



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

## What's Your 'Story?'

By Patricia J. Gustin, CP, CFEI

Let's face it—paralegals are taskmasters who are often so focused on our jobs that we may overlook the important task of updating our portfolio of skills and experience. We are faced daily with a bewildering array of uncompromising deadlines, multiple priorities and changes in direction to distract us. We should be prepared, however, for the eventuality of being brought to an abrupt professional pause. Are you ready to face a prospective employer asking you: “Tell me about yourself, give an example of a situation that challenged you, and how you successfully met that challenge,” and “Why should we hire you?”

Or, you might be faced with an opportunity (or demand) to move into another position with the firm, or maybe your current position is being “redefined.” You may believe that your work is no longer adequately appreciated, or maybe burnout has truly charred your enthusiasm and you can't stand to look at another legal matter. Whatever the case, continuous self-assessment will make it easier to investigate new options with confidence by developing an accurate and convincing story about yourself, your skills, and your value as a professional. This requires considerable reflection and needs time to develop properly, so keeping up is crucial. Much of what you develop can be transferred to your resumé. Your story should focus on the following points:

**1. Core Competencies** — This is your “can-do” list of skills, which distinguishes you from others and demonstrates your ability to effectively handle your job. The list will include job specific and transferable (“hard”) skills, personality traits (“soft skills), and additional life or volunteer experience that makes you stand out. These would include:

- ◆ Organization and data related skills such as working with facts, records, organizing information and managing files in both hard copy and electronic formats.
- ◆ Research and analytical skills such as finding key information utilizing a computer-based legal research engine (such as Lexis/Nexis or Westlaw), analyzing and verifying data, and recording sources of information for future use.
- ◆ Communication skills, including written and oral presentations, and the ability to interact with individuals and groups of diverse backgrounds. Also include proficiency in a foreign language.

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SPOTLIGHT

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## Spotlight is

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**Tara Jean Prevatte, PP, PLS**  
**LSPSC President**  
 2011-2012



## President's Report

It is very hard to believe that it has been seven years since I attended my first annual meeting (which happened to be in Hilton Head), and now you have placed your confidence in me for this esteemed office where it all started for me. I am sincerely humbled and touched by your support, encouragement, and friendship, and am truly honored to have the opportunity to serve as your president this next year. I promise to do my utmost to lead, while also continuing to listen and learn. If you were unable to attend our Annual Meeting and Installation last month, you missed a wonderful weekend! The Legal Staff Professionals of Hilton Head (LSPHH) members really outdid themselves with great food, wonderful facilities, and great fellowship! Thanks so much for a memorable weekend, LSPHH members! I couldn't let this opportunity pass without extending special thanks to those who made the gathering so successful.

### Thank You's

First, to my home chapter of Greenville, I thank you for your continued friendship, support and encouragement. Thank you to Fran Powell for inviting ... actually, dragging me (kicking and screaming) to my first local meeting! Initially, I had several rationalizations for not getting involved in such an association, to include "I never go to lunch during my workday" and "I just have so much to do". (These claims may sound familiar to some of you.) Well, knowing that I would not go on my own, Fran picked me up, drove me to the meeting, and now here I am. A heart felt thanks to Lois Belle, who was president at the time of my first visit, and was very welcoming. Thank you, Lois, for being so sweet and announcing my name for six months without it being an issue before I finally became a member... because my employer finally paid my dues. And as such, I need to thank David Greene, for always supporting my LSPSC and all of my related endeavors. Thank you to Naomi Nations, who was the LSPSC president when I first got involved with the association. Naomi took the time to speak with me on several occasions at my very first Annual meeting—at a point when I was admittedly overwhelmed and not quite sure what I had gotten myself into. Thank you to Chrisanne Porter and Paula Taylor for being so passionate about our association. During my first annual meeting, they asked



several insightful questions and were very passionate about the reports that were being submitted. There were some extremely heated discussions/debates within the first few minutes of my first meeting. But shortly thereafter, Naomi gave her goodbyes, and the same people who engaged in the discussions just minutes earlier were crying and hugging one another. At the time, I thought to myself, "What have I gotten myself into?"

*(Continued on Page 16)*



## Dram Shop / Liquor Liability

**Expert:** Elizabeth A. Trendowski

Investigates alcohol-involved injuries related to:



- Industry Standards of Care
- Best Practices and Duty
- Training, Policies and Procedures
- Underage Drinking
- Proper ID Checking
- "The last drink served"

As the founder of SMART, a national certification program for the responsible service of alcohol, Liz is a leader in the hospitality industry. Since 1988 she has trained more than 20,000 certified servers, police officers, liquor agents, educators, and insurers in the responsible service of alcohol. Liz currently teaches bar and beverage management at the University of New Haven. Liz has provided expert testimony in cases for both plaintiff and defense throughout the country.

## Architecture / Premises Safety

**Expert:** Mark E. Williams, AIA, NCARB

Investigates cases related to:



- Slip, Trip and Fall Hazards
- Code and ADA Compliance
- Construction Defect Claims
- Construction Contract Disputes
- Building Envelope Performance
- Architect Professional Liability

Mark is a broadly experienced architect with a diverse career that included new construction, adaptive-reuse, and renovation projects on a wide range of building types and occupancies. Through his 25 years of experience as an architect and his focus on problem solving, Mark provides technical investigations and expert analysis on construction contract disputes, large construction defect claims, architect professional liability, and slip, trip and fall incidents.

## Construction Injuries

**Expert:** Stephen E. Fournier, P.E.

Investigates accidents and injuries relating to:



- Ladders & Scaffolds
- Falls
- Trench Collapses
- Aerial Lifts, Scissor Lifts, Forklifts, Backhoes & Excavators, and Concrete Mixer Trucks / Pumps
- Cranes and Rigging

Steve has performed in a broad variety of leadership roles on large construction projects. His unique background and experience qualify him to analyze the actions and responsibilities of all parties involved to determine liability for unsafe conditions that cause accidents and injuries on construction sites. Steve has investigated over 800 construction injury cases, many involving multi-employer worksites. He has been qualified in ten states including several federal jurisdictions.

## Toxicology

**Expert:** Michael J. McCabe Jr., Ph.D.

Addresses toxicology issues and injuries related to:



- Alcohol and drugs of abuse
- Metals (lead, mercury, arsenic, zinc, etc.)
- Carbon monoxide and other toxic gases
- Pesticides and herbicides
- Benzene, solvents and additives
- Asbestos, silica, particulates

Dr. McCabe is an internationally-trained and nationally-recognized toxicologist who has spent more than 24 years as a teacher and researcher. He applies his expertise in assessing the toxicology of alcohol and drugs associated with motor vehicle collisions, dram shop liability, premises liability, assault, and worker's compensation claims. Dr. McCabe has provided expert testimony for both plaintiff and defense attorneys and has testified in criminal and civil cases in state and federal courts.

## Hazardous Materials

**Expert:** Michael D. Klein, MSCE, PE, CHMM

Evaluates cases involving environmental management systems:



- Environmental/hazardous materials management
- Groundwater, surface water and soil assessment
- Solid and liquid waste treatment and disposal
- Waste water system design and operation
- Capital project management, facilities design, construction management, and maintenance

Michael has over 25 years of experience in the planning, design, and delivery of projects involving the management, treatment and disposal of hazardous materials. A nationally accredited Professional Engineer, he also has expertise in the fields of chemistry, radiology, physics, biology, and toxicology. He has specialized expertise in the design, construction and operation of industrial wastewater treatment systems and municipal water treatment systems.

## Land Development

**Expert:** C. William Brewer, P.E.

Investigates cases related to:



- Site Infrastructure & Water Management
- Entitlements; Land Use, PUD & Zoning Approvals
- Golf Course Planning and Design
- Earthwork, Erosion Control, Dredging, and Blasting
- Wetlands Permitting and Mitigation
- Design Professional Standard of Care

Bill has over 30 years experience in large-scale engineering, construction, and real estate development projects. He provides expert analysis in land acquisition, strategic planning, entitlements, design program management, and site development issues. He has specialized expertise in the construction of large-scale, master-planned communities and environmental issues including wetland mitigation, mass earthwork, blasting, and erosion control.

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## OFFICER REPORTS

### **Immediate Past President / Parliamentarian Jamie I. Early, Certified PP, PLS**

We're off to make another year of LSPSC history!! Thank you for allowing me to again be a part of your fabulous board of officers. We are all here to serve you, our members, without whom this association would be nothing.

This past year was the most educational and exhilarating experience of my life, and for that I thank you from the bottom of my heart. You put your faith in me and gave me the confidence to be your leader. Words cannot begin to express my sincere appreciation to each of you. All you board and committee members, my deepest thanks for your unselfish commitment, unfailing dedication, and never-ending hard work. LSPSC is better because of you! To all you LSPSC members, and even some of your families, your unmatched support and encouragement deeply touched my heart. This association has been a blessing in my life, and I truly treasure each of you as a friend.

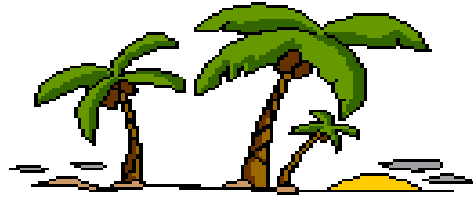
I wish for each of you personally the faith, courage, wisdom and strength to continue to grow and serve. Nothing is impossible for you! You've just got to have a little "want to" inside of you – that goes a long way – and a little "nothing I can't do" attitude – no matter what others say! Remember, positive thoughts lead to both positive words and positive actions!

A special thanks to Stacy Burke, Certified PP, PLS for her outstanding job as Immediate Past President / Parliamentarian this past year. She undertook the work of totally amending and restating our Bylaws, as well as revising our Standing Rules accordingly, to be in complete conformity with those of NALS. I certainly have big shoes to fill as I strive this year to keep our governance documents in compliance.

My challenge to you now is to continue with your collective support and collaboration to make LSPSC the best that it can be! President Tara Jean and the 2011-2012 board need you to be there for them, and I know you won't let them down!



## **OFFICER REPORTS**



### **Functional Director of Education – Robin C. Deming**

Can you believe a year has passed already? My Mom used to say, “The older you get, the faster it goes.” Let me tell you, I truly believe it! I appreciate your confidence in my abilities to serve as your Functional Director of Education for another year. I will try to do the best job I can and bring the seminars that are of interest to you.

We had a wonderful annual meeting in Hilton Head this year. My heartfelt thanks to all of the members of Hilton Head that made it such a success. We had twenty members that attended both meetings. David B. Greene and Emily S. Boatwright gave very informative presentations. We appreciate both of them for taking time during their weekend to come speak to us.

Mr. Greene spoke to us first. He is with the Greene Law Firm as well as President Tara’s boss. He has been practicing law for over 30 years with specialized training in the IRS. His seminar was entitled “The Kinder, Gentler IRS.” We now know the five secrets to avoiding the IRS and avoiding an audit. The common denominator in both is “Always File on Time.” He told us how to resolve our IRS problems and the types of problems that could cause us issues. Mr. Greene left us with this parting thought, “Remember – The pendulum is swinging back to the nastier, meaner IRS.” Mr. Greene chose Meals on Wheels of Greenville as his charity for an honorarium.

Mrs. Boatwright was our second speaker who after only a minute into her presentation was interrupted by the hotel’s fire alarm sounding off. We all left the room in an orderly fashion to the nearest exit while watching everyone from the hotel staff to other guests calmly remaining where they were. When the sound ended we went back to continue with her presentation. It was noted that the only ones that left were the legal staff professionals.

