



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



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14 Videoconference Etiquette Tips

By Robert Half on November 11, 2020

Virtual meetings are still having a moment. It's not that they weren't commonly used before the COVID-19 pandemic, but video meetings are now the rule and not the exception.

In particular, the increased use of platforms such as Zoom and Microsoft Teams have put a new focus on the importance of virtual meeting etiquette. Indeed, there are a lot more opportunities to commit faux pas that could lead colleagues, clients or the boss to question your professionalism.

Here are 14 videoconference etiquette tips to help you steer clear of trouble:

1. Make sure everything works

Dealing with technical difficulties was cited as the top video call pet peeve, according to a recent Robert Half survey of more than 1,000 workers. Conduct a test of your technology – computer, applications, camera and microphone – to ensure it's all functioning before the meeting begins. You don't want to delay the start of a gathering because no one can see or hear you.

2. Get organized

If you're leading a virtual meeting, stick to the agenda. It's especially easy to veer off topic in an online meeting because they can seem more informal in nature, as people are working from home in dining rooms and spare bedrooms. For the sake of productivity and focus, try to limit your agenda items and send them out to participants beforehand.

3. Be screen ready

One of the best things about working from home is being able to dress more casually. But video meetings put a limit on this to some degree. There's probably not a need for a suit, but do put on professional, clean clothing and check your appearance in the mirror before your video meeting begins. You don't want anything to draw attention away from what you're saying. As a bonus, getting ready for the workday can help put you in a productive mindset. Warning: If you're wearing a professional shirt with sweatpants, don't forget to fully exit the meeting before standing up.

4. Check your background

The best background for video meetings is a relatively blank one that won't be distracting. Check to make sure there isn't a pile of dirty dishes or laundry in your background. Many virtual meeting platforms allow you to change or blur the background if needed. Also check to see that the lighting is adequate so people can actually see you.

5. Speak clearly

Enunciate your words and speak slowly during online meetings. Home internet connection quality can vary, as does the reliability of devices. Keep in mind that there's often a minor delay when someone talks, so pause after asking a question or listening to someone's response. It's all too easy to inadvertently interrupt other speakers.

SPOTLIGHT

(Continued from page 1)

6. Look at the camera

There's a lot to see on your screen during virtual meetings: images of yourself and your colleagues, the main presentation or an ongoing transcript of the conversation between participants. Off- screen, you might have a partner or kids at home walking around. Make "eye contact" with others in the meeting by looking at the camera when you're talking and listening.

7. Try to connect on a personal level

It's important to display empathy and to connect as human beings and not just as business colleagues, especially during challenging times like these. Managers leading virtual meetings might want to build in some time at the beginning (or the end) to check in to see how everyone is doing.

8. Find a quiet place (if you can)

Ideally, you'll be in a low-traffic room where you can close the door. If you're not able to get privacy for your video meeting, opt for an area of your home where others are less likely to be.

Explain to roommates, spouses, significant others or children that you'll be participating in a work meeting and unable to talk to them during that time. If possible, put pets in a separate room.

And remember to turn off notifications on your computer and personal devices.

9. Use the mute button

Can't find that quiet place? Enter meetings on mute. And when you're not speaking, mute the microphone so people can talk without hearing your dog bark every time a squirrel runs through the yard.

10. Pay attention when sharing your screen

If you're sharing your screen during a video meeting, minimize the number of windows and tabs you have open so it's easy for participants to see what you're talking about. Make sure you close documents you don't want to share, and temporarily disable any incoming messaging notifications while you're presenting.

11. Limit the attendee list

Thirty-eight percent of the workers we surveyed said they've experienced video call fatigue since the start of the pandemic. If it's your meeting, invite only those who truly need to participate. Smaller groups are often more engaged and productive.

12. Message carefully

Beware of sending messages to participants during online meetings. If you're complaining about someone during the meeting (which you shouldn't risk doing anyway), and your comment accidentally goes to the wrong person or ends up in a transcript, you could damage relationships as well as your reputation.

13. Don't multitask

Good virtual meeting etiquette means resisting the temptation to check the news, social media or your email inbox. It's quite clear when a participant isn't paying attention during a video meeting. And it's a universal truth that nobody wants to see or hear you eating. Even if it's lunchtime, save the sandwich or snacks for later.

14. Stay put

If you join the meeting on a mobile device, avoid walking around or shifting too much, which can be disorienting to others. Place your device on something stationary, if at all possible, and try not to fidget (even if you're overly caffeinated).

A last word of advice on videoconference etiquette tips: Remember to be kind and patient with your colleagues during online meetings. People have different levels of comfort and expertise when it comes to virtual meetings. Offering some technical assistance or reassurance, as necessary, will help everyone feel like they're supported and part of the team, even when you're not in the same place.

<https://www.roberthalf.com/blog>



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Spotlight
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Susan Church
Lois J. Belle, CLP



President's Report

by **Meredith Lazarski, ACP, SCCP**
2020-2021 President

We Are the Building Blocks of Our Association

Thank you to LSPSC for allowing me the opportunity to attend NALS 69th Virtual Annual Conference, which was held on Saturday, September 26, 2020. We had a great LSPSC presence at this year's conference with at least eight members in attendance. At one point I saw 133 virtual attendees online. The virtual format NALS held the conference on (REMO) was also easy to navigate and allowed attendees to virtually visit each other in between speakers and announcements. The keynote speakers were great and a lot of our seminars touched on current events like immigration issues, racial justice, and COVID-19. The NALS 2020 Award of Excellence winner was Cathy Zackery from Michigan and the NALS 2020 Mentor Award went to Diane Berry from Michigan. Holly Mitchell from Nevada won the NALS Got Talent 2020!

