



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

Letiquette – Netiquette

By Marie Schoenfeldt, PLS, CLA

When composing a letter, be mindful of your etiquette, especially if it is a first contact business letter. Keep the recipient of your correspondence in mind, as well as what and how you want to communicate. If this is your first contact with the recipient, your goal should be to make a good “first impression.” You want to encourage the reader to actually read your message and respond in a timely manner.

Have the recipient’s information correct—title (Mr., Mrs., etc.), name, and mailing address. If the first name is such that it can be a male or female, do your homework— find out which. If a female receives your letter and it is addressed to “Mr.,” she will immediately know that you do not know who she is and may dismiss your letter as not all that important.

The subject line should be complete and concise. Let the reader know why you are writing. If the recipient has a file number for that particular subject, include it for easy reference.

Use short precise sentences and short paragraphs. Do not ramble. Say what you want to say, and go on to the next topic. If your message covers several items, separate them by bullets or numbers to establish the separation.

When composing a letter for someone else’s signature (i.e., your employer), your message should reflect what he or she would write. A good assistant will not only offer to compose the letters, he or she will do so as if the employer actually wrote it.

If faxing your letter, the cover sheet should reflect the same correct information as to title, name, etc. and contain a subject line as well as an indication of how many pages are being sent. Without

(Continued on page 12)

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President's Report



Have you ever gone above and beyond what was expected of you only to find out it is not what your boss envisioned? I have and thankfully I had 5 hours' notice before the managing partner returned to the office to tell me how he felt. Events like these are often very discouraging and will cause us to hesitate when we attempt to go above and beyond the call of duty.

On one side of the line, there is an opportunity to make great things happen and on the other side there is less of a change. Whenever we need to make a decision we have to decide whether or not to settle and make the safe choice. Crossing the line as an adult is difficult. We fear both change and criticism. We have lived through fall out and have been left picking up the pieces. Additionally, we find that we are held back by others. Many times our peers think that crossing the line is too risky and will unintentionally say things to hold us back. As children we always crossed the line. We pushed the limits and tested boundaries day in and day out regardless of the consequence we knew would inevitably follow. These consequences were both positive and negative and we never stopped crossing the line until we obtained the desired outcome. Crossing the line as children helped us grow into the adults we are today.

The bingo card that appears on page 4 will help you find ways to cross the line this year. Each square lists an activity that will help you become more involved on the local, state and National level of this association. There is no limit as to how many times you can win and each win will enter your name into a drawing to win an early bird registration to the 2013 National Meeting in Atlanta, GA. You can win the traditional way, you can win with 4 corners or you can win with the postage stamp. If you fill up the entire card you will receive 10 entries to win.

I cannot wait to attend our Officers' Retreat so that the board can begin to work on ways LSPSC can cross the line throughout the year. We have already agreed to continue crossing the line by donating to the community service organizations which will be chosen by the Community Service committee and by providing one early bird registration to members who cross the line within our association. Thank you again for your vote of confidence and I look forward to serving as your president this year. I also look forward to crossing the line by committing to serve and encourage our members to cross the line with me and I hope you will join me in offering your support and encouragement as well.

Stephanie Saporita, PP, PLS
2012-2013 LSPSC President

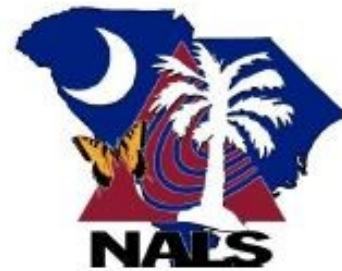
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2012-2013 Editor:
Yvonne Fortner, PP, PLS
Post Office Box 10208
Greenville, SC 29603

- B**e the best you can be
- I**nspire others
- N**etwork with legal professionals
- G**ather knowledge
- O**bserve the rules of professional conduct



B	I	N	G	O
Attend State Spring Meeting	Attend 9 Local Meetings	Write an article for a NALS publication	Hold a State Board Position	Attend a NALS OLC Session
Serve on a National Committee	Participate in NALS Social Media	Attend NALS Tulsa Conference	Attend State Winter Meeting	Obtain/Renew CLE Award
Write an article for a local/state publication	Take advantage of Affinity Programs		Attend 6 Local Meetings	Attend State Summer Meeting
Attend Region 4 Conference	Attend a NALS Webinar	Hold a Local Board Position	Read local/state newsletter(s)	Attend a local/state special program
Attend 3 Local Meetings	Read @Law, eNews, NALS docket	Pass/Renew Certification	Attend State Annual Meeting	Serve on a Local/State Committee

How many times can you **BINGO**?

