Fortner, PP, SCCP
Scholarship	-	Debra H. Bailey, PLS and Katherine R. Helms
Scrapbook	-	Myriam Brown, PLS, AIS and Lois J. Belle, PLS
Technology	-	A. Yvonne Fortner, PP, SCCP, and Cathi Tankersley

*Merry Christmas*



## Legal Staff Professionals of South Carolina 2017-2018 Calendar

\*subject to change

<p><b>May 2017</b></p> <ul style="list-style-type: none"> <li>1 Deadline – NALS Award of Excellence</li> <li>1 Law Day</li> <li>12 Deadline – LSPSC Chapter Rosters to NALS</li> <li>12 Deadline – LSPSC Handbook</li> <li>12 Deadline – LSPSC <i>Spotlight</i> (June)</li> <li>17 Deadline – <i>Carolina Paralegal News</i> (May)</li> <li>20 NALS Examination Date - ALP</li> <li>29 NALS closed for Memorial Day</li> </ul>	<p><b>November 2017</b></p> <ul style="list-style-type: none"> <li>1 Call for Nominations – 2018-2019 LSPSC Officers</li> <li>6 Deadline – <i>Carolina Paralegal News</i> (November)</li> <li>15 Close of Nominations – 2018-2019 LSPSC Officers</li> <li>15 Deadline – LSPSC <i>Spotlight</i> (December)</li> <li>23-24 NALS closed for Thanksgiving</li> <li>24 Acceptance and Qualification Forms for 2018-2019 LSPSC Officer Nominees distributed to local chapters</li> </ul>
<p><b>June 2017</b></p> <ul style="list-style-type: none"> <li>1 Deadline – NALS Foundation Grant</li> <li>9-11 LSPSC Officers Retreat in Santee</li> </ul>	<p><b>December 2017</b></p> <ul style="list-style-type: none"> <li>1 Deadline – NALS Foundation Grant</li> <li>2 NALS Examination Date – ALP</li> <li>4 Deadline to return Acceptance and Qualification Forms for 2018-2019 LSPSC Officer Nominees</li> <li>18-29 NALS closed for holidays</li> </ul>
<p><b>July 2017</b></p> <ul style="list-style-type: none"> <li>1 Deadline – Early Registration NALS Educational Conference and National Forum; Norfolk, VA (October 4-7)</li> <li>4 NALS closed for Independence Day</li> <li>10 Deadline – <i>Carolina Paralegal News</i> (July)</li> </ul>	<p><b>January 2018</b></p> <ul style="list-style-type: none"> <li>15 Deadline – NALS Examination Application ALP, PLS(CLP), PP (March 3)</li> <li>15 Distribute – 2018-2019 LSPSC Scholarship Award Application</li> <li>15 Distribute – 2018-2019 LSPSC Award of Excellence Application</li> <li>19 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting in Columbia</li> <li>26 LSPSC Winter Board Meeting in Columbia</li> <li>27 LSPSC CLE Seminars and Winter Membership Meeting in Columbia</li> </ul>
<p><b>August 2017</b></p> <ul style="list-style-type: none"> <li>1 Deadline – NALS Examination Application ALP, PLS(CLP), PP (September 30)</li> <li>11 Deadline – Registration for LSPSC CLE Seminars and Summer Membership Meeting in Santee</li> <li>18 LSPSC Summer Board Meeting in Santee</li> <li>19 LSPSC CLE Seminars and Summer Membership Meeting in Santee</li> </ul>	<p><b>February 2018</b></p> <ul style="list-style-type: none"> <li>16 Deadline – LSPSC <i>Spotlight</i> (March)</li> </ul>
<p><b>September 2017</b></p> <ul style="list-style-type: none"> <li>1 Deadline – NALS Foundation Grant</li> <li>2 Deadline – Hotel Reservation for NALS Educational Conference and National Forum; Norfolk, VA (October 4-7)</li> <li>4 NALS closed for Labor Day</li> <li>11 Deadline – <i>Carolina Paralegal News</i> (September)</li> <li>15 Deadline – File IRS Form 990N</li> <li>30 NALS Examination Date - ALP, PLS(CLP), PP</li> </ul>	<p><b>March 2018</b></p> <ul style="list-style-type: none"> <li>1 Deadline – NALS Foundation Grant</li> <li>3 NALS Examination Date - ALP, PLS(CLP), PP</li> <li>15 Deadline – Submit 2018-2019 LSPSC Scholarship Award Application</li> <li>15 Deadline – Submit 2018-2019 LSPSC Award of Excellence Application</li> </ul>
<p><b>October 2017</b></p> <ul style="list-style-type: none"> <li>4-7 NALS Educational Conference and National Forum; Norfolk, VA</li> <li>9-13 NALS Court Observation Week</li> <li>15 Deadline – NALS Examination Application ALP (December 2)</li> </ul>	<p><b>April 2018</b></p> <ul style="list-style-type: none"> <li>9 Deadline – Registration for LSPSC Annual Meeting and Educational Conference in Santee (hosted by LSPO)</li> <li>27 LSPSC Outgoing Board Meeting and Incoming Board Meeting in Santee</li> <li>28 LSPSC Annual Meeting and Educational Conference and 2018-2019 Officer Installation in Santee</li> <li>29 LSPSC Spring Membership Meeting in Santee</li> </ul>

# 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, SCCP, Editor  
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**TO:**