It was great to see some of you during our virtual officer visitations. This year's visitations were simply a virtual wellness check. We are living in a difficult time and stressors from work, family, school, and the COVID-19 situation itself can overwhelm us, deplete our immune systems, and make us more susceptible to both mental and physical illnesses. We need to remember to take a break from the stress and ask ourselves "What can I do for myself right now to make myself feel a little better?" and then do something to help myself feel a bit more in control. We cannot control the coronavirus pandemic. We can, however, control how we respond and how we feel moment to moment. Pay attention to yourself and what you need and make intentional and mindful choices throughout your day to break up the worry, stress, boredom, or isolation. Many of us went from highly structured, routine days to absolute mayhem! Spend time finding something that will help ground you and keep you calm. It is far more productive in the long run than watching the never-ending stream of panic regarding the virus. If there is a hobby or activity you enjoy, see if there is an online way to participate. Or just go outside, take a breath, and relax your body and your mind.

(Continued on page 4)

(President's Report Continued)

Our Handbook Committee has finalized our LSPSC 2020-2021 Handbook. Special thanks to Handbook Co-Chairperson Lois Belle for all her hard work. A copy has been sent to your local chapter president and is also available on our LSPSC website under the "Members Only" page.

Don't forget to turn in your Member Rewards Program points for your chance to win some great prizes! Your point tally is due by the 5th of each month. Details on this year's rewards program are in this issue of LSPSC's Spotlight.

SAVE THE DATE! Our Winter Meeting will be held in the Ndoki Lodge at the Riverbanks Zoo & Garden in Columbia on Saturday, January 23, 2021. Your paid registration is also your ticket into the zoo. Please note that the Riverbanks Zoo will be abiding by the current state and county COVID-19 procedures. In addition, LSPSC will be supplying masks and hand sanitizer for everyone's safety. We have some great seminars and entertainment lined up. Your Board has finalized our LSPSC PayPal account so LSPSC can start accepting credit cards for meeting registrations, CLE registrations, and theme auction ticket purchases at our meetings. You can find our account on PayPal by either searching Legal Staff Professionals South Carolina or by our email legalstaffprofessionalsc@gmail.com. We look forward to seeing everyone there!

Wishing everyone a happy, healthy, safe, and blessed holiday season. I look forward seeing everyone in person in 2021!



WELLNESS-FITNESS APPS



Breethe - De-stress, sleep better, get happier & be healthier with guided meditations, soothing music, nature sounds, masterclasses and much more.

<https://breethe.com>

Calm - Experience better sleep, lower stress, and

less anxiety with our guided meditations, Sleep Stories, breathing programs, stretching exercises, and relaxing music. <https://www.calm.com>

Daily Yoga - Learn the basics before diving into more advance classes and flows (Free 7-day trial; Pro plan \$9.99/month). <https://www.dailyyoga.com>

Smiling Mind - Hundreds of meditations organized into structured programs like Mindful Foundations (42 sessions), Sleep (6 sessions), Relationships (13 sessions), and Workplace (41 sessions). Most meditations are in the 5- to 15-minutes range. <https://www.smilingmind.com.au/>

Stop, Think & Breathe - Create a more deliberate, intentional mindfulness experience by selecting meditations based on how you feel. A progress page keeps track of how your mind and body have been feeling over time.

<https://www.stopbreathethink.com/>

Stand Up! - A fun, flexible work break timer. Completely customizable to your work schedule. Set it and forget it. Set your reminder interval to any five-minute increment between five minutes and two hours.

FitBit - Track activity, weight, sleep and nutrition and see your progress over time (Premium plan \$9.99/month).

<https://www.fitbit.com/us/home>

FitOn - Personalized workout plans to help you reach your fitness goals at home. <https://fitonapp.com>

Happify - Science-based activities and games that can help overcome negative thoughts, stress, and life's challenges. <https://happify.com>

UCLA Mindful - Developed by the Mindful Awareness Research Center at UCLA, this app features a dozen meditations of different types in English and Spanish. As a bonus, the app also offers longer meditations (30 minutes) it calls "podcasts." <https://www.uclahealth.org/ucla-mindful>

StepsApp - Turn your phone into a simple and beautiful step counter. Just put your phone in your pocket and off you go. Synchronize and import your activity data and body measurements.

<https://www.raisedsquare.com/standup/>

10% Happier - Meditation for a happier, healthier you. Learn to meditate from the world's top mindfulness experts. <https://www.tenpercent.com/>

We Are the Building Blocks of Our Association

Member Reward Program

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

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

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

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

Prizes*: 1st Prize: Registration & CLE to LSPSC's 56th Annual Meeting and Educational Conference in Columbia

 2nd Prize: Registration to LSPSC's 56th Annual Meeting and Educational Conference in Columbia

 3rd Prize: \$75.00 cash for the member to use any way you wish

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

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

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





Achievement List

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



President-Elect
Stacy Russo Strobel, PP,
PLS

OFFICER & COMMITTEE REPORTS

for an exam, you can also access study materials online through NALS Exam Study Hall, live or past webinars/CLEs and quizzes.