An attorney with the Law Offices of Catherine West Olivetti, LLC, Mrs. Boatwright’s presentation educated us on “Short Sales – from Consult to Closing.” Her program covered a loss mitigation overview and short sales; client consultation; compiling documentation; purchase contract; assembling the short sale package, submitting and tracking the short sale package; negotiations; approval and closing. She left us with “Nothing is better than calling a Client to tell them they have received approval and deficiency was waived.” Mrs. Boatwright’s charity was the Volunteers in Medicine Clinic of Hilton Head.

I am looking forward to seeing you at our summer meeting, which will be held on Saturday, August 13, 2011 at Nelson Mullins in Columbia, South Carolina. Barbara M. Seymour, an attorney with the Office of Disciplinary Counsel, will be presenting an seminar on ethics and electronic communication, online networking and advertising and solicitation. Also, I am lining up a speaker to discuss Tort Reform. With the very recent accident at one of the parks in the Upstate, tort reform remains a very hot topic within the legislative community.

As always, please let me know if there is something you would be interested in hearing about.



## **OFFICER REPORTS**

### **FUNCTIONAL DIRECTOR OF CERTIFICATION**

**Camilla G. Pitman, CMC, PLS**

Thank you for the opportunity of serving as LSPSC's Functional Director of Certification. It is indeed an honor to participate in an organization which has provided opportunities for me to grow in my occupation and achieve success at a higher level. I am proud to hold my PLS certification and look forward to helping you achieve success as you pursue your certification or recertification.

**ALS, PLS, PP Exams:** The deadline to submit your application for the Saturday, September 24, testing of the ALS, PLS, and PP is August 1. Applications can be obtained at [www.nals.org/certification](http://www.nals.org/certification). If you have any questions, please contact me at [cpitman@greenville.gov](mailto:cpitman@greenville.gov) or 864-467-4431.

Total Certifications as of April 2011: PP - 492; PLS - 5,637; ALS - 2,938

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

**Reminder:** If you are working towards a CLE Award or recertification, please remember to retain your seminar certificates received at local, state, regional, and national meetings so you can apply them towards your total certification hours.

I hope to see you at the LSPSC Summer Membership Meeting in Columbia on Saturday, August 13.



2011-2012 Board of Directors

## OFFICER REPORTS

### MEMBERSHIP

Lois J. Belle, PLS

I am truly honored to serve as LSPSC's Functional Director of Membership. I love membership, our members, recruiting and recognition. Thank you for allowing me to serve in this capacity this year.

Tara and I traveled to Tulsa, OK in March for the NALS Professional Development and Education Conference. What an awesome weekend (once we got there, that is!). I was able to attend eight hours of membership leadership training as well as our opening keynote speaker, networking lunch, recognition lunch and dinner. NALS has wonderful ladies as our members – it was nice to network with them! Thank you for this opportunity.

Our theme this year will continue to be **think big**. The membership theme is “Engage 5...Building a Foundation for the Future.” Let's work together to build our future. By recruiting new members and retaining our current members we will do great things.

As of May 2011, we have 90 members. 10 of these members are students. Each chapter is listed below:

Spartanburg.....	22
Greenville.....	22
Lowcountry.....	21
Hilton Head.....	8
Midlands.....	6
Orangeburg.....	5
Members-at-Large.....	6

I look forward to seeing each and every one of you at our Summer Meeting in Columbia in August – you won't want to miss it!

### **DID YOU KNOW? . . .**

#### **YOU CAN GET YOUR NATIONAL DUES WAIVED!!**

NALS members that sign up five NEW members beginning March 1, 2011 through January 31, 2012, will get their national dues waived for the year (this excludes state and local dues). The five new memberships must be in the same category of membership as the waived member, for example if you are a regular member who pays \$98 national dues then you must sign up five new members in that same category. The new members must report you as their sponsor when they submit their application to NALS and you must fill out the waiver that COMES IN your renewal notice when your Dues are due. On the waiver form you will indicate all five NEW members by name that you sponsored and submit it back to NALS. As long as everything matches up and all five new members have been acquired within the time period then your national dues will be waived for the year and you will only be required to pay your state and local dues along with submitting the completed waiver form. *(If your employer pays your dues you are entitled to \$98 credit towards any NALS Store purchase, NALS registration towards a conference, Webinar or towards a certification exam.)*

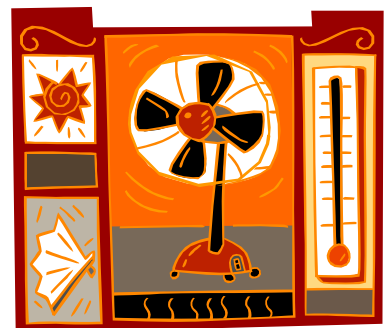
**Will you be the one to have your dues waived?**

### **FINANCE**

**Carlene B. Kilgore, PLS and  
Susan L. Olmstead, PLS**

We look forward to a great year of fundraising and everyone's support of our organization. Our theme for the Chinese auction at our summer meeting in Columbia will be “Hot Town, Summer in the City.” Bring a hot item — food, temperature, sellable, sexy — whatever comes to mind!

Have a great summer and see ya in Columbia.





**2010-2011 PRESIDENT-ELECT**  
**Tara Prevatte, PP, PLS**

**2011 NALS PROFESSIONAL DEVELOPMENT AND EDUCATION CONFERENCE**

Why is it that every time I have ever gone to Tulsa it is an ordeal? This trip was no exception. Here I thought I would leave early in the day on Thursday and get to Tulsa before dinner and I might even have time to go to the Pawn Shop, have cheese and wine and ride in a limousine. But No! I got to the Greenville airport to find that the flight was delayed and it went down hill from there. I met up with Lois and Jim and we waited for the flight to board. We boarded the plane only to be asked a short time later to exit the plane due to some mechanical issues and they were not sure how or when the plane would be fixed. After sitting in the Greenville airport for four hours, we finally left the Greenville airport for Atlanta, only to be delayed in Atlanta for several more hours. However, getting to travel with Jim Belle has its privileges. We were able to visit the Delta Crown room and have a drink or two on Delta. We finally arrived in Tulsa sometime after midnight Tulsa time. Once I arrived in my room, I met my roommate, Lindsey Stinchcomb, from Atlanta. Wow, nothing like making friends at 1:30 in the morning. Sadly, I missed the Top Dollar visit yet again. Maybe someday I will get there, but I was still able to get a diamond this year.

As you can imagine, Friday morning came early and NALS President Patricia Infanti, PP, PLS, opened the conference by welcoming everyone to Tulsa for a weekend filled with opportunities for learning, networking, renewing old acquaintances, and forging new friendships. Faynell Poe, PP, PLS, the NALS Foundation Chair, introduced the keynote speaker, Betsy Ringer. Betsy is a certified speaker, life coach, personality specialist, and author, and has been a public speaker for over twenty-five years. Betsy spoke to us about “How to Thrive, Not Survive”, by identifying and bringing out the best of leadership in each of us, and developing and enhancing the distinctive role each of us has to play in life. She guided us through the “Wheel of Life” exercise and presented an analysis based on the Playful Sanguine, Powerful Choleric, Proper Melancholy, and Peaceful Phlegmatic personalities to assist in “Knowing Yourself, Understand Others.”

Betsy presented three steps to take in shifting from surviving to thriving: Guide Your Life, Guard Against Hurry, and Give Yourself Permission to Be Happy.

Betsy also encouraged us to make choices to thrive—not just survive—and to practice “Leading Up”:

1. Learn how to communicate with your boss in a way he or she can hear you.
2. Build credibility. Know what is expected of you.
3. Remember: No complaining. Be solution oriented.
4. Help your boss look good.
5. Know your strengths and let them shine. Compliment one another.
6. Think what’s good for the organization.
7. Help the people around you succeed. Encourage and share information.

Later, during the “Joint Leadership Session for Current and Future Leaders,” we heard from President-elect Kathleen Amirante (PP, PLS), Jay Moore (NALS Communication Manager), and Saundra Bates (NALS Membership Manager) presented a lively session on changes within NALS and the upcoming sessions. Jay described the re-branding of the NALS logo—“engage, inspire, enhance, promote”—and pointed out that the NALS triangle now has four rings to represent that NALS is now more well-rounded and complete.

The new NALS logo may be used on the state and local levels, and is available on the NALS Web site. It was announced that Jay is leaving NALS for new ventures, and April Collins was introduced as the new NALS Communication Manager. Kathie then reminded us to submit registrations for the NALS Education Conference and National Forum, scheduled to be held October 13-16, 2011 in Cincinnati, Ohio. This conference will introduce the new CLE tracts and offer 43 sessions with over 80 hours of CLEs available--the most CLEs ever offered. Then in order to assist members in making plans for NALS future meetings, Kathie announced the dates and locations of upcoming meetings:

*(Continued on Page 10)*

(Continued from Page 9)

- **2012 NALS Professional Development and Education Conference:** March 1-3, 2012, Doubletree Warren Place, Tulsa, Oklahoma. (Note that this is one week earlier than usual.)
- **2012 NALS Education Conference and National Forum:** October 18-21, 2012, Sheraton-Portland Airport Hotel, Portland, Oregon,
- **2013 NALS Education Conference and National Forum:** October 17-20, 2013, Atlanta Marriott Century Center, Atlanta, Georgia.

Lisa Mitchum held our Region 4 meeting Friday morning prior to the Networking Luncheon. We had 29 region 4 members in attendance, including two past presidents and two first timers. She distributed information about the Sandestin Golf and Beach Resort in Destin, Florida and discussed the resort's amenities and the fees that are applicable. The room rate is \$149.00 plus tax per night. The cutoff date for the room rate is June 15, 2011 or until full. Lisa passed out registration forms, maps, and other information for review and questions. We voted to bring Kathie Amirante, (2011-2012 NALS President) to the conference. Region 4 voted to continue to allocate \$500 for expenses, with the caveat that she would visit at least one state meeting outside her own state meeting. Lisa passed around the piece of jewelry donated by the NALS Foundation. We were then provided with a Region 4 financial report for the period of March 10, 2010 through February 15, 2011 for review. During the meeting, Lisa announced that NALS would be going to electronic ballots this year, and all members will need to have an email address on file with NALS. She handed out a list of email address issues and asked if we had any updates. The meeting adjourned at 11:41 am.

During the Networking Luncheon, President Patti recognized the 2010-2011 Board of Directors in attendance and thanked them for their service during this past year along with all other NALS Leadership Team, volunteers serving as committee chairs, co-chairs, and subcommittee chairs, committee and task force members, and Online Learning Center presenters, and encouraged us to visit the NALS Store and meet the NALS Resource Center staff. Following lunch, we continued our State Leader training in interactive sessions with NALS leaders.

(Continued on Page 11)

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

**NOTICE** is hereby given that the Summer Membership Meeting for 2011-2012 will be held on Saturday, August 13, 2011 at:

**Nelson Mullins Riley & Scarborough LLP  
1320 Main Street, 17th Floor, Meridian  
Columbia, South Carolina  
The meeting will begin at 9:30 A.M.  
(Dress is business attire)**

Exact meeting information is available on the meeting registration form

Legal Staff Professionals of South Carolina

/s/ Jan Berger  
Jan W. Berger, ALS  
Secretary



*(Continued from Page 10)*

The early evening was the Installation of the 2011–2012 NALS Officers and our President’s reception. After a very moving Installation and speech from our new NALS President, Kathie reminded us to “Engage5”—recruit five members in your same classification and get your national dues waived for a year—and encouraged each of us to pay that forward by telling our new members that they, too, can get their next year’s national dues waived if they recruit five members within their first year of membership. She also announced if those with a life membership or whose employer pays their dues would Recruit 5 in their membership category, that member can now earn a \$98 credit voucher from NALS to be used for conference registrations, NALS store purchases, certification fees, or WebEd seminars! Kathie also reminded us to “Pay It Forward” by handing our new members five membership applications with their names and member numbers filled in so they can reap the benefits of recruiting new members, too. A key step in growing NALS for the future!