Social Networking



Come Join Us Online!



www.lspsc.org

www.lspsc.org **(Charleston Chapter)**

www.lspsc.org **(Greenville Chapter)**

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



www.facebook.com

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

www.linkedin.com

www.ning.com

www.nals.org

Click on "NALS Community"

OFFICER & COMMITTEE REPORTS



President-Elect

Lois J. Belle, Certified PLS

I am not even sure where to begin – I am truly overwhelmed by the trust you have placed in me this year to serve as LSPSC’s President-Elect. I promise to follow President Saporita in all that she does and gain knowledge of the awesome undertaking ahead of me next year. With the support of our Past Presidents and our loyal members, I feel confident to take on this role. I’ve said it before and you’ll hear me say it many times again – I would not be where I am today, professionally or even personally, were it not for LSPSC and the members who have mentored me, befriended me and led me this far. I thank God for all of you!

President Stephanie has a host of ideas for this coming year. Having worked with her on the Board, I have seen the energy and enthusiasm she will bring to LSPSC under her leadership. I am especially impressed by her technical knowledge, and am excited to have the opportunity to learn new ways to move our Association forward. We have an incredible group serving together on her Board, and each one of our officers will bring something unique to the table as we serve together.

I will be working with our local chapter Presidents to schedule our state officer visitations. Our state officers look forward to meeting with each of our chapters throughout the year. It’s a great way for us to get to know some of the folks who might not otherwise be able to attend our out-of-town meetings. We come to you and hope that you will encourage your members to attend this very special meeting. It’s always my greatest pleasure to meet new members and to catch up with those members with whom I have already had the privilege of their friendship.

Our very last NALS Region 4 meeting will be held this year in Chattanooga, Tennessee. As your President-Elect, it is my pleasure to be your official representative at this meeting. I hope that you will consider attending– I’d love to see each and every one of you there. The meeting will be held at the Chattanooga Choo Choo hotel from Friday, July 13 through Sunday, July 15. Thank you for allowing me to represent LSPSC. I look forward to the networking, education and friendship that will encompass our Region 4 conference.



And lastly, I am so appreciative of my President-Elect luncheon at our annual meeting. What a lovely occasion. Thank you to our Orangeburg chapter for hosting a wonderful meeting – in such a fantastic venue. Although small in number, they certainly put on a terrific meeting! I

was completely humbled by the kind words that so many members spoke during and after my luncheon. We have a wonderful association of professional ladies and I am thankful and grateful for each and every one of you. I continue to be swept away with emotion by your thoughtfulness to me. I still smile every time I think about it. Thank you especially to my home chapter, Greenville, which honored me in a way I will never forget. I so enjoyed the tea with our lunch. I was very touched by and just love my engraved silver tray. It’s just beautiful. It is something that I will always cherish... along with your friendship. Thank you again for making this day special for me!

Have a great summer and if I don’t see you in Chattanooga then I’ll see you in August in Columbia for our summer meeting.

Functional Director of Education **Meredith Lazarski, ACP**

First and foremost, I would like to thank the members of Legal Staff Professionals of South Carolina for the opportunity to serve as this year’s Functional Director of Education. I greatly appreciate everyone’s suggestions at April’s annual meeting and I hope you enjoy the seminars scheduled for our summer meeting. Please let me know if there is a particular topic you would be interested in hearing about at our winter meeting.

We had twenty-two members register for our SC Court of Appeals – Court Rules seminar, twenty-six members register for our Then and Now seminar and collected \$730.00 in registration fees. We would like to thank Tanya A. Gee, Esquire, Chrisanne T. Porter, PLS, Paula Taylor, PLS and Naomi W. Nation, PP, PLS, CLA for taking the time to speak to us.