As the year is coming to an end it's hard to believe the trials and tribulations that many of us have been going thru this COVID pandemic and we're making it thru a little more each day with faith and prayers. We are all hoping for the clouds to start opening up and this virus being put in its place in 2021.

The Officer's Retreat was held in July at the Clark's Inn in Santee. Considering the circumstances, things were productive, and we had lots of discussions about today's technology and how we may have to proceed with virtual meetings during this time. If you are not technically savvy, you sure will be after all of this. I'm still learning the ins and outs and it hasn't been that bad so don't be afraid of it; Embrace it!

I look forward to seeing everyone in January 2021 at the Riverbanks Zoo. It's going to be a great time with the CLE's, and the special day planned for our Winter Membership Meeting.

In the meantime, be safe and be well. We'll see you soon!

Functional Director of Certification/Education
Katherine R. Helms, PP,
SCCP



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

LSPSC currently offers, to our members, free access to the online study materials for the exams, so if you are looking to start studying, please let me know. Once you are registered

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

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

We currently have 3 ALPs, 22 CLP/PLSs, 20 PPs, 1 Specialty and 13 SCCPs.

I am looking for speakers for our Annual (April) Meeting, so if you have a specific speaker or subject that you would like to hear, please reach out to me.

I hope to see you all in January!

Functional Director of Membership and Marketing
Traci Wolfe, PP



Overall, our membership continues to grow, despite the Covid-19 pandemic. As we gain an understanding of what our members are looking for in membership, and work around the present challenges, with your support, we will continue to grow our organization. These past few months we have created and updated our social media presence so that our members can stay connected to other people they know, so please check us out and like our pages on Twitter, Facebook, LinkedIn, and Instagram, and don't forget to share with your colleagues. Thank you for your continued support and encouragement this year in allowing me to help grow this wonderful organization.



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

This certainly has been an odd year both personally and LSPSC related. By the time you all read this you will have celebrated your Thanksgiving holiday hopefully safely with your family and or friends. I hope to see all of you in Columbia for the Winter Meeting at the Riverbank Zoo, President Meredith, has a wonderful winter meeting planned, so I hope you will make plans to attend. Our winter meeting will be jam packed with things going on. We hope to close out the 2019-2020 year, by awarding the recipient of the 2020 Award of Excellence, the 2020 Scholarship recipient and passing the gavel to name a few things. I can't wait to see all our Legal Staff Professionals of South Carolina members. It has been too long! I look forward to continuing to lend my support to President Meredith and the 2020-2021 LSPSC Board as they serve this association.

Happy Holidays everyone and I hope that you have a very Merry Christmas. Stay safe.

Annual Meeting Report
Debra H. Bailey, CLP

Legal Staff Professionals of the Midlands will host the 2021 LSPSC Educational Conference and Membership Meeting in April in Columbia. We are looking at several venues to host the event and will bring a report to the January 2021 Winter Meeting. We are trying to think "outside the box" to make this a fun weekend for everyone.

As always, we are reaching out to all of our chapters for any goodie bag items, sponsors, or any assistance you can provide. If you have any questions, feel free to call or email me, our Chapter President Katherine Helms, or any of our chapter members. We look forward to bringing you additional details soon.

Award of Excellence Report
Jasmine Williams, co-chair
Lauritza S. Hill, co-chair
(803) 707-4059
lauritza@sclegal.org



Please remember to select someone for the Award of Excellence from your chapter. I should have at least six applications or more to send to the judges because I know there are a lot of Award of Excellence material in our organization. The deadline to submit the application is March 15, 2021. So, get a head start on thinking of someone to submit. Jasmine and I look forward to working on this committee and should have a selection of Judges by our January meeting. Please feel free to contact me or Jasmine, if you have any questions. Be safe everyone.

Community Service Committee
Sonia L. Hunt
Jamie I. Early, PP, PLS-SC Corporate, SCCP

As always, we thank you for your loyal support of our community service projects with your generous contributions. Our charity for the LSPSC Winter Membership Meeting is the South Carolina Coalition Against Domestic Violence and Sexual Assault (SCCADVASA). SCCADVASA is the statewide coalition of organizations providing intervention services to victims and survivors of domestic violence and sexual assault and offering primary prevention programs to students and communities across the state.

SCCADVASA works toward ending domestic and sexual violence in South Carolina and engaging individuals and communities in advocacy, collaboration, and education for the transformative social change that will result in a society free of violence. SCCADVASA's hope and commitment is to prevent sexual and domestic violence from occurring in the first place and to focus on the building of healthy relationship practices, rather than the aftermath of violence.

A wish list is published herein and, as always, monetary donations are accepted and much appreciated. Please make checks payable to SCCADVASA.

Our local chapters also serve their communities in various ways. LSP of the Midlands has

continued its monthly doughnut donations to the elderly residents of Finlay House and sent Thanksgiving cards to the Finlay House residents since the traditional dinner was cancelled due to the coronavirus. LSPM will also celebrate Christmas at the Hannah House with refreshments and decorations for the residents. Other charitable events included the roadside trash pickup and fundraising golf tournament for the Kenny Wolfe Foundation, in which several members participated. One member's firm sponsored a gratis BBQ and fish fry to raise awareness in voting during the elections and also wore shirts to support a staff member in her battle against cancer.