Saturday morning started with the NALS University. We moved from table to table engaging in 20-minute round-table discussions on topics of programs with a punch, motivating members, governance documents, planning meetings and retreats, community service, fundraising, websites, strategic planning, leading effective meetings and presidents’ messages. At the completion of the session we all graduated and received a diploma.

We finished our Tulsa experience with the Networking dinner on Saturday evening. Lois, Jim and I sat with the Georgia girls, and with Leslie Keys at our table, we laughed all night. After dinner, the entertainment consisted of a DJ and we danced all night. I enjoyed watching all the NALS members dance their hearts out. Leslie was right in there and never sat down—amazing.

Thank you for the opportunity to attend the NALS Professional Development and Education Conference as your President-Elect. I left Tulsa with a wealth of knowledge to make our members proud. The trip home was as exciting as the trip there.



**Tara Prevatte, Lisa Mitchum and Lois Belle**

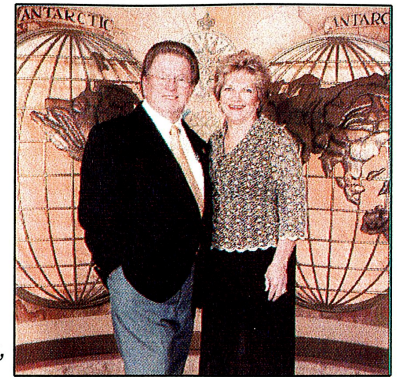




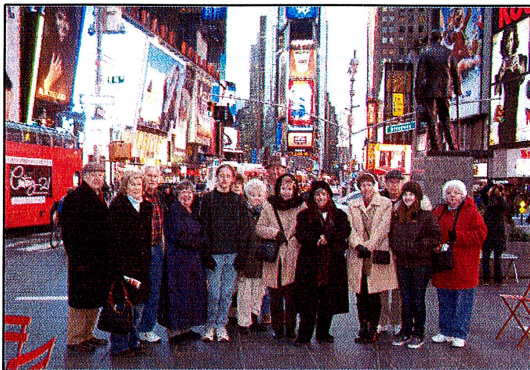
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Grand Canyon / Arizona / Utah – May 2011

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# Chapter Reports

## Hilton Head Legal Staff Professionals

HHLSP was hard at work during our March and April meetings, concentrating on last minute details to make the 46<sup>th</sup> Annual LSPSC Education Conference & Meeting a success.

Also at our April meeting, Sara Smoot of Smoot & Pitts inducted our 2011-2012 officers, which are as follows:

Susan Olmstead, PLS ~ President  
Meredith Lazarski, ACP ~ President-Elect  
Carlene B. Kilgore, PLS ~ Secretary,  
Functional Director of Certification  
Betty M. Parks ~ Treasurer, Functional  
Director of Membership & Education  
Lu Hansen ~ Functional Director of  
Public Awareness/Marketing

On April 9, Betty Parks, Carlene Kilgore and Meredith Lazarski walked in the 2011 Start! Lowcountry Heart Walk. HHLSP raise just over \$500.00 for the American Heart Association.

April 29 – May 1, HHLPS hosted the 46<sup>th</sup> Annual LSPSC Education Conference & Meeting at the Hilton Garden Inn. We greatly appreciate the support we received both from our fellow LSPSC members and the local law firms and businesses. We are delighted that all who were able to attend had a fabulous time! We enjoyed seeing everyone.

During our May meeting we finalized accounting details from the annual meeting and discussed various events for membership drives. HHLSP's goal this year is to reach out to potential new members and grow our chapter.







# Chapter Reports

## Legal Staff Professionals of Greenville

LSPG installed new officers for 2011-2012 at its April meeting. The new officers are:

President – Mary Beth Morgan, Gallivan White & Boyd PA;  
President-Elect – Patti Bacon, Court Reporter;  
Vice President – Kathy Suggs, Clardy Law Firm;  
Secretary – A. Yvonne Fortner, PP, PLS, Womble Carlyle;  
Treasurer – Myra Culbertson, Womble Carlyle; and  
Immediate Past President/Parliamentarian - Tara Prevatte, PP, PLS, Greene Law Firm.

Luanne Runge of Gallivan White & Boyd officiated at the installation ceremony. Incoming President Mary Beth Morgan recognized the solid foundation LSPG has built over the years and challenged its members with several initiatives by asking them to share their talents in mentoring young professionals in the legal community, assisting the local bar associations with their events, and partnering with the Association of Legal Administrators (ALA). She presented her new officers with picnic baskets decorated with ants, which carried out her theme.

Immediate Past President Tara Prevatte was presented with the Award of Excellence from LSPG.

Later in April, six members attended the Annual Meeting of Legal Staff Professionals of South Carolina in Hilton Head Island, where we were honored to place four members on the State Board for 2011-2012. Tara Prevatte, PP, PLS, was installed as President; Lois Belle, PLS, as Functional Director of Membership; Fran Powell, PP, PLS, as Functional Director of Marketing; and Camilla G. Pitman, CMC, PLS, as Functional Director of Certification.

Camilla Pitman was also recognized as the state winner of the Award of Excellence for 2011-2012.

The Hilton Head Island Chapter did a superb job hosting the meeting and everything went beautifully. Even the weather cooperated! Thank you all for the work you put into this event. Your efforts turned into a memorable weekend for all who attended.

LSPG is also thrilled to welcome two new members. Kaitie Steckiel, legal assistant with Thomas & Fisher, PA, was recently graduated from Bob Jones University with a degree in Human Resources Management. She is a big fan of Disney World and Dunkin Donuts. Olivia Reimers, paralegal with Thomas & Fisher, is a graduate of BJU with a degree in Business Administration. She became a newlywed in October 2010 when she married her best friend. We are so pleased to welcome Kaitie and Olivia.

We look forward to seeing everyone at our Summer Meeting in Columbia. Stay cool 'til then.

# Chapter Reports



## **Spartanburg County Legal Staff Professionals Robin C. Deming**

We are starting a new year in our local Chapter. A new beginning is always an exciting adventure. It started with our election of officers on Thursday, April 14, 2011 held at the Marriott in Spartanburg, South Carolina. Our new officers for the 2011 – 2012 year are as follows: Sarah L. Wallace, President; Kerry A. Waldrop, President-Elect; Theresa R. Sexton, Secretary; Nancy J. Lemmons, Certified PLS, Treasurer; Theresa A. Douglass, Functional Director of Education; Rhonda S. Mitchell, Functional Director of Membership; and Robin C. Deming, Chapter Liaison. Congratulations to all of the officers.

In addition to our installation, we are proud to announce the new members that have joined SCLSP. A big welcome back to Sharon D. Gaggar who has recently rejoined and a welcome to our five (5) new student members: Kimberly C. Anderson; Brenda D. Bell; Suyapa Gutierrez; Tawny Jones and Lorrie McKinney.

Spartanburg County Legal Staff Professionals is looking forward to this year and cannot wait to report back to the State all of our endeavors that will be taking place this year.

## **Legal Staff Professionals of the Midlands**

It's hard to believe that summer is just around the corner for all of us! School will be out shortly and summer vacations will be starting!

LSPM continues its goal of offering quality legal education to its members, serving the local community, and increasing personal and professional growth.

**Congratulations to our new 2011-2012 Officers: Jan Berger, President; Debra Bailey, President-Elect; Sharon Wotherspoon, Secretary/Treasurer; Linda Wilson, Functional Director – Membership; and Jamie Early, Functional Director – Education. The officers and members enjoyed a casual and nice installation ceremony at lunch on June 8<sup>th</sup>.**

Members have benefited from recent legal education. Thanks to Jamie for her hard work in securing speakers for our association. Jason Bradley from BlueCross and BlueShield spoke to us on employment law matters. Anne Marie Hanson, a regulatory and compliance Counselor at BlueCross and BlueShield, spoke to us on Electronic Discovery.

We continue our community service by taking doughnuts to a local retirement home on a monthly basis. Members are working with other local organizations to help those in need.

We look forward to seeing everyone in August at the summer meeting.

## **Legal Staff Professionals of the Lowcountry Gina Hall, President**

Wow! I'm so excited to be LSPL President. Over the next year, we have a calendar packed full of interesting speakers and fun events. Then in October, we have scheduled one of our Fundraiser events – a Garage Sale, which will be held in Grand Oaks on the 15<sup>th</sup>. We are asking all members to donate any garage-sale worthy items to sell. All proceeds will go into our LSPL account to be used for 2011-2012 annual expenses, marketing, education, and charities. We will be accepting donations now through to October. Please contact me directly for drop off location.

Since our Bake Sale last year was such a success, we have decided to bring that back again this year. The goodies that were donated were absolutely decadent, and we know the ones this year will be just as good, if not BETTER!!! We will have the bake sale during one of our upcoming meetings—maybe during the LSPSC officers visit.

We are currently working on obtaining T-Shirts with the LSPL logo on them to be worn by our members when performing any type of community service, fundraiser event or charity event. Please stay tuned for more exciting news on speakers and events as the year proceeds forward. Lastly, welcome to our two newest members, Bruce Gonzalez and student member, Melissa Altman, who both joined in April 2011.

*(President's Message, continued from Page 3)*

Now years later I feel that my decision to join was an excellent one. Thank you to Sharon Inman for being there for me in Tulsa on my first visit to the national conference and for being my partner on the Region 4 cruise--and furthermore, her willingness to risk snorkeling with me down in the depths of the Gulf of Mexico. Thank you to Sharon Witherspoon for her mentorship and friendship, as she began grooming me for this position ever since the first time we shared a hotel room in Tulsa several year ago (and not the time you locked me out of our room). Thank you to Stacy Burke for her friendship and guidance over the course of the last year in preparing for the presidency. Many thanks for her calm demeanor in helping me prepare my thoughts, and moreover, her help in putting those thoughts into action. Most importantly, I give an extended thanks to **all the members of LSPSC** for your faith, support and trust in me. Your continued support is what keeps me going and helps strive to do my best for you. I share all of this because my first annual meeting seven years ago had such a profound effect on me, and has brought me to where I am today.

In light of my experience, might you know what effect you have on a new or prospective member by just simply saying hello to him or her? Or even extending a pleasantry to a long-standing member who doesn't attend regularly? If Fran had not extended her invitation to me, or Lois hadn't welcomed me the way she did, or Naomi hadn't said hello to spawn the friendships I now have with each of our members in LSPSC, I would not have this wonderful leadership opportunity. In essence, each of us is an essential piece of our association.

Ever worked...and worked...and worked on a big puzzle? You know, one of those "ginormous" 5,000-piece beasts that takes several days, or even weeks to finish? You know, you search and search for a particular piece the one with the funny crook in the edge and the little line of blue running across one corner, or the piece of broken fence in the middle?

How often do you spend half a day searching for that piece until you finally decide that your NEW puzzle is actually missing some pieces, when suddenly, you find one of the puzzle pieces right under your nose, sitting out in plain sight where you've looked a hundred times before. Then you find yourself saying, "Now that is silly, how could I have missed that piece!?"