Prior to joining Nexsen Pruet’s Columbia office, Tanya A. Gee served as Chief Staff Attorney and Clerk of Court for the South Carolina Court of Appeals. She gave a very informative presentation on the Court of Appeals’ rules and outlined the procedures for filing briefs with the Appellate Court. At her request, we are happy to donate to the South Carolina Appleseed Justice Center.

Chrisanne T. Porter, PLS, Paula Taylor, PLS and Naomi W. Nation, PP, PLS, CLA gave an entertaining and informative presentation about NALS and LSPSC both then and now, starting with the formation of NALS and outlining the history of LSPSC. With the help of memorabilia collected from several long-standing members and group discussion, newer members were enlightened with the evolution of our

organization. At their request, we are happy to donate to the Crisis Ministries in Charleston.

I look forward to seeing everyone at our summer meeting which will be Saturday, August 25, 2012 at Nelsen Mullins in Columbia. Elizabeth Mann, JD, is the Department Head and Professor of the Paralegal Program at Greenville Technical College and will be presenting a refresher course for written communications (punctuation, grammar, word usage, sentence and paragraph composition, and effective writing skills in a legal environment). Jay Bender, Esquire is a frequent defender of the First Amendment and a champion of open government. Mr. Bender will give a presentation on South Carolina's Freedom of Information Act, which he was instrumental in the development of and which has evolved into one the Nation's strongest.

Employment

Roxanne R. Reynolds, PLS

As Chair of the Employment Committee, please forward any employment opportunities in your area and I will be happy to disseminate them to our members.

Finance

Carlene B. Kilgore, PLS

Frances C. Powell, PP, PLS

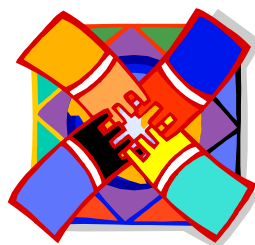
Thanks to everyone for the fabulous donations towards our finance project at the Annual Meeting in April in Santee. We surpassed our budget goal for the 2011-2012, and you all deserve a pat on the back for helping to make that happen. Thank you, thank you!

And now we come to a new year! Our budget is a little less this year, but we still need your support to meet our \$1500 goal. Our theme for the Chinese auction at our membership meeting on August 25 in Columbia will be "Dream Vacation"—one you've had or one you hope to have! Donations could include memorabilia, trinkets, guide books, etc. from your favorite getaway. Enjoy your summer; and we hope to see many of you in August at Nelson Mullins.

Functional Director of Marketing

Sharon K. Wotherspoon, PLS

Marketing of our Association is a huge project and it takes more than just an individual who fills the position of Functional Director of Marketing. I will be working very close with our Functional Director of Membership, Susan Olmstead, Certified PLS as these two positions work hand in hand.



Susan and I will be putting our heads together and you can bet we will be picking YOUR brains for your thoughts and suggestions. After our Officer Retreat later this month be on the lookout for some emails from us both.

I appreciate the opportunity to work on the 2012-2013 Board and will work hard to market our Association.

Looking forward to seeing all of you either at Region 4 in July in Tennessee or in August in Columbia.

Functional Director of Membership

Susan Olmstead, PLS

Let me start this report by giving you tools to assist you in your objectives and goals for growing your Chapter:

Saundra Bates 918-582-5188x15; bates@nals.org. Saundra is your link to the Resource Center. She is the "go to girl" for monthly SMC/LMC membership reports and material requests. State and local membership reports are available on the website.

Lisa Mitchum, PLS 770-601-5262; lmitchum@sbppllaw.com. Lisa is NALS Membership Director and a liaison between the state membership chairperson and local membership chairperson and the board of directors.

Website: www.nals.org/leaders/ password: eulamae. NALS offers a resource library, national conferences and services at reduced rates, affinity programs, online learning center and online study group, web-ed programs, @Law, the NALS docket, e-News, NALS Legal Training Course, membership brochures, and student packages.