No matter what you support or where you give, it's always just a "good thing" to do so. Keep up the good work, LSPSC members, and hope to see you in January 2021. May you and yours have a blessed Christmas and joyous New Year!

Employment
Joanna Albertson



Please forward me any new Employment opportunities and I will send those out as soon as possible to all the chapters. My E-mail address to send those requests to is joanna@wisemanlawfirmhhi.com.

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

We are looking forward to seeing everyone in January for the Winter Membership Meeting. Since we were not able to have the last meeting, thoughts have been turning to what to plan for the Winter Meeting. With the COVID 19 Pandemic things sure have looked different for the 2020-2021 year, so let's do a little "mask-erasing" this time. If anyone has made, found, or purchased unique or comfortable masks, please be prepared to share. We know some of our

crafty people have come up with great ideas for masks and, unfortunately, it looks like they are going to be around for a while! Bring your favorites to show them off.

Let's have some auction fun by bringing some of your favorite things. These items can be things you like to drink, things you have baked, homemade jellies, jams, craft items you have made or anything else that is something that is your "favorite" item. Whatever you decide to bring and contribute to the theme auction fundraiser will be greatly appreciated and we are sure that your fellow LSPSC members would love to spend some money for a chance to win the items.

We look forward to seeing you all for the Winter Membership Meeting.

Handbook Committee
Lois J. Belle, CLP & Meredith Lazarski, ACP, SCCP



Our 2020-2021 LSPSC Handbook is complete. You can locate a link to the Handbook under the "Members Only" section (Password required) of the LSPSC website (www.lspsc.org) or your local chapter President has access to it as well.

Let me know lois.belle@wbd-us.com if you have any updates (i.e., change of address, employment, phone number, etc.) so that we can reach out to each other throughout the year.

UPDATES:

- Hilton Head: **JoAnna Albertson** correct email is joanna@wisemanlawfirmhhi.com [in Hilton Head Elected and Appointed Officers list]
- Orangeburg: WELCOME New member:

A'Netra Hardy
2012 Hydrick Avenue

Orangeburg, SC 29118
(803) 730-1716

South Carolina Legal Services
Post Office Box 1646
Orangeburg, SC 29116
(803) 533-0116 Office
(803) 531-5102 Fax
E-mail: AnetraHardy@sclegal.org.

- Orangeburg meetings should be third Monday of the month.



NALS Foundation
Susan L. Olmstead, PLS

NALS FOUNDATION – WAYS TO GIVE

MASKS: What a great way to show your support for NALS Foundation by shopping on the NALS Foundation Gear link and purchase one or more of their designer masks.
Congratulations to our NALS Got Talent and Quilt Raffle winners!

At the 69th Annual NALS Conference on September 26, 2020, the NALS Foundation announced the winners of two fundraising events: NALS Got Talent and the NALS Music City Quilt Raffle. The winners of these are:

- NALS Got Talent: **Holly Mitchell**
- Quilt Raffle: **Patricia Infanti**

(NALS FOUNDATION FUNDRAISER)

Monetary Contributions

The NALS Foundation has established recognition circles for individuals or organizations who are interested in maximizing the potential of today's legal professional and the legal professional of the future. These Annual Investment Circles are a tax-deductible opportunity for you to support the NALS Foundation's efforts to expand educational and networking opportunities for all legal professionals. You can also make a monetary contribution to the NALS Foundation as a gift, earmarked for the program of your choice, in memory or honor of a NALS member, student, relative, friend, etc. Your support of the NALS

Foundation qualifies as a charitable contribution and is deductible for federal income tax purposes to the

maximum extent provided by law. Whichever way you decide to give, the NALS Foundation will put your dollars to work for you!

Full Circle Donor Program » <https://www.nals.org/donations/fund.asp?id=16791>

We are asking 360 of our #NALSPALS to become 'Full Circle' Donors! Pledge your support the NALS Foundation for 12 months, giving only \$30 per month. Get recognized for supporting the continual goals + efforts of the NALS Foundation!

One-Time Monetary Donation » <https://www.nals.org/donations/donate.asp?id=10744>

The NALS Foundation has established recognition circles for individuals interested in maximizing the potential of today's legal professional and the legal professional of the future.

Organizational Circle Donation » <https://www.nals.org/donations/donate.asp?id=11093>

The NALS Foundation has established recognition circles for organizations interested in maximizing the

potential of today's legal professional and the legal professional of the future.

Honorary and Memorial Gifts » <https://www.nals.org/donations/donate.asp?id=11094>

You can make a gift, earmarked for the program of your choice, in memory or honor of a NALS member, student, relative, friend, etc.

Gifts In Kind» <https://www.nals.org/donations/donate.asp?id=11914>

In conjunction with NALS' national conference, held in the fall, the NALS Foundation hosts "Sweepstakes" and "Auction" events, during which member-donated gifts in-kind are raffled off to lucky winners!

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, you will 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 will result in a donation. Donations are made by the AmazonSmile Foundation and are not tax deductible by you.