Aren't there a lot of things about life that are like a giant jigsaw puzzle? You move along putting pieces together, finding different pieces from the various facets of your life (e.g., family, home, work, school) to help complete the puzzle. God has made his children dependent upon one another--as siblings and as parents themselves. LSPSC is a family, structured in much the same way--seeking and growing strong in each other's fellowship and company, together as one and able to meet life's challenges and adventures.

Just like the jigsaw puzzle, you work so long and hard to finish, it takes EVERY piece to give the whole completed picture. You may have 250 clear blue pieces that make up the sky, but if even one of them is missing, the picture is lacking in its total beauty. If even one member draws back or a drop out, the whole is affected, the picture incomplete, its beauty marred. We need one another in order to be complete as an Association. No one piece, Chapter or member can make the picture complete, but all together we make a strong whole, each helping to hold the other pieces together, molding the shape of the picture that we have put together. Each piece is equally important, each has its place, whether it has a beautiful part of the scenery on it or is just a clear piece of the sky, and it is needed to hold the rest of the picture together.

**Each of you is an Essential piece of our puzzle.**

You fit into this puzzle in your special way. Maybe you are the border, maybe you are in the middle or maybe you are at the very top. But you have a place. When you realize it is a journey you create for yourself, you are able to embrace who you are and all of the sudden, you find your spot.

I guess my long analogy moral is this: Every event in our life is unique. Sometimes it's easy to endure and sometimes it's hard. An event can be so amazing and another time... extremely testing. Each event (puzzle piece, personality trait, etc) is unique and aids in making each person's puzzle different from another's. Yet, the goal is always the same when constructing the complete puzzle. Our goal is to complete the puzzle, to see the "big picture", and complete the task the Association has given to us.

"We cannot choose the things that will happen to us. But we can choose the attitude toward anything that happens."

~ Alfred A Montapert



**Hear! Hear!**



**The Legal Staff Professionals of the Lowcountry  
would like to congratulate two of our members for being elected to serve on the  
2011-2012 LSPSC Board of Directors as President-Elect and Treasurer**

**Please give a warm round of applause to:**



**Stephanie Saporita, PLS  
President-Elect**

**And**

**Elisa V. Chaney, PP, PLS  
Treasurer**

**We are so very proud of you ~ What an accomplishment ~ What an honor**

# Rise to the Challenge

Womble Carlyle congratulates the incoming 2011-2012 state officers.



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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
2010-2011 OUTGOING BOARD OF DIRECTORS  
ANNUAL MEETING MINUTES  
APRIL 29, 2011  
HILTON GARDEN INN, HILTON HEAD, SC**

The fourth regularly scheduled meeting of the 2010-2011 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President, Jamie I. Early, Certified PP, PLS on Friday, April 29, 2011, at 3:17 p.m. at the Hilton Garden Inn, Hilton Head, SC.

Present were the following officers: President, Jamie I. Early, Certified PP, PLS; President-Elect, Tara Jean Prevatte, Certified PP, PLS; Functional Director – Membership, Kerry Ann Waldrop; Functional Director – Education, Robin C. Deming; Functional Director – Certification, Lois J. Belle, Certified PLS; Treasurer, Stephanie Saporita, Certified PLS; Functional Director – Marketing, Jan W. Berger, ALS; and Immediate Past President/Parliamentarian, Stacy R. Burke, Certified PP, PLS. Absent was Secretary, Frances C. Powell, Certified PP, PLS.

Jamie welcomed the board members and reminded everyone that matters discussed here stay here.

**OFFICERS' REPORTS:**

**Secretary – Frances C. Powell, Certified PP, PLS**

Minutes of the Winter Board/Membership meeting will be passed out at the Saturday annual meeting. The Committee Reports will be distributed as well. In Fran's absence, it was noted that the purchase of the recorder, the dictation software, and the Flex Drive have been done. Fran was also able to get seven small thumb drives donated by Chicago Title and these will be used to store officer's records; then this information will be copied onto the Secretary's Flex Drive that will house the permanent records. Fran has begun the process of scanning records. It was recommended that all reports/records scanned should be scanned from white or light colored paper. Dark paper documents are not scanning very well. Once the scanning is complete, the Board will decide when to destroy hard copy records.

The Board discussed having Consent Agendas (including committee reports) prepared and available for distribution at conference registration and at seminars. This was an item noted in the "T-N-T" feedback. If passed out early, the membership will be notified that no additional copies will be available at the membership meeting. The Board will continue to discuss this item.

**Treasurer – Stephanie A. Saporita, Certified PLS**

Stephanie distributed the Third Period Treasurer's Report and noted that the association is on budget to meet income projections for the year. There are still some dues to be received from NALS for this year. Stephanie noted that the January CLE seminars raised \$1,320. The Winter Board meeting Chinese Auction raised \$535. The Buck-A-Book fundraiser also raised \$100. Dues recorded since last meeting was \$600. Legal Education line item is over budget, but with the \$300 NALS grant, it's basically a wash.

Stephanie updated the Board on an income item of \$25 recorded under miscellaneous income. This money was a cash incentive awarded to member Deborah Reynolds for sponsoring the most new members during this last period. Deborah was appreciative of the award, but donated the monies back to the association.

LSPSC was awarded a \$100 ATM grant at the Tulsa meeting. This money was deposited into savings. There is no new information on the association's CD's.

**President – Jamie I. Early, Certified PP, PLS**

Jamie reminded the Board that the *Spotlight* deadline is May 20, 2011 and therefore, everyone needed to get their reports in as quickly as possible.

Stacy Burke and Robin Deming volunteered to review the minutes of the April 29<sup>th</sup> outgoing board meeting and the April 30<sup>th</sup> annual meeting minutes.



The Board approved the following information to be included in the Consent Agenda for the Annual Meeting: Minutes from the January 28, 2011 Board Meeting, Minutes from the January 29, 2011 Winter Membership Meeting, and the Treasurer's Third Period Report. Jamie also noted that all individual chapter community service reports were to be submitted to Secretary Powell for inclusion in the committee reports packet. After review, the Consent Agenda was approved by the Board.

Jamie reminded the Board that NALS will no longer have paper election ballots. Electronic ballots will be available. It was noted that members who may not have computer accessibility can always use a computer at the library. You only have to set up an e-mail account and many are free (i.e. Yahoo).

Jamie next reminded the Board that Officer Roundtables will be held on Saturday, April 30, 2011 at 3:00 p.m. at the conclusion of the Annual meeting. Each officer should be prepared to preside at the table. The Roundtable is approved for .5 hour CLE credit.

Jamie next discussed the "now" TNT items that we have implemented and the positive feedback received: centralized location for economical 1-day Saturday Winter and Summer meetings; community charity work; continue the "thought for the day" at every meeting; continue the job bank/employment networking; cash incentives/contests/Chinese auction; email/social networking to stay in touch; education/CLE/chapter programs; consent agendas that streamline meetings; SCCADVASA donations; and the Special Superstar Member *Spotlight* issue.

Jamie next discussed the "Tomorrow" TNT suggestions: *Spotlight* issue of incoming officers and committee chairs; one-on-one mentors for new members for the first year; expand "meet and greet" to local small firms; look at electronic CLE; local chapters linking to LSPSC website; all chapters producing a newsletter at least annually; provide consent agenda earlier for review (discussed this earlier in President's comments); adding member's legal practice area specialty in handbook for networking/growth; larger scale community service; "themed" dinners for the Saturday evening Officer Installation banquet; recognize more member and chapter contributions; and membership growth.

Jamie next asked all offices to exchange their office tote bags, title badges, and notebooks/files after the annual membership meeting.

**President-Elect – Tara Jean Prevatte, Certified PP, PLS**

Tara gave a report on her attendance at the NALS Leadership Conference in Tulsa in preparation for her role as President for 2011-2012. Chapter "community hands-on" service information is due to Tara and she had not received reports from all chapters.

**Functional Director of Membership – Kerry A. Waldrop**

Kerry will lead the Pledge of Allegiance at the Annual Membership Meeting on Saturday, April 30, 2011.

Kerry updated the Board on current membership roster numbers. The State association currently has 88 members. LSPSC has 4 new student members during this period. Chapters have the following member counts: Lowcountry, 22; Midlands, 6; Greenville, 21; Hilton Head, 8; Orangeburg, 5; Spartanburg, 20, and Members-at-Large, 6.

Kerry will announce any winners for the Individual Member Contest and the Chapter Contests.

NALS is continuing to waive dues for members who are unemployed or sponsor 5 new members.

**Functional Director of Marketing – Jan W. Berger, ALS**

Jan will announce the upcoming *Spotlight* deadline of May 20, 2011. She will also announce the CPN deadline of May 5, 2011. Jan will also remind members of submitting Happy Grams for the *Spotlight* and what Happy Grams can consist of (a thank you to someone, a special poem, etc.). Jan also noted that we have 5 new ads for the *Spotlight* (4 full page and 1 quarter page) and she will thank the chapters for their stepping up to the challenge to secure 1 ad each for the *Spotlight*.

**Functional Director of Education – Robin C. Deming**

Robin will read the Code of Ethics at the Annual Membership Meeting. Robin will announce the speakers at the CLE seminars and notify the membership of the speakers' charity of choice. David Greene will speak on the "Gentler Side of the IRS" and Emily Boatwright will speak on "Short Sales." Robin informed the Board that she is securing Barbara Seymour to speak on Ethics at the Summer membership meeting in August.

A discussion was held about the recording of speakers and how these could be obtained from the NALS website for free. The Board will continue to discuss if there is any possibility of posting the audio CLEs on the LSPSC website or offering for a small fee as additional income.

**Functional Director of Certification – Lois J. Belle, Certified PLS**

Lois noted that there are no new PP, PLS, ALS, or re-certifications since the last meeting. Lois will also remind the membership of the next testing application deadline as well as the next exam date. Lois will have applications available at the membership meeting for any members who would like to use them. Lois will update the members on the total ALS, PLS and PP's we currently have in the state.

Lois noted that member Camilla Pitman, PLS, received her CMC certification (Certified Municipal Clerk). We will congratulate Camilla at the Saturday membership meeting.

**Past President-Parliamentarian – Stacy R. Burke, Certified PP, PLS**

Stacy asked for any officers who have any forms/form letters to send to her for the Forms Repository.

Stacy will announce at the Saturday meeting that the changes to the LSPSC By-Laws and Standing Rules were published on the website at least 30 days prior before voting on changes. If approved by the membership, the new By-Laws and Standing Rules will be certified by the Secretary and forwarded to NALS for their certification. They will also be published in the LSPSC Handbook.

There being no further business, the meeting was adjourned at 4:40 p.m.

Respectfully Submitted,

Jan W. Berger  
Jan W. Berger, ALS, for  
Frances C. Powell, Certified PP, PLS  
Secretary

Approved:

Jamie I. Early  
Jamie I. Early, Certified PP, PLS, President

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
2011-2012 INCOMING BOARD OF DIRECTORS  
SPRING BOARD MEETING MINUTES  
APRIL 29, 2011  
HILTON GARDEN INN, HILTON HEAD, SC**

The first regularly scheduled meeting of the 2011-2012 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President, Tara Jean Prevatte, Certified PP, PLS on Friday, April 29, 2011, at 5:00 p.m. at the Hilton Garden Inn, Hilton Head, SC.

Present were the following officers: President-Elect, Stephanie Saporita, Certified PLS; Secretary - Jan W. Berger, ALS; Functional Director – Membership, Lois J. Belle, Certified PLS; Functional Director – Education, Robin C. Deming; Functional Director – Certification, Camilla Pitman, CMC, Certified PLS; and Immediate Past President/Parliamentarian, Jamie I. Early, Certified PP, PLS. Absent were Functional Director - Marketing, Frances C. Powell, Certified PP, PLS and Treasurer, Elisa V. Chaney, Certified PP, PLS.