State and local membership reports are available on the website. One of these reports is entitled "Potential Member Report" which is posted monthly, by state, on the website. In addition, the New Member Report is available. This will give you an opportunity to welcome new members and make them feel connected and invite them to the events going on in your area. These reports are available by the 10th of each month.

Social media sites can help you get your message in front of a new prospects and member. It gives you exposure to younger professionals and the ability to communicate where members "live" online. Be media smart and show expertise and value by answering questions.

NALS Foundation. Need money for a chapter event? Check out NALS Foundation "new innovation" focus. The next grant deadline is September 1st.

Recruitment: Engage 5 new members and receive \$98 in the form of a credit voucher or paid national dues. Engage:

Encourage and initiate interaction between chapter member(s) and potential members. Almost every association has its lowest renewal rate among new members. You can send the new member of packet of information but how much better is it to engage them with a phone call, an email, a dollars-off voucher, providing them with a mentor, engage them in activities or taking the time to help them navigate the NALS website for benefit access.



Value - potential members need to see value --What are your membership benefits worth? @law (\$40yr); reduced conference fees (\$100/conference); free webinar each month 9\$350 savings/yr.), WebEd Sessions (\$15/each); exam fees (\$50/per exam); reduced state level CLE fees; and reduced chapter level CLE fees. The number one reason for non-renewal is the complaint that they did not receive the expected value to justify the cost of their dues. Survey members to know what benefits, services, and programs they value. Develop a retention plan of how you will communicate value to members, i.e., value training and information resources. Generation X & Y are looking for value Value is in education and certification.



Make personal contact with members throughout the year. Each interaction with a member may determine if they stay or go. Completing a survey, attending a program, and/or writing an article are engagement activities. While your membership chairperson may provide you with programs, ideas and formats, the growth of membership is the responsibility of all.

Make a list of five potential members and make it your personal mission to send them an invitation to your next chapter or state meeting followed up by a personal call and/or an email. Talk enthusiastically about our education and certification programs. Invite them to surf the NALS website to explore all of the benefits of membership.

Please call me with questions and ideas about recruitment and retention. I am excited about our journey this year and want to make it a successful one for our association.

Susan Olmstead, LSPSC Functional Director of Membership, 843-681-5540; susano@hargray.com.



NALS Foundation
Lauritza S. Hill

Deadline Reminder: The deadline for submitting applications for NALS Foundation grants was June 1, 2012. Please let me know if any Chapter applied and if you received one. The next deadline will be September 1, 2012. Be reminded, the NALS Foundation has taken on a new direction of focus – Funding Innovation. This new focus will be incorporated into the criteria for grants as innovative and leadership development programs will now be considered grant worthy.

The application process is easy and you have at least four times a year to apply. If you should win a grant, please be sure to let me know. My contact information is as follows: Telephone: (803) 533-0116; Fax: (803) 534-5556; email address: lauritzahill@sclegal.org; and mailing address: 405 Grasshopper Court, Orangeburg, SC 29118.

August 1, 2012 is the deadline to register for the September Certification Exam.

Foundation Jet Award Winners – Founder’s – NALS of Phoenix Certification Study Group and Keystone – NALS of Phoenix – Membership Social (Midway) Mania.



Remember this about NALS Foundation:

The NALS Foundation keeps the good of the legal profession in the public eye, emphasizing a positive image of the profession and the importance of qualified, competent legal professionals.

You can now make a tax deductible contribution online under Ways to Give. Please consider making a difference by contributing to the NALS Foundation.

Be Recognized – Nominate a NALS Chapter to be profiled in the New Chapter Spotlight and/or nominate someone to be profiled in the member Spotlight in an upcoming issue of the NALS docket.

Remember to follow NALS Foundation on Twitter (@NALSFoundation) or like NALS on Facebook. Please take time to review this feature.



Functional Director of Certification
Camilla G. Pitman, CMC, Certified 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 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. I encourage you to pursue your certification and to participate in the many training opportunities available through NALS's Online Study Group and Online Learning Center.