Click here to register for AmazonSmile https://smile.amazon.com/gp/chpf/homepage/ref=smi_chpf_redirect?ie=UTF8&ein=75-6415081&ref_=smi_ext_ch_75-6415081_cl

Facebook Fundraising

The NALS Foundation is an approved non-profit on Facebook. This means you can get involved by dedicate any day to encouraging your family and friends to give towards this career-changing non-profit.

View how to start your Facebook Fundraiser on the following items: Mobile/Device <https://www.youtube.com/watch?v=Swt0YPAoX8Y&feature=youtu.be>

Payment can be sent to the below lockbox:
NALS Foundation
Dept. # 172
PO BOX 701683
Tulsa, OK 74170

Nominations and Elections

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

The call for nominations of elected officers of Legal Staff Professionals of South Carolina was made November 4, 2020. The nominations came to a close on November 20, 2020. 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 5, 2020. If sending by U.S. mail, please mail by Tuesday, December 1, 2020.

Currently, there are five positions to fill: President -Elect, Treasurer, Secretary, Functional Director of

Marketing and Membership, and Functional Director of Certification and Education. Please review the qualifications for filling these positions and know that each nominee has to be a member of Legal Staff Professionals of South Carolina and in good standing.

Ballots are scheduled to be emailed to the membership February 1, 2021. 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 2021-2022.

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. You may also email Tabitha Hanna – hannaflr@aol.com.

As always, thank you for participating in this process.

Technology

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

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

If you see anything that needs to be updated or changed please don't hesitate to send me an email. Once we have some updated pictures of the 2020 Award of Excellence recipient, the 2020 Scholarship recipient and the passing of the gavel we will get those posted as well.

Happy Holidays everyone and I hope that you have a very Merry Christmas. Stay safe.



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

*

Eligibility Requirements: Must be a member of the tri-level association

Must be active in the legal profession in accordance with the By-laws and Standing Rules of LSPSC

Must have a minimum of three years service to a local chartered chapter, LSPSC, or NALS

Deadline: March 15, 2021

Submit to: Lauritza S Hill
LSPSC Award of Excellence Chairperson
Post Office Box 1646
Orangeburg, South Carolina 29116
Telephone: (803) 533-0116 (o)
Telephone: (803) 707-4059 (cell)
Facsimile: (803) 531-5102
E-mail: lauritzahill@sclegal.org

Nominee: _____ Home Phone: _____

Address: _____ Office Phone: _____

City/State/Zip: _____

Local Chapter Affiliation: _____

Date: _____ Date Received by LSPSC Chairperson: _____

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:

Signature: _____

Name/Title: _____

Firm Name: _____

Address: _____

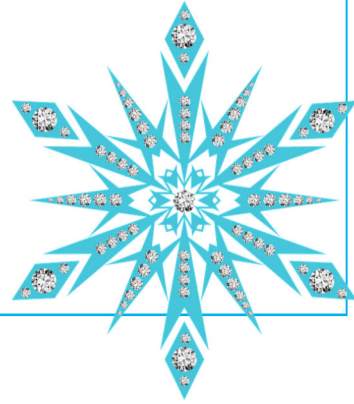
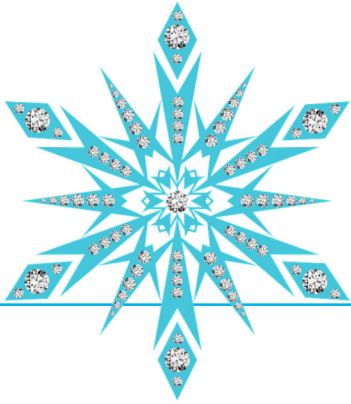
Chapter: _____

Telephone: _____

Date: _____

2021 Winter Membership Meeting

**RIVERBANKS
ZOO & GARDEN**
columbia south carolina



NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the 2020-2021 Winter Membership Meeting will be held on Saturday, January 23, 2021 at 1:30 p.m.

At:

**Riverbanks Zoo & Gardens
500 Wildlife Parkway
Columbia, SC
(Dress is business attire)**

Exact meeting information is available on the meeting registration form

Legal Staff Professionals of South Carolina

/s/ Ann Marie Minerva

**Ann Marie Minerva, PP, SCCP
Secretary**



Legal Staff Professionals of South Carolina
2021 WINTER MEMBERSHIP MEETING & CLE REGISTRATION FORM
Saturday, January 23, 2021
 Riverbanks Zoo, Ndoki Lodge, 500 Wildlife Pkwy, Columbia, SC 29210*

Deadline for Registration: Wednesday, January 13, 2021
 (Add \$10.00 if payment is not postmarked by this date)
NO REFUNDS AFTER JANUARY 15, 2021

*Your paid registration is your ticket into the Riverbanks Zoo

MEMBERSHIP MEETING (*FULL REGISTRATION DOES NOT INCLUDE CLE) PLEASE NOTE THAT THE RIVERBANKS ZOO WILL BE ABIDING BY THE CURRENT STATE AND COUNTY COVID-19 PROCEDURES. IN ADDITION, MASKS AND HAND SANITIZER WILL BE PROVIDED FOR EVERYONE'S SAFETY.