Tara welcomed the board members and reminded everyone that matters discussed here stay here.

**OFFICERS' REPORTS:**

**Secretary – Jan W. Berger, ALS**

Consent Agendas will be distributed at the spring membership meeting on Sunday, May 1, 2011. Consent Agenda will include LSPSC officers and committee reports, 2011-2012 proposed budget, and 2011-2012 Calendar. Jan will remind members to submit committee and chapter reports on time or they need to bring copies to the meeting. All original reports should be submitted to the secretary for the permanent records.

**President – Tara Jean Prevatte, PP, PLS**

Jamie Early and Lois Belle volunteered to review the minutes of the April 29<sup>th</sup> incoming board meeting and the May 1<sup>st</sup> spring membership meeting.

Tara next discussed the proposed 2011-2012 budget. After discussion, a motion was made (Jamie Early) to approve the 2011-2012 budget as written. There was a second (Robin Deming). Motion was approved. The budget will be presented to the membership at the spring meeting on May 1<sup>st</sup> for approval.

Tara reminded the Board that LSPSC will pay for registration, travel, and hotel for the President-Elect's attendance at the 2011 Region 4 Conference in Destin, FL July 22-24, 2011. Stephanie Saporita will be attending.

Tara also reminded the Board that LSPSC will pay for registration, travel and hotel for the President's attendance at the 2011 NALS 60<sup>th</sup> Annual Conference in Cincinnati, OH October 11-13, 2011. Tara will be attending.



The deadline for chapter rosters of officers, members, and committees is May 10, 2011 to Handbook Chair, Deborah League Brown, PLS. Tara noted that all committees have chairs. The Board discussed the Award of Excellence winner chairing the following year's committee. Sharon Wotherpoon, 2010 winner, will serve a two-year term as Chair. A question was raised regarding if a former winner can win the award again. There is nothing in the By-laws stating such.

The deadline for the June *Spotlight* is May 20, 2011. Patti Byers has agreed to be Editor again. Recommendation is to instruct Patti to choose lighter background colors for the publication as this will make a better quality copy when scanned into the permanent records.

Tara asked that all officers exchange notebooks, files, nametags, and duty summaries after the membership meeting on Saturday.

The Officer Retreat will be held at the Kilgore Mountain Home June 24-26, 2011. Friday night social and work begins Saturday morning.

Officer visitation will be discussed at the Officer's Retreat. Stephanie will email chapter presidents to secure possible dates.

Tara next discussed the Cash Incentive Drawings. The Board decided to keep the drawings for next year and keep the cash awards the same: \$25, \$50, and \$75. A reminder that cash incentives are not given at the spring membership meeting.

Tara next presented the 2011-2012 committee list for board approval. A motion was made (Jamie Early) to approve as presented, with the addition of Tamme Suggs as Employment Chair. A second was heard (Stephanie Saporita). Motion passed.

Tara informed the Board that the NALS "Think Big" campaign will continue with the theme being "Engage 5." The board will discuss at the officer retreat.

Tara next discussed community service ideas, including continuing SCCADVASA, "Food for Thought," and individual/chapter service. The Board will discuss more in detail at the officer retreat.

Fundraising for 2011-2012 was discussed, including Chinese Auction with themes and "Buck a Book." We currently have approximately 12 boxes of books and storing them is a problem. Six boxes were distributed for viewing/purchase. Any books left over will be donated to a local library in Hilton Head. The remaining 6 boxes will be brought to the summer meeting for view/purchase and some of the left over books will be donated to a local library.

### **President-Elect – Stephanie Saporita, Certified PLS**

Stephanie will request dates for officer visitation from each chapter and bring that list to the Officer Retreat. Stephanie will follow up with chapters to confirm they have submitted their 2011-2012 rosters to NALS and LSPSC.

**Functional Director of Membership – Lois J. Belle, Certified PLS**

Lois will lead the Pledge of Allegiance at the Spring Membership Meeting on Sunday, May 1, 2011.

Lois then passed out a "duck with a hard hat" and some "gummy" tools. This will go along with her "yellow hard hat" as part of the "Think Big" campaign: Engage 5 – Building a Foundation for the Future. Lois applied for and received a \$100 grant from NALS at the Tulsa conference.

**Functional Director of Marketing – Frances C. Powell, PP, PLS**

Fran was unable to be at the board meeting. Fran will remind members at the spring member meeting of the CPN and *Spotlight* deadlines. She will also inform members that marketing ideas will be discussed at the officer retreat.

**Functional Director of Education – Robin C. Deming**

Robin will read the Code of Ethics at the spring membership meeting. Robin will also poll the members at the Spring meeting for ideas for CLE topics. It was noted that we would try to provide CLE his year on Ethics and Professional Development.

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

Camilla will recognize all new ALS/PLS/PP certifications. She will also recognize any member who has recently recertified. Camilla will note that the next application/exam date deadline is August 1, 2011.

**Treasurer – Elisa V. Chaney, Certified PP, PLS**

Elisa was unable to attend the board meeting and will not be present for Officer Installation during the Annual Conference. For the present, Stephanie will continue as Treasurer until Elisa is installed as Treasurer. This will occur at the Office Retreat in June and Stephanie will pass her files to Elisa.

**Past President-Parliamentarian – Jamie I. Early, Certified PP, PLS**

Jamie noted that she would be reviewing the Bylaws and Standing Rules throughout the year for any updating that might be needed.

There being no further business, the meeting was adjourned at 6:40 p.m.

Respectfully Submitted: Jan W. Berger, ALS  
Secretary

Approved: Tara Jean Prevatte, Certified PP, PLS  
President

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE ANNUAL MEMBERSHIP  
MEETING FOR 2010-2011  
APRIL 30, 2011  
GREENVILLE, SOUTH CAROLINA**

The Annual Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2010-2011 was called to order by President, Jamie I. Early, Certified PP, PLS on Saturday, April 30, 2011 at 1:45 PM.

President Jamie reminded everyone to check in with Credentials Chairman. She also reminded everyone to turn off all cell phones and beepers. Each chairman or member who gives a report was asked to please come to the lectern. All members addressing the meeting should stand; give their name, certification and chapter. The Thought for the Day was given by Sarah L. Wallace. The Pledge of Allegiance was lead by Kerry A. Waldrop, Functional Director of Membership. The NALS Code of Ethics was presented by Robin C. Deming, Functional Director of Education. President Jamie I. Early, Certified PP, PLS introduced herself and welcomed everyone to the meeting.

All of the past Presidents in attendance were acknowledged. Jamie also recognized all of our first time attendees.

The officers of LSPSC for 2010-2011 were introduced: President-Elect, Tara Jean Prevatte, Certified PP, PLS; Functional Director-Membership, Kerry A. Waldrop; Functional Director-Marketing, Jan W. Berger, ALS; Functional Director-Education, Robin C. Deming; Functional Director-Certification, Lois J. Belle, Certified PLS; Treasurer, Stephanie A. Saporita, Certified PLS; Secretary, Fran C. Powell, Certified PP, PLS; and Immediate Past President, Stacy R. Burke, Certified PP, PLS.

**PRESIDENT'S REMARKS**

Jaime thanked the membership for coming. Jamie asked the membership to remember the first meeting of the year where she asked members sit to together as a chapter and see how far members had to move their chairs in the room. There was hardly any movement at all. It is common for chapter members to sit together. Jaime now asked for the members to move their chairs to sit next to someone who was not in their chapter. Jaime reminded the membership while it is easy to stick with the familiar, it is important to remember that we are a family and need to mix and mingle with all members.

The roller coaster ride of this LSPSC year has been great and we as a team have accomplished great things over the year. Jaime presented a completed chart of the ideas presented by the membership throughout the year of the Past, Present and Future of LSPSC. Jaime also encouraged the membership to give their support for the new incoming board and have a "there's nothing I can't do attitude. Jaime thanked the membership for their faith and confidence in allowing her to be President this year and especially for their support. Jaime also thanked the Board for their unselfish commitment, their un-failing dedication and never-ending hard work. Jaime also thanked the membership for their support as well. Jaime wanted the membership to know that LSPSC has helped her on this journey which our past presidents also helped to pave the way. Together with faith we have grown by dreaming it, believing it and achieving it. By stepping out of the box and letting the journey begin and by leaving a legacy and by working with the membership as a team bringing our visions to fruition. Our chapter TNT themes have also played in our growth this year as well and Jaime expressed her hope that the chapters would continue with their own TNT chapter themes to continue to grow. Jaime announced the winners of the current TNT sightings in the Spotlight. The acronym TNT was found in the Spotlight fifteen times. Debra Bailey and Deborah Brown were the winners of the contest.

**BUSINESS MEETING**

President Jamie reminded members that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Stacy R. Burke, Certified PP, PLS, Parliamentarian has forms for that purpose.

Camilla G. Pitman, Certified PLS reported that there were 25 members present and 13 represent a quorum. Camilla declared a quorum present.

Everyone was provided with the consent agenda packet of items that were approved by the Board. The packet included the Winter Board and Membership minutes and the Treasurer's Third Period Report. Deborah Brown noted an error in the previous minutes of meeting as to the title of Robin Deming on Page 7 and a duplicate sentence on Page 8. These items were all approved by consent as corrected.

Lois Belle, Certified PLS won the first incentive drawing in the amount of \$25.00.

Jamie reminded the members if they are not receiving their @Law or Spotlight to contact NALS and make sure LSPSC has your correct email address. Change of address forms can be downloaded from the NALS website through the members log in page. The Spotlight deadline is May 21, 2010 and any reports should be sent to Patti Bernier Byers.

Jamie notified the members that NALS will be moving to electronic voting this year and members who do not have emails or computers are encouraged to seek free email accounts and stated that local libraries have free computers for public use.

Jamie thanked the chapters for their participation in charity events and community service projects. Jaime thanked everyone for their support in the Buck-a-Book campaign and other financial support. Jaime announced that we would have an officer's roundtable immediately following the meeting which would be open to anyone who wanted to attend. Jaime also thanked everyone for bringing their scrapbooks and encouraged everyone to look through those books.

Jaime reviewed the TNT board of past, present and future ideas of members and gave a status of the ideas that were being brought back. Jamie reminded everyone of the NALS grant deadlines and the Spotlight deadline which is February 20, 2011. Jamie also notified everyone that the NALS Award of Excellence forms are on the website.

#### **Report from Elected and Appointed Officers:**

**President-Elect:** Tara Jean Prevatte, Certified PP, PLS.

Tara thanked the members for allowing her to attend the conference in Tulsa on behalf of LSPSC. Tara stated that information on the Region 4 conference was given out in Tulsa and stated that her full report will be in the Spotlight. Tara noted that NALS voted that the annual conference will be a week earlier in future years.

**Secretary:** Fran C. Powell, Certified PP, PLS

Fran presented the flex drive and the dragon software purchased on behalf of LSPSC and gave a status report of the scanning previous documents to the drive. Fran also gave information on the flash drives donated by Stewart Title for the board members to maintain officer's documents.

**Treasurer:** Stephanie Saporita, Certified PLS.

Stephanie discussed the individual line items details of the report. Stephanie pointed out that the line items under legal education are the costs associated with the CLE's for the attorney as well as the charitable donations. The miscellaneous line item is the winner of the new member incentive; however that member has asked that LSPSC keep that money as a donation. Discussion was held regarding various entries of the report as well as the savings account and the grant we received which Lois will discuss in her report. The Treasurer's Report was approved by the membership.