Congratulations to Anne Marie Minerva on receiving her Professional Paralegal Certification.

Total NALS Certifications as of May 2012:

ALS – 3,042

PLS - 5,674

PP – 522

ALS, PLS, PP Exams: The deadline to submit your application for the Saturday, September 25, testing for ALS, PLS, and PP is August 1. Applications can be obtained at www.nals.org/certification. If you have any questions, please contact me at cpitman@greenvillesc.gov or 864-467-4431.



Specialty Certification: A Specialty Certificate is received after obtaining 50 CLE credit hours in one of the specialty tracks designated by NALS – Litigation/Civil Law, Corporate Law, or Estate Planning/Family Law. This program will set you apart from the competition and make your area of expertise known. Any person who has a current PP or PLS certification, who earns a minimum of 50 hours of CLE in one of the designated tracks within their 5 year validity period may apply. For more information, go to http://www.nals.org/?page_id=3278.

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

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.

NALS offers members and nonmembers the opportunity to sit for four unique certifications dedicated to the legal services profession. The exams are of varying levels and are developed by professionals in the industry. Each of the four certifications is developed by NALS and takes advantage of the more than 75 years of experience and dedication to the legal services industry only NALS has to offer. NALS offers continuing legal education and exam preparation in the Online Learning Center and through the Online Study Group. LSPSC encourages you to take advantage of these learning opportunities.

Prepare for your certification exam online in the Online Learning Center!

DEADLINE FOR SEPTEMBER EXAM: August 1



NEWEST CERTIFICATION –

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



Congratulations to

Anne Marie Minerva

on achieving her Professional Paralegal certification.

Become the next member to take the certification challenge.

NALS Certification http://www.nals.org/?page_id=55



Current LSPSC Certifications . . .

ALS	-	2
PLS	-	30
PP	-	11
Other Certifications	-	5





Legal Staff Professionals of South Carolina

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SPOTLIGHT**

a publication of Legal Staff Professionals of South Carolina

The *SPOTLIGHT* is published 3 times per year: March, June, and September

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Columbia, SC 29211-1070
Email: sharon.wotherspoon@nelsonmullins.com

PLEASE VIEW OUR WEBSITE AT
www.lspsc.org

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the correct information, your fax message may never get to the intended recipient. Remember, fax messages may be seen by everyone.

With the advent of email, many consider it to be a very informal means of communication—not paying attention to spelling, grammar, etc. and using shortcuts (i.e., “u” for you, “r” for are, and symbols). While this is acceptable in short personal messages, it is not acceptable in a business email message. Care should be taken to first determine just how formal the letter should be, then proceed accordingly. A first letter contact by email to an outside organization should be written with the same care and under the same rules as a hard copy letter. This is the first impression for the recipient of your message, and first impressions are most important—whether in person, on the phone, in a regular business letter, or in an email message.

Once your email communication has been established, some of the formality may be dropped but, because it is business, the standards of a good business letter still apply. Your organization’s correspondence, whether snail mail or email, may at a later date be referred to either in a positive or a negative manner or perhaps even as part of a legal action.

Always keep in mind the Netiquette code of behavior when composing an email message. The subject line should be descriptive of the message. Never compose a message in capital letters (it means you are shouting). Capital letters may be used to stress a point, but only in a positive manner; underscoring would be much more appropriate. Edit, proofread, and spell-check your message just as you would with a business letter.

The email recipient may not be able to read your message immediately; it may perhaps be several days.

Therefore, your message should have a “look at me now” subject line; one that you know will pique the recipient’s interest immediately. Your message should then be short, concise, and to the point. If you have more than one or two topics or items you are referring to, send a separate email message with appropriate subject titles.

You are a professional in a professional atmosphere and should extend that professionalism in all your correspondence. Follow the seven “Cs”—correct, clear, concise, courteous, constructive, conversational, and confident. The recipient of your letter will be more receptive to your request or questions, the information you are sending, or whatever it is you are attempting to impart.

The author of the following is unknown:

Correct. Verify the information conveyed in your message is correct. Check the accuracy of all names, dates, facts, and figures. Watch punctuation, capitalization, and grammar. Be sure every word is spelled correctly.