SATURDAY SCHEDULE

8:45 a.m. – 9:15 a.m.	Registration	_____	\$45 Meeting Registration & Lunch
9:15 a.m. – 10:45 a.m.	Seminar	_____	\$15 Membership Meeting Only
10:45 a.m. – 11:00 a.m.	Break		
11:00 a.m. – 12:30 p.m.	Seminar		
12:30 p.m. – 1:30 p.m.	Lunch		
1:30 p.m. – 3:30 p.m.	Membership Meeting and Theme Auction		

CONTINUING LEGAL EDUCATION

9:15 a.m. – 10:45 a.m. TOPIC: DOGS AND TORTS

Speaker: Eliza Lynch, Esquire of Joye Law Firm

Ms. Lynch will be discussing SC dog laws and dog owner responsibilities, dog owner liability/dog bite claims, being a voice for dogs, property damage claims and veterinary malpractice and will share ways to get involved with various animal advocacy organizations.

11:00 a.m. – 12:30 p.m. TOPIC: PREMISES LIABILITY DEFENSE

Speaker: Michael Montgomery, Esquire of Robinson Gray Stepp & Laffitte, LLC

Mr. Montgomery will speak on general defense premises liability and will discuss some relevant cases during his representation of Riverbanks Zoo.

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

I will be attending the following seminars:	<u>MEMBER</u>	<u>NON-MEMBER</u>
_____ Dogs and Torts	___ \$20 for one CLE	___ \$25 for one CLE
_____ Premises Liability Defense	___ \$30 for both CLEs	___ \$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:

Michelle Dender, Treasurer
 12 East Stone Avenue
 Greenville, SC 29609
 michelle@chancelaw.com

To pay by credit card please visit our LSPSC PayPal account either by searching Legal Staff Professionals South Carolina or our email legalstaffprofessionalsc@gmail.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. Seminars qualify for a total of 3 CPE credits by the South Carolina Paralegal Certificatio

Winter Meeting-Community Project



Link to <https://www.sccadvasa.org/>

SOUTH CAROLINA COALITION AGAINST DOMESTIC VIOLENCE AND SEXUAL ASSAULT WISH LIST

Baby Supplies

Diapers
Wipes
Formula
Food
Lotion
Shampoo
Blankets
Butt Paste

Feminine Products

Tampons
Pads
Feminine Wipes

Garments

Socks
Underwear
Sweatpants
T-shirts

Toiletries

Toothpaste
Toothbrushes
Hair Brushes
Shampoo
Conditioner
Body Wash
Soap
Deodorant

LSPSC 2021-2022 SLATE OF OFFICERS

President Stacy Russo Strobel, PP, PLS (Charleston)

President-elect Katherine R. Helms, PP, SCCP (Midlands)

Secretary OPEN

TreasurerOPEN

Functional Director – Certification/Education OPEN

Functional Director – Membership/Marketing OPEN

Immediate Past President Meredith Lazarski, ACP SCCP (Hilton Head)

***Nominations for the open positions will be taken from the floor at our Winter Meeting in Columbia on Saturday, January 23, 2021 and voting will then be had on the four positions.*



How Lovely 'Tis To Take This Time

How lovely 'tis to take this time
To greet our dearest friends,
To wish them health and happiness
Before the old year ends.
Darkness comes late afternoon
And winter lies ahead,
But friendship is a glowing fire
When all seems cold and dead.
Just as in some vacant barn,
Unnoticed in the night,
The whole of human history turns,
So we, too, make things right.
We must keep alive the flame
Though darkness grip the Earth;
For in the love we find in friends
Is our chance for rebirth.

Copyright by Nicholas Gordon



A CHRISTMAS VERSE

BY EUGENE FIELD

Why do the bells of Christmas ring?
Why do little children sing?

Once a lovely shining star,
Seen by shepherds from afar,
Gently moved until its light
Made a manger's cradle bright.

There a darling baby lay,
Pillowed soft upon the hay.
And its mother sung and smiled:
"This is Christ, the holy Child!"

Therefore bells for Christmas ring,
Therefore little children sing.

Chapter Reports

Legal Staff Professionals of Greenville

Tara Jean Brown, PP, PLS, SCCP
LSPG 2020-2021 President



The Greenville Chapter has been meeting virtually during this pandemic. However, we were able to meet in June to do our Installation of the 2020-2021 Officer's in-person. We were finally able to attend our first in-person meeting since our officer's installation in November. We met at the Poinsett Club and enjoyed a virtual meeting with our state officers and those members who could not attend in person.

Our virtual meetings/CLEs included the following speakers:

- In July - Michael Meilinger, CPA/ABV, CMA, CFF, MAFF, CFE - Topic Forensic Accounting
- In August - Nela Laughridge, Mediator/Guardian Ad Litem - Topic Overview of GAL Role
- In September - Christy Kellerhals - Topic Insurance and Personal Injury

Although we have not had any new members during COVID, we are trying to maintain the ones we have. We did a membership social, which was held on October 29, 2020 at Up On The Roof in downtown Greenville (see pictures next page). Everyone enjoyed the good food and great views.

Our Charity for 2021 is Safe Harbor.

We look forward to seeing everyone at the Winter Meeting. Stay safe and Merry Christmas!

Legal Staff Professionals of the Lowcountry **Naomi W. Nations, PP, PLS, CLA, SCCP** **2020-2021 President**

This would be one of those times when it is appropriate to say, "I'm glad this year is over!" January 2020 seems like a decade ago; so many things have changed. Yet, this is also the season of giving thanks, showing appreciation to

family and friends, and joyfully focusing on all the beauty in our lives.