**Immediate Past President:** Stacy R. Burke, Certified PP, PLS.

Stacy reminded the membership that NALS had made several changes to the Bylaws and Standing Rules and stated that those changes had been posted to the website. A vote was taken to adopt the changes as posted to the website. Sharon Wotherspoon made a motion and Deborah Brown seconded the motion that we adopt the changes to the Bylaws as posted on the website. The motion was unanimously carried.

A second incentive drawing was held and Mary Beth Morgan won \$50.00.

**Annual Meeting 2011 (Hilton Head):** Carlene Kilgore, Certified PLS.

No report, however, everyone thanked the HHLSC members for the wonderful job these members did in creating a great weekend.

**Award of Excellence:** Sharon K. Wotherspoon, Certified PLS.

Sharon informed the membership that we had three individuals who were nominated for the Award of Excellence. Three judges voted on the nominations for Camilla Pitman, Patti Byers and Meredith Lazarski. The nomination submission for Camilla Pitman was read to the membership as she was awarded this year's Award of Excellence. Sharon suggested that we have a plaque made and compile a list of previous winners of this award for future recognition.

**FD-Certification:** Lois J. Belle, Certified PLS.

Lois recognized and congratulated Karen Cummings who received her MPS. Lois also recognized and congratulated Camilla G. Pitman, PLS for attaining Certified Municipal Clerk certification. Lois asked that anyone testing let her know so that she could offer encouragement to them. Lois also gave the deadlines for the application to take the ALS, PLS and PP as August 1<sup>st</sup> for the September exams. Lois also asked if anyone earned any of the CLE awards offered by NALS and encouraged everyone to review the qualifications and apply for this award.

**Community Projects:** Carlene B. Kilgore, Certified PLS and Susan L. Olmstead, Certified PLS.

Carlene thanked everyone for the donations. Carlene and Susan will be delivering the donations for the animals to the farm after the meeting. Carlene also thanked the membership for their participation in all of the charity events sponsored during the year.

**Continuing Education:** Robin C. Deming.

Robin announced we had twenty members in attendance at both the Kinder, Gentler IRS and Short Sales seminars. Robin encouraged everyone to attend the roundtable meetings after the meeting. Robin also asked for speaker suggestions for the summer membership meeting. Robin already secured a speaker on ethics and needed a second speaker. Robin also gave a report on the winter meeting.

**Credentials:** Camilla G. Pitman, Certified PLS.

No report.

**Employment:** Lauritza S. Hill and Mary Kay Oliver.

Lauritza and Mary Kay were not able to attend the meeting; however, Jaime recognized them and thanked them for serving.

**Finance:** Patti E. Bacon and Myra Culbertson.

Deb Reynolds and Kathy Suggs filled in for Myra and Patti today and Jaime thanked them for their service. Deb announced that we had earned over \$375 in the Chinese auction.

**Financial Review:** Paula M. Taylor, Certified PLS and Chrisanne T. Porter, Certified PLS.

Chrisanne stated that the books had been reviewed and found that the financial reports were in order.

**Handbook:** Deborah League Brown, Certified PLS, and Stacy R. Burke, Certified PP, PLS.

Deborah noted that their report is the handout as well as the Spotlight. Deborah noted that they had developed a standard format for the chapter reports for the officers' chairs and the members please put those reports in that format before sending them to her. Deborah also asked that these reports be forwarded to her before May 10<sup>th</sup> so that could be included in the Spotlight as well as be prepared for the board prior to the officer's retreat.

**Historian:** Stacy R. Burke, Certified PP, PLS. No report.

**Marketing/Bar Liaison:** Jan W. Berger, ALS.

Jan noted that her report was in the handouts and that she would have additional handouts at the roundtable meeting. Jan also thanked everyone for their efforts in selling ads for the Spotlight and recognized all of the vendors who had placed an ad. Jan reminded the members about the deadline of May 5<sup>th</sup> for the Carolina Paralegal News and encouraged everyone to send any news to them to market our association. Jan also reminded everyone to send happy grams for continued support.

**Membership:** Kerry A. Waldrop.

Kerry announced that our membership for LSPSC had increased and noted the total members in each chapter. Kerry also informed the members that we have five new student members throughout the state and asked the members to seek out these new student members and encourage them to participate in the association. The Legal Staff Professionals of the Low Country recruited the most new members and The Legal Staff Professionals of Orangeburg retained the most members and they are the winners of the membership contest. Kerry reminded everyone that NALS will continue to waive dues in the event you become unemployed.

**NALS Foundation:** Gina M. Hall and Sharon K. Wotherspoon, Certified PLS. No report.

**Nominations and Elections:** Deborah H. Bailey, Certified PLS and Sharon K. Wotherspoon, Certified PLS.

No report.

**Publications Editor:** Patricia Bernier Byers. No report.

**Scholarship:** Naomi W. Nation, Certified PP, PLS, CLA.

Naomi announced that we had four applicants for the scholarship and that we had a panel of judges and the winner has not been notified however Naomi will be sending the information to Brown Mackey College and will invite the scholarship winner to our summer membership meeting. Naomi also suggested making the application accessible in a PDF interaction format for future use to make the application more accessible to future applicants as well as possibly encourage additional applicants for the scholarship. Naomi also noted that the scholarship amount needs to be included on future applications as well.

**Scrapbook:** Deborah J. Reynolds, Certified PP, PLS and Jimi L. Bullard, ALS.

Deborah asked that everyone please share or send pictures to her or on the website for future scrapbooks and thanked everyone for the pictures she had already received.

**Standing Rules and Bylaws:** Stacy R. Burke, Certified PP, PLS. No report.

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

Jamie announced that the election by acclamation of the 2011-2012 LSPSC Officers was held at the winter membership meeting in 2011. The following individuals will be installed as your 2011-2012 LSPSC officers at the installation ceremony tonight. Jaime asked that each officer stand and be recognized as she called their name. President: Tara Jean Prevatte, Certified PP, PLS; President-Elect: Stephanie A. Saporita, Certified PLS, Secretary: Jan W. Berger, ALS; Functional Director of Membership: Lois J. Belle, Certified PLS; Functional Direction of Education: Robin C. Deming; Functional Director of Marketing: Frances C. Powell, Certified PP, PLS; Functional Director of Certification: Camilla G. Pitman, Certified PP, PLS and Immediate Past President: Jaime I. Early, Certified PP, PLS. Elisa V. Chaney is unable to attend tonight's installation ceremony and will be installed as the Treasurer at the officers' retreat in June. Jaime congratulated and thanked everyone for the hard work and service to the association.

**UNFINISHED BUSINESS:**

**Membership Meeting Sites 2011 – 2012**

NALS Region 4 Conference – July 22 – 24, 2011  
Sandestin Golf and Beach Resort, Destin FL

LSPSC Summer Membership Meeting – August, 2011  
NMRS, Columbia, SC

NALS 60<sup>th</sup> Annual Education Conference and National Forum – October 13 – 16, 2011  
Cincinnati, OH

**Annual Meeting Sites:**

- 2012 – Orangeburg, SC sponsored by Legal Staff Professionals of Orangeburg
- 2013 – Spartanburg, SC sponsored by Spartanburg County Legal Staff Professionals
- 2014 – Charleston, SC sponsored by Legal Staff Professionals of the Low Country
- 2015 – Columbia, SC sponsored by Legal Staff Professionals of the Midlands
- 2016 – Greenville, SC sponsored by Legal Staff Professional of Greenville

Sarah Wallace won the final incentive drawing for \$75.00.

The premium prize was donated by Hilton Head Legal Staff Professionals.

There being no further business to come before the membership, and no objection, the Annual Membership Meeting of LSPSC of 2010-2011 was adjourned.

Respectfully Submitted,

\_\_\_\_\_  
Frances C. Powell, Certified PP, PLS  
Secretary

Approved:

\_\_\_\_\_  
Jaime I. Early, Certified PP, PLS



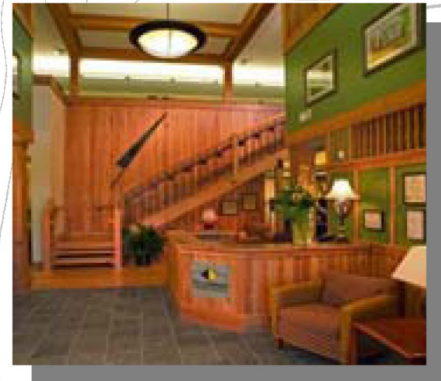


# Best Wishes to the LSPSC LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
2011 Summer Membership Meeting Registration  
August 13, 2011  
Meridian Building  
1320 Main Street, 17<sup>th</sup> Floor, Columbia, SC**

Deadline for Registration: August 3, 2011 (Add \$10.00 after this date)  
**NO REFUNDS AFTER AUGUST 8, 2011**

**SCHEDULE**

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

Name: \_\_\_\_\_ Nickname for Badge: \_\_\_\_\_

Chapter: \_\_\_\_\_

Official Office (if any): \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

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

• \$45 Full Registration (including lunch)      • \$15.00 Membership Meeting Only  
**REMINDER: Full registration does not include the separate seminar registration**

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

Debra Bailey, PLS  
Nelson Mullins Law Firm  
PO Box 11070  
Columbia, SC 29211  
(803) 255-9345 or (800) 237-2000

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
CONTINUING LEGAL EDUCATION SEMINAR  
SATURDAY, AUGUST 13, 2011  
NELSON MULLINS RILEY SCARBOROUGH LLP  
COLUMBIA, SOUTH CAROLINA**

**Deadline for Registration (with any handouts): August 1, 2011  
(Registration is accepted after August 1 but without any handouts)  
No refunds for cancellation after *August 8, 2011***

10:00 a.m. – 11:00 a.m.

**TOPIC: Ethics and Electronic Communication and Online Networking**

**SPEAKER:** Barbara M. Seymour, Esq.

Ms. Seymour is the Deputy Disciplinary Counsel in the Office of Disciplinary Counsel to the Supreme Court of South Carolina, where she investigates and prosecutes grievances filed against lawyers. She served as an adjunct instructor in the Professional Legal Assistants Program at Converse College and currently teaches as an adjunct in the Paralegal Degree Program at Midlands Technical College.

11:15 a.m. – 12:45 p.m.

**TOPIC: South Carolina Tort Reform**

**SPEAKER:** TBD

-----  
I will be attending the following seminar(s):

“Ethics and Electronic Communication  
and Online Networking “ \_\_\_\_\_

“South Carolina Tort Reform “ \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

FEE ENCLOSED:

Member	\$20 for one _____	\$30 for both _____
Nonmember	\$25 for one _____	\$40 for both _____

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

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

Robin C. Deming  
5148 Henderson Hill Road  
Chesnee, SC 29323  
(864) 560-6101; FAX (864) 560-7387

*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*





*(Continued from Page 1)*

- ◆ Group effectiveness skills such as persuasion, direction, team play and consensus building skills.
- ◆ Resourcefulness skills such as idea nurturing, creativity and problem solving.
- ◆ Technological skills such as proficiency with office equipment and software programs and other crafty techno' skills that you have.
- ◆ Personal attributes such as self-esteem, goal orientation, motivation and initiative.
- ◆ Adaptability skills such as flexibility, creative thinking, accepting direction and openness to new ideas and constructive criticism.