Clear. Every statement should be easy to understand and impossible to misunderstand. Avoid long, involved sentences. Steer clear of flowery language. Simplicity and directness of expression are the best guarantees of clearness in a business letter.

Concise. Needless words are serious handicaps. They waste time and discourage the reader’s interest. Watch out for empty phrases and irrelevant details. Make every word contribute something to the meaning of your letter.

Courteous. Whatever the purpose of your message, be sure it contains no trace of rudeness or ill temper.

(Continued on page 13)

(Continued from page 12)

The tone of your letter is just as important as its language. Treat your reader as you would want to be treated if you were in his or her place.

Constructive. Your letter should be written from the reader's point of view, with an emphasis on points that are favorable to him. Avoid any evidence of selfish motives. Eliminate negative words. Stress the benefits of your message to the reader.

Conversational. An easy, informal style of writing gives a letter the human touch. Avoid trite

expressions. Use your own words and let them reflect your personality. Write as naturally as you would talk to your reader. Be friendly.

Confident. Be sure your message contains no suggestion of a critical or superior attitude toward the reader. Be tactful. Try to be helpful in any way possible. Cooperation always helps to win the reader's confidence and goodwill.

[Originally published in the NALS Docket, May 7, 2012.]

NOTICE TO ALL MEMBERS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

NOTICE is hereby given that the Summer Membership Meeting for 2012-2013 will be held on Saturday, August 25, 2012, at:

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

**The meeting will be begin at 1:45 p.m.
(Dress is business attire.)**

**(Registration begins at 9:30 a.m.; Seminars begin at 10:00 a.m.)
(Exact meeting information is available on the registration form.)**

Legal Staff Professionals of South Carolina

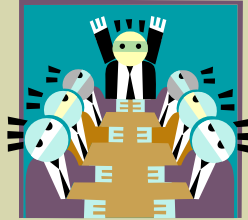
**By: _____/s/ Jamie I. Early
Jamie I. Early, Certified PP, PLS
LSPSC Secretary**

Chapter Reports

Legal Staff Professionals of Greenville Patti Bacon

Since the last *Spotlight*, we have had a very busy time in our chapter. We had our election of officers in March, along with our annual Chinese Auction, which was very successful -- \$100 brought in!! Our new officers are as follows:

- ◇ Patti Bacon, President
- ◇ Deborah Reynolds, PP, PLS - President-Elect
- ◇ Kathy Suggs - Vice President
- ◇ Vickie Halstead - Secretary
- ◇ Myra Culbertson - Treasurer
- ◇ Mary Beth Morgan - Past President/Parliamentarian



- ◇ President-Elect and FD/Certification, Carlene B. Kilgore, PLS
- ◇ Secretary, Susan L. Olmstead, PLS
- ◇ Treasurer, Lu Hansen
- ◇ FD/Membership and Public Awareness, Betty Parks
- ◇ FD/Education, Meredith Lazarski, ACP

Meredith will step into the office of President, having served as our President-Elect last year.

On March 31, 2012, several members, friends and family participated in the Heart Walk at the Promenade in Bluffton. Our HHLSP team collected \$1,909 for the American Heart Association – we were thrilled!

In April we had our installation of officers, using the rose ceremony.

Nine of our members attended the State Annual Meeting, and although I wasn't able to attend, they came back glowing about the location that the Orangeburg chapter had chosen. We were happy to have our own Lois Belle, PLS, installed as State President-Elect, Camilla Pitman, CMC, PLS as Functional Director of Certification, and Tara Jean Brown, PP, PLS, Immediate Past President/Parliamentarian.

We held our first board meeting of the year at Brick Street Café for a dinner meeting on May 3, planning our new year. Thankfully all committees were filled, so we are looking forward to a productive year. Our May membership meeting was held on the 16th (all at the Poinsett Club in Greenville), and our own member, Cathy Boggs, presented the program. Cathy works for Godshall Staffing and spoke on new trends in hiring, résumé preparation and tips in interviewing. Everyone seemed