Legal Staff Professionals of the Lowcountry (LSPL) finally gave up the torch of sponsoring the 55th Annual Meeting for Legal Staff Professionals of South Carolina. Covid-19 brought much of our planning and enthusiasm to a halt. Since that time, it has been difficult arranging meetings in-person and virtually. For this reason, we are grateful to the state officers for planning the November 17, 2020, virtual officer visitation meeting for LSPL. A historical moment!

Congratulations again to our own Cheryl LeGrand for completing her paralegal studies with the University of South Carolina on July 2, 2020. KUDOS Cheryl!

Also, we again welcome Shaniqua Green and Lee O'Neal to Legal Staff Professionals of the Lowcountry. They became members even during a pandemic.

Until we meet in January 2021 at the zoo, wear your mask, wash your hands, and practice social distancing. We will come out of this together safely.

Legal Staff Professionals of the Midlands **Katherine R. Helms, PP, SCCP-President**

In July, James L. Bell, Esq., spoke on "How to Handle Client Confidentiality."

In August, we heard from Sarah Cox, Esq., of Burnette Shutt & McDaniel, PA, on "Grandparents' Rights."

Beth Branham, Esq., from Beth Branham Law spoke regarding "Fathers' Rights in Custody Cases" in September.

In October, Jack Swerling, Esq. spoke on the ABA Law Day topic "Your Vote, Your Voice, Our Democracy: The 19th Amendment at 100." We also recognized our Boss of the Year Award

winner, Mary Kate Kaminski, nominated by Jane Berger, ALP (please see our Happy Gram).

In November we heard from our Director of Education, Cassandra Furtick, CMS, on "HIPAA and HITECH Tips and Tricks." Due to COVID-19." Our annual Thanksgiving dinner service at Finlay House was cancelled, so instead we are encouraging our members to forward a card, kid's drawings, etc., to the residents of Finlay House.

LSPSC Officer Visitation will be in December. Later in the week, we will be serving light hors d'oeuvre for dinner at Hannah House and then have a campfire with s'mores, along with collecting donations and items from their needs list.

We look forward to seeing you all at the Winter Meeting at the Riverbanks Zoo!

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

Congratulations to our officers for 2020-2021: President, Sonia Hunt, President-Elect, Lauritza Hill, Secretary-Treasurer, DeeDee Prickett, FD of Education, Mary Kay Oliver, and FD of Membership, Jasmine Williams. I neglected to put the officers in my last report.

The pandemic has put a damper on many things, but we continue to fight through it. We have been meeting most months and are practicing social distancing. Our chapter's birthday was in August. We have had some great local CLEs. We had speakers in September and October: Robert F. McCurry, Jr. of Horger Barnwell & McCurry spoke on 1031 Tax-Free Exchanges at the September meeting, and at the October meeting, Lewis C. Lanier, Esquire gave us some encouraging words on the, "Differences between Education and Wisdom, and the differences in Acquaintances and Friends." We also got some great quotes of Winston Churchill. Mr. Lanier's presentation was very encouraging in a time when we needed it. In November, we

will have a virtual Officer Visitation meeting. We look forward to that.

Our charity has been the Samaritan House, a homeless shelter for the last few months. They opened in August 2020. Our chapter decided to continue to collect a while longer for their cause.

Everyone wear your mask in public places, social distance, and please stay safe. Have a Merry Christmas.

**Greenville Membership Social at
Up On The Roof**

Left to right - Lois Belle, Patti Bacon, Camilla Pitman, Tara Brown, Stacy Davis





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:

Traci Wolfe, PP
LSPSC Functional Director of Marketing/Membership
Burnette Shutt & McDaniel, PA
PO Box 1929
Columbia, SC 29202
[E-mail: twolfe@burnetteshutt.law](mailto:twolfe@burnetteshutt.law)
Direct: (803) 904-7012
Cell: (803) 497-7338

Payment Enclosed: \$ _____

Visit our website at www.lspsc.org.

make someone
HAPPY



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: Twolfe@burnetteshutt.law
2. Submit payment and this form by mail to: Functional Director of Marketing
Traci B. Wolfe, PP
Burnette Shutt McDaniel, PA
912 Lady Street, Suite 200
Columbia, SC 29202
3. Deadline for Happy Grams: November 15, 2020

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: _____

HAPPY GRAMS



Susan J. Mano
NALS of PA
Past President
Education Director

104 Curtis Court
Wayne, PA 19087
610.971.9200 • 610.971.2491 (fax)
susanmano@verizon.net



2020

BOSS OF THE YEAR

MARY KATE KAMINSKI

**Director of Human Resources
Nelson Mullins Law Firm**

Submitted by:
Jan W. Berger, ALP

**GOOD FRIENDS
ARE LIKE
STARS
YOU DON'T ALWAYS
SEE THEM
BUT YOU KNOW
THEY ARE THERE.**





Hilton Head Legal Staff Professionals wishes
you all the joys of the season.

May you be blessed with
peace, love, and joy.