**2. Accomplishments** — Too many of us take our achievements for granted and view them as “all in a day’s work.” You must learn to “toot your own horn,” especially in an interview—there is no one else in the room to toot it for you. Don’t discount things that you have done to advance your employer’s effectiveness and success. What may seem minor to you may be of great significance to a prospective employer, or it may remind a current employer about how you made a positive difference in the outcome of a trial or crisis situation. Examples (“active” verbs are in bold):

- ◆ Voluntarily **produced** an electronic trial notebook for an upcoming trial, in the absence of the primary paralegal, and was **commended** by the managing partner.
- ◆ **Researched/uncovered** evidence of irregular activity in a case involving plaintiff’s allegations of catastrophic job-related injury. Creatively **exercised** independent fact investigation and **achieved** a favorable defense verdict for the client.
- ◆ Independently **developed** and **persuaded** the managing partner to implement a training program on the utilization of paralegals, resulting in its implementation with positive feedback from attorneys and paralegals in the firm.

You can also employ this approach when listing accomplishments in volunteerism or extra-curricular activities. Be sure that your list can be verified through written documentation and/or direct contact with the person(s) who benefitted from your efforts.

**3. Continuing Education/credentials** — Paralegals in today’s profession must stay current with technological, procedural and case precedent developments. Also, you may have achieved, or are currently pursuing, credentials as [a PP, PLS or ALS through NALS.] Perhaps you are taking computer classes, pursuing a college degree, or participating in an education program for personal or professional enrichment. This demonstrates pride in the profession as well as self-initiative. Never leave educational accomplishments and pursuits out of your story.

**4. Commitment and Dedication** — Many paralegals volunteer in their communities, local affiliated association or NALS, and may also be on the faculty of formal paralegal studies programs, or presenters for [NALS Webinars. ] Volunteerism and extra-curricular activities, even if paid positions, demonstrate your commitment to the community as well as to the paralegal profession. When you create your list, be sure to include a brief summary of your primary duties and responsibilities.

**5. Pulling it All Together** — Developing and updating the story about yourself is often a difficult process, and the subjective nature of “bragging” on yourself may seem immodest. But you have to get over that hurdle to do yourself justice. Here are some suggestions to help you develop your story:

**Solicit input** from a fellow paralegal or close friend who can help you to more fully and objectively define your professional attributes, competencies and accomplishments.

**Don’t rush.** Allow plenty of time to reflect and complete your story.

**Regularly update** your resumé to give you a fast start in competing for a new position or for your

*(Continued from Page 33)*

next career step. Use “active” verbs in citing your achievements (as demonstrated in the preceding examples under the “Accomplishments” heading), and include a final statement that your “Portfolio and references are available upon request.”

**Build a portfolio**, but be careful not to overload it. Summaries work best, especially when incorporating lists. The portfolio represents a customized story about you, your work and accomplishments. Your portfolio should include:

- Carefully chosen examples of your best work product (1-2 page documents are best; be sure to redact case captions, names, etc.)
- List of continuing education and professional development programs completed, including title, organization, date(s), credit-hours, and other significant details.
- Certified copies of diplomas, degrees, and formal certifications.
- Copies of certificates of completion for continuing education.
- List of professional and personal references, with current contact information (be sure the people on this list know they are being used as references — and that they will give you a good one!).
- Letters of commendation.
- Examples of articles or written materials that have been published (pick one or two and make a complete list).
- Examples of volunteer work, listing professionally related activities first (including titles or positions, and projects completed), followed by community-related work with the same information.
- List of formal education or continuing education presentations you have made, with syllabuses.
- Other pertinent documents or information that directly relate to you as a professional.

Everything in your resumé and portfolio must be letter perfect! Proofread it within an inch of its life, and have at least one other pair of eyes go over everything as well.

An important side effect of all this self-assessment and reflection is that it can positively influence your perception of your self worth. The story about yourself is your guiding light in building confidence, preparing for the future, and reminding you that you have accomplished many great things.

Your story is constantly evolving, so be sure to keep up and don’t miss a single episode.

Patricia J. Gustin, CP, CFEI, is a freelance paralegal in Harrisburg, PA, specializing in both product liability litigation and fact investigation, and a paralegal instructor. She is a former members of NALA’s Continuing Legal Education Council and is a frequent contributing author for *Facts & Findings* and other publications. She is also a Certified Origin and Cause Fire Investigator. You can reach her at [pgustin@verizon.net](mailto:pgustin@verizon.net).

This article was taken from the 2008 *Facts & Findings* Magazine with permission.

## **MESSAGE FROM NALS 2010-2011 PRESIDENT PATTI INFANTI**

This year is an exciting year for NALS and all NALS members are all part of the excitement. As announced in Tulsa, this is the inaugural year for Electronic Ballots for the NALS 2012-13 officers.

In order to receive a ballot, you must, Must, MUST have a valid e-mail address registered with NALS. Each NALS member should log into the Members Only section of the NALS website and review and update your contact information.

If you have never logged into the Members Only section, the instructions for doing so are right there on the login page. Those members who do not have e-mail or a computer can visit their local library or community center and use available free computers.

There are several companies that offer free e-mail such as Gmail with Google or Yahoo. Sign up for a free e-mail account and calendar a reminder to check your e-mail account after September 19 to find your electronic ballot in your In-Box.

But it is very, very important that every member has a valid e-mail address registered with NALS. No paper ballots will be mailed.

The NALS Nominations and Elections Committee is relying upon all state association and local chapter presidents and membership chairs to reach out and make direct contact with your members to advise them of this exciting news.

Any questions should be directed to NALS Nominations and Elections Chair, Patti Infanti at [infanti@ballardspahr.com](mailto:infanti@ballardspahr.com).

We encourage all members to go online now to make sure their information is up to date and that they can access their information (which they can update themselves). If they have difficulty logging in, they can contact Saundra Bates ([bates@nals.org](mailto:bates@nals.org)) for assistance.

### **HOW ELECTRONIC VOTING WORKS**

Every member will receive an e-mail from NALS providing a hyperlink and voting instructions.

The link will take the member to their electronic ballot. Once a member clicks on the link, *they must complete the voting process*. You cannot click on the link, close out of your incomplete ballot, and then try to click on it again. The link will not work. This procedure will prevent double voting.

Completing the ballot is very simple and easy to do and should take less than a minute to complete. The ballot will eventually time-out if it remains idle on your computer. It is suggested that members click on and complete the ballot in its entirety all at once. Once you are timed out – you won't be able to get back in.

The Nominations and Elections Committee strongly suggests that members view candidates pages in advance of the opening of electronic voting, i.e., prior to October 3. This will allow members to learn about the candidates and make an informed decision when voting. If members do not see their ballot in the Inbox once voting opens, check your spam filter (particularly at work).

Once a member completes their electronic ballot and casts their vote, their vote will go to an outside source for the counting of the ballots after October 28, 2011. No NALS member, or staff member, or Nominations and Elections Committee member can view or count the votes. The elected officers will be announced in a November E-news after all candidates have been notified of the election results.

Any questions, please contact Nominations and Elections Chair, Patricia E. Infanti, PP, PLS, at [infanti@ballardspahr.com](mailto:infanti@ballardspahr.com) or [PattiPP@Comcast.net](mailto:PattiPP@Comcast.net) or 609-471-2153; or Staff Liaison Jennifer King at [king@NALS.org](mailto:king@NALS.org) or 918-582-5188.

Thank you for being part of this NALS historic event!!

## MESSAGE FROM NALS REGION 4 DIRECTOR LISA MITCHUM

Do you like the 10K gold blue topaz ring we received from the **NALS Foundation** for our Region Conference? Would you like to win it? For **FREE**?!?

All you have to do is pre-sell five (5) tickets at either \$5 each or 5 tickets for \$20 and you will receive a **FREE** entry into the drawing. Ask your co-workers, family and friends if they would like a chance to win a beautiful 10K gold blue topaz ring for only \$5 or \$20, and you will receive a **FREE** entry into the drawing for every 5 tickets you sell.

The only catch is that if you can't make the Region Conference in Destin, Florida, the tickets and money must be returned to me by **JULY 6**. Checks can be made payable to the "**NALS Foundation**." Support of the **NALS Foundation** qualifies as a charitable contribution and it is deductible for federal income tax purposes to the maximum extent provided by law.

Let me know if you have any questions!

Lisa



The NALS Foundation has graciously donated a premium prize jewelry item to each region to be used in conjunction with their Regional Conference and the NALS Foundation Auction. Region 4 chose a beautiful 10k gold blue topaz ring.

**Tickets are \$5.00 each or 5 for \$20.00. Presale of tickets is encouraged!!**

### INSTRUCTIONS FOR NALS FOUNDATION TICKETS FOR REGION 4:

- You will find the tickets on the following page. Please **print on card stock** and cut along lines.
- Please make checks payable to **NALS FOUNDATION**.
- If you are not attending the Region 4 Conference in Destin, Florida, tickets and money must be returned no later than Tuesday, July 6, 2011, to:**

**Lisa J. Mitchum, PLS  
NALS Region 4 Director  
c/o Smiley Bishop & Porter LLP  
1050 Crown Pointe Parkway  
Suite 1250  
Atlanta, GA 30338**

- Additionally, we need items for the Chinese Auction at the Region 4 Conference. You can either send your item to me at the above address or e-mail a description of the item and bring it with you when you come to the conference.



## LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

### 2011-2012 ELECTED AND APPOINTED OFFICERS

<b>PRESIDENT</b> Greene Law Firm, PA 11 McGee Street Greenville, SC 29601 Email: <a href="mailto:tara@davidgreeneattorney.com">tara@davidgreeneattorney.com</a>	<b>NAME</b> Tara Jean Prevatte, PP, PLS Office 864/271-7940 Office (direct) 8**/ Telefax 864/370-3413 Cell 864/350-0937
<b>PRESIDENT-ELECT</b> Leath Bouch Crawford & von Keller Post Office Box 59 Charleston, SC 29402 Email: <a href="mailto:ssaporita@leathbouchlaw.com">ssaporita@leathbouchlaw.com</a>	<b>NAME</b> Stephanie A. Saporita, PLS Office 843/937-8811 Office (direct) 843/513-1058 Telefax 843/937-0606 Home 843/553-1350 Cell 843/743-5771
<b>SECRETARY</b> Nelson Mullins Riley & Scarborough Post Office Box 11070 Columbia, SC 29211 Email: <a href="mailto:jan.berger@nelsonmullins.com">jan.berger@nelsonmullins.com</a>	<b>NAME</b> Jan W. Berger, ALS Office (direct) 803/255-9314 Telefax 803/255-9008 Home 803/788-0057 Cell 803/331-5101
<b>TREASURER</b> 1234 Old Ivy Way □ Mount Pleasant, SC 29466 Email: <a href="mailto:evchaney@gmail.com">evchaney@gmail.com</a>	<b>NAME</b> Elisa Chaney, PP, PLS Office (direct) 843/720-4483 Telefax 843/722-2266 Home 843/849-2256 Cell 843/860-4665
<b>Functional Director – MEMBERSHIP</b> Womble Carlyle Sandridge & Rice Post Office Box 10208 Greenville, SC 29603 Email: <a href="mailto:lbelle@wcsr.com">lbelle@wcsr.com</a>	<b>NAME</b> Lois J. Belle, PLS Office (direct) 864/239-5990 Telefax 864/255-5440 Home 864/268-1009 Cell 864/979-7180
<b>Functional Director - EDUCATION</b> Spartanburg Regional 101 East Wood Street Spartanburg, SC 29303 Email: <a href="mailto:rdeming@srhs.com">rdeming@srhs.com</a>	<b>NAME</b> Robin C. Deming Office (direct) 864/560-6101 Telefax 864/560-7387 Home 864/461-4765 Cell 864/809-4638
<b>Functional Director - MARKETING</b> 508 Tracy Trail Greer, SC 29651 Email: <a href="mailto:fpowell@questbradv.com">fpowell@questbradv.com</a>	<b>NAME</b> Frances C. Powell, PP, PLS Office (direct) 864/915-7677 Telefax 864/286-6424 Home 864/286-3232
<b>Functional Director - CERTIFICATION</b> City of Greenville P.O. Box 2207 Greenville, SC 29602 Email: <a href="mailto:cpitman@greenvillesc.gov">cpitman@greenvillesc.gov</a>	<b>NAME</b> Camilla G. Pitman, CMC, PLS Office (direct) 864/467-4431 Telefax 864/ Home 864/895-5473 Cell 864/608-1893
<b>Immediate Past President/                      Parliamentarian</b> 124 Mariners Pointe Road Prosperity, SC 29127 Email: <a href="mailto:earlyjamie@yahoo.com">earlyjamie@yahoo.com</a>	<b>NAME</b> Jamie I. Early, PP, PLS Office (direct) 803/264-3555 Telefax 803/736-2713 Home 803/364-9045 Cell 803/422-6813

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

**2011-2012 COMMITTEE CHAIRS**

<b>AWARD OF EXCELLENCE</b> Nelson Mullins Riley & Scarborough Post Office Box 11070 Columbia, SC 29211 Email: <a href="mailto:sharon.wotherspoon@nelsonmullins.com">sharon.wotherspoon@nelsonmullins.com</a>	<b>NAME Sharon K. Wotherspoon, PLS</b> Office (direct) 803/255-9242 Telefax 803/255-9333 Home 803/438-0343 Cell 803/237-3873
<b>COMMUNITY PROJECTS</b> 602 Cannon Circle Greenville, SC 29607 E-mail: <a href="mailto:jimibullard@gmail.com">jimibullard@gmail.com</a>	<b>NAME Jimi L. Bullard, ALS</b> Office (direct) 8**/ Home 8**/ Cell 864/430-7027
<b>CREDENTIALS</b> Womble Carlyle Sandridge & Rice Post Office Box 10208 Greenville, SC 29603 Email: <a href="mailto:mculbertson@wcsr.com">mculbertson@wcsr.com</a>	<b>NAME Myra Culbertson</b> Office 8**/ Office (direct) 864/239-5959 Telefax 8**/ Home 864/979-2330
<b>EMPLOYMENT</b> Haynsworth Sinkler Boyd, PA Post Office Box 340 Charleston SC 29402 Email: <a href="mailto:Tsuggs@hsblawfirm.com">Tsuggs@hsblawfirm.com</a>	<b>NAME Tammela A. Suggs, PLS</b> Office (direct) 843/720-4426 Telefax 843/720-4469 Home 843/795-8744 Cell 8**/
<b>FINANCE</b> McNair Law Firm, P.A. Post Office Drawer 3 Head Island, SC 29938 Email: <a href="mailto:ckilgore@mcnair.net">ckilgore@mcnair.net</a>	<b>NAME Carlene B. Kilgore, PLS</b> Office (direct) 843/341-4945 Telefax 843/686-5991 Home 843/785-4766 Cell 843/290-5276
<b>Smoot &amp; Pitts</b> Post Office Drawer 23439 Hilton Head Island, SC 29925 Email: <a href="mailto:susanolmstead@speblaw.net">susanolmstead@speblaw.net</a>	<b>NAME Susan L. Olmstead, PLS</b> Office 843/681-3200 x13 Telefax 843/681-3204 Home 843/681-5540 Cell 843/338-3313
<b>FINANCIAL REVIEW</b> Hawthorne Corporation 3955 Faber Place Drive, Suite 301 North Charleston, SC 29405 Email: <a href="mailto:paula.taylor@hawthornecorp.com">paula.taylor@hawthornecorp.com</a>	<b>NAME Paula M. Taylor, PLS</b> Office (direct) 843/818-1404 Telefax 843/576-0109 Home 843/761-8662 Cell 843/291-0437
Charleston County Finance Dept. 4045 Bridge View Drive, Suite A-225 North Charleston, SC 29405 Email: <a href="mailto:cporter@charlestoncountv.org">cporter@charlestoncountv.org</a>	<b>NAME Chrisanne T. Porter, PLS</b> Office (direct) 843/958-4618 Telefax 843/958-4615 Home 843/795-9695 Cell 843/514-1260
<b>HANDBOOK</b> Butler, Means, Evins & Browne, P.A. Post Office Drawer 451 Spartanburg, SC 29304-0451 Email: <a href="mailto:deborahbrown@butlermeans.com">deborahbrown@butlermeans.com</a>	<b>NAME Deborah League Brown, PLS</b> Office (direct) 864/699-5655 Telefax 864/585-2034 Home 864/583-5264 Cell 8**/

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

**2011-2012 COMMITTEE CHAIRS**

<b>HANDBOOK [con't]</b> 124 Mariners Pointe Road Prosperity, SC 29127 Email: <a href="mailto:earlyjamie@yahoo.com">earlyjamie@yahoo.com</a>	<b>NAME</b> Jamie I. Early, PP, PLS Office (direct) 803/264-3555 Telefax 803/736-2713 Home 803/364-9045 Cell 803/422-6813
<b>HISTORIAN</b> 124 Mariners Pointe Road Prosperity, SC 29127 Email: <a href="mailto:earlyjamie@yahoo.com">earlyjamie@yahoo.com</a>	<b>NAME</b> Jamie I. Early, PP, PLS Office (direct) 803/264-3555 Telefax 803/736-2713 Home 803/364-9045 Cell 803/422-6813
<b>NALS FOUNDATION</b> Office of the 9 <sup>th</sup> Judicial Circuit Solicitor 101 Meeting Street, Suite 400 Charleston, SC 29401 Email: <a href="mailto:naomi@scsolicitor9.org">naomi@scsolicitor9.org</a>	<b>NAME</b> Naomi W. Nation, PP, PLS, CLA Office (direct) 843/958-1945 Telefax 843/958-1905 Home 843/552-0632 Cell 843/ 607-2144
<b>NOMINATIONS AND ELECTIONS</b> Nelson Mullins Riley & Scarborough Post Office Box 11070 Columbia, SC 29211 Email: <a href="mailto:sharon.wotherspoon@nelsonmullins.com">sharon.wotherspoon@nelsonmullins.com</a>	<b>NAME</b> Sharon K. Wotherspoon, PLS Office (direct) 803/255-9242 Telefax 803/255-9333 Home 803/438-0343 Cell 803/237-3873
<b>PUBLICATION</b> Post Office Box 762 Charleston, SC 29402 Email: <a href="mailto:p_bernier@hotmail.com">p_bernier@hotmail.com</a>	<b>NAME</b> Patti Bernier Byers Office (direct) 843/577-2026 Home 8**/ Cell 843/814-9518
<b>SCHOLARSHIP</b> 516 Union Street Spartanburg, SC 29306 Email: <a href="mailto:Nyc046323@aol.com">Nyc046323@aol.com</a>	<b>NAME</b> Sarah L. Wallace Office (direct) 8**/ Telefax 8**/ Home 864/316-1439
<b>SCRAPBOOK</b> Charleston County Finance Dept. 4045 Bridge View Drive, Suite A-225 North Charleston, SC 29405 Email: <a href="mailto:cporter@charlestoncounty.org">cporter@charlestoncounty.org</a>	<b>NAME</b> Chrisanne T. Porter, PLS Office (direct) 843/958-4618 Telefax 843/958-4615 Home 843/795-9695 Cell 843/514-1260
Hawthorne Corporation 3955 Faber Place Drive, Suite 301 North Charleston, SC 29405 Email: <a href="mailto:paula.taylor@hawthornecorp.com">paula.taylor@hawthornecorp.com</a>	<b>NAME</b> Paula M. Taylor, PLS Office (direct) 843/818-1404 Telefax 843/576-0109 Home 843/761-8662 Cell 843/291-0437
<b>STANDING RULES</b> 124 Mariners Pointe Road Prosperity, SC 29127 Email: <a href="mailto:earlyjamie@yahoo.com">earlyjamie@yahoo.com</a>	<b>NAME</b> Jamie I. Early, PP, PLS Office (direct) 803/264-3555 Telefax 803/736-2713 Home 803/364-9045 Cell 803/422-6813
<b>TECHNOLOGY</b> Womble Carlyle Sandridge & Rice Post Office Box 10208 Greenville, SC 29603 Email: <a href="mailto:yfortner@wcsr.com">yfortner@wcsr.com</a>	<b>NAME</b> A. Yvonne Fortner, PP, PLS Office (direct) 864/239-5950 Telefax 864/255-5440 Home 864/895-2314 Cell 864/704-9468



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2011 CALENDAR

## JUNE 2011

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Summer @Law
- 5 NALS ALS Examination Date
- 15 Regular Registration Deadline for Region 4 Annual Education Conference in Destin, FL (July 22 – July 24, 2011)
- 24-26 LSPSC Officer Retreat, Kilgore House

## JULY 2011

- 1 Hotel Reservation Deadline for Region 4 Annual Education Conference in Destin, FL (July 22 – July 24, 2011)
- 1 Early Registration Deadline for NALS 60th Education Conference & National Forum in Cincinnati, OH (October 13-16, 2011)
- 2 Carolina Paralegal News Deadline (July)
- 22-24 Region 4 Annual Education Conference in Destin, FL

## AUGUST 2011

- 1 Regular Registration Deadline for NALS 60<sup>th</sup> Education Conference & National Forum in Cincinnati, OH (Oct. 13-16, 2011)
- 1 Deadline for Nominations of NALS 2012-2013 Board of Directors
- 1 NALS September ALS/PLS/PP Exam Application Due
- 12 LSPSC Summer Board Meeting in Columbia
- 13 LSPSC Summer Membership Meeting in Columbia, SC

## SEPTEMBER 2011

- 1 Carolina Paralegal News Deadline (Sept.)
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Fall @Law
- 15 Mailing of NALS Board of Director Ballots
- 18 Hotel Reservation Deadline for NALS 60<sup>th</sup> Education Conference & National Forum in Cincinnati, OH (Oct. 13-16, 2011)
- 25 NALS ALS/PLS/PP Examination Date
- 30 Carolina Paralegal News Deadline (Oct.)

## OCTOBER 2011

- 10-14 NALS Court Observance Week (*Theme unknown at this time*)
- 13-16 NALS 60<sup>th</sup> Education Conference & National Forum in Cincinnati, OH
- 15 NALS December ALS Exam Application Due

## NOVEMBER 2011

- 1 Deadline for NALS Jett Awards
- 1 Call for Nominations of LSPSC Officers for 2012-2013
- 1 Carolina Paralegal News Deadline (Nov.)
- 15 Close of Nominations of LSPSC Officers for 2012-2013
- 20 Deadline for LSPSC Spotlight (December)

## DECEMBER 2011

- 1 Dissemination of Acceptance and Qualification Forms to LSPSC Nominees for 2012-2013 offices
- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (March 1-3, 2012)
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Winter @Law
- 4 NALS ALS Examination Date
- 15 Deadline for return of Acceptance and Qualification Forms by LSPSC Nominees for 2012-2013 offices
- 24-31 NALS Closed for Holidays



# Social Networking



**Come Join Us Online!**



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

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*Click on "NALS Community"*

# 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: Patricia Bernier Byers, Editor**  
**Post Office Box 762**  
**Charleston, SC 29402**

**TO:**