**BURNETTE SHUTT & MCDANIEL IS
PLEASED TO SUPPORT THE LEGAL STAFF
PROFESSIONALS OF THE MIDLANDS.**



➤ And we're proud of our own Traci Wolfe, PP

- President-Elect, Legal Staff Professionals of the Midlands
- Functional Director of Marketing and Membership , Legal Staff Professionals of South Carolina

Traci's skills, dedication and commitment help us daily as we work toward our goal of moving law forward in our state.

We fight for clients across South Carolina in:

- Employment Law
- Employee Benefits/ERISA
- Civil Rights
- Environmental Law
- Government Law
- Litigation
- Privacy & Data Protection Law
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To learn more, email us at info@burnetteshutt.law or visit our website at burnetteshutt.law.



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Moving law forward.

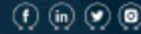
<https://burnetteshutt.law/>

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Tim Thames is the eDiscovery Director managing end-to-end eDiscovery services from the Columbia office. With more than 28 years of litigation experience, he is ready to assist with your case. Tim is licensed by the State of South Carolina to collect and analyze electronic data. He has CCO and CCPA certifications for digital forensic examinations and multiple certifications for cloud-based software applications.

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**MINUTES
LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

No Annual, Spring, or Summer 2020 Meeting Minutes due to COVID-19.

Respectfully submitted,

s/Ann Marie Minerva
Ann Marie Minerva, PP. SCCP
2020-2021 Secretary, LSPSC

Approved:

s/Meredith Lazarski
Meredith Lazarski ACP, SCCP
2020-2021 President, LSPSC



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



AVIS

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NALS AFFINITY PROVIDERS

Benefits For Members

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

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

LSPSC OFFICERS 2020-2021

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

LSPSC COMMITTEE CHAIRS 2020-2021

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





Legal Staff Professionals of South Carolina 2020-2021 Calendar

*subject to change



<p>May 2020</p> <p>1 American Bar Association Law Day Theme: “Your Vote, Your Voice, Our Democracy: The 19th Amendment at 100”</p> <p>12 Deadline – LSPSC Chapter Rosters to NALS</p> <p>15 Deadline – NALS Award of Excellence</p> <p>25 NALS closed for Memorial Day</p>	<p>November 2020</p> <p>1 Call for Nominations – 2021-2022 LSPSC Officers</p> <p>15 Close of Nominations – 2021-2022 LSPSC Officers</p> <p>16 Deadline – LSPSC <i>Spotlight</i> (December)</p> <p>25 Nominations Acceptance and Qualification forms for 2020-2021 sent to qualifying nominees</p> <p>26-27 NALS closed for Thanksgiving</p>
<p>June 2020</p> <p>22 Open Registration for NALS 69th Virtual Educational Conference and National Forum (September 26)</p> <p>22 Deadline – LSPSC <i>Spotlight</i> (July)</p> <p>30 Deadline – Renew SCCP Accredited Sponsorship</p>	<p>December 2020</p> <p>5 Deadline to return Nominations Acceptance and Qualification Forms for 2021-2022 LSPSC Nominees</p> <p>23-31 NALS closed for holidays</p>
<p>July 2020</p> <p>4 NALS closed for Independence Day</p> <p>13 NALS Online Membership Meeting</p> <p>17-19 LSPSC Officer Retreat (Clark’s Inn, Santee)</p>	<p>January 2021</p> <p>1 NALS closed for holiday</p> <p>8 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting in Columbia</p> <p>22 LSPSC Winter Board Meeting in Columbia</p> <p>23 Distribute – 2020-2021 LSPSC Scholarship Award Application</p> <p>23 Distribute – 2020-2021 LSPSC Award of Excellence Application</p> <p>23 LSPSC CLE Seminars and Winter Membership Meeting at the Riverbanks Zoo in Columbia</p>
<p>August 2020</p> <p>21 LSPSC Summer Board Meeting in Summerville</p> <p>21-22 LSPSC 55th Annual Meeting & Education Conference (rescheduled date due to COVID-19 pandemic)</p> <p>23 LSPSC Summer Meeting in Summerville</p>	<p>February 2021</p> <p>5 Prepare official ballots for mailing (If applicable)</p> <p>15 Deadline to Return/Vote Ballots (if applicable)</p> <p>15 Deadline – LSPSC <i>Spotlight</i> (March)</p>
<p>September 2020</p> <p>7 NALS closed for Labor Day</p> <p>15 Deadline – File IRS Form 990N</p> <p>26 NALS 69th Virtual Educational Conference and National Forum</p>	<p>March 2021</p> <p>1 Deadline – Submit 2020-2021 LSPSC Scholarship Award Application</p> <p>1 Deadline – Submit 2020-2021 LSPSC Award of Excellence Application</p>
<p>October 2020</p> <p>12 NALS Online Membership Meeting</p> <p>12-16 NALS Court Observance Week Theme: TBD</p>	<p>April 2021</p> <p>9 Deadline – Registration for LSPSC 56th Annual Meeting and Educational Conference [TBD] (hosted by Midlands)</p> <p>23 LSPSC Outgoing Board Meeting and Incoming Board Meeting</p> <p>24 LSPSC 56th Annual Meeting and Educational Conference and 2021-2022 Officer Installation</p> <p>25 LSPSC Spring Membership Meeting</p>



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: Susan Church
Post Office Box 10208
Greenville, SC 29603**



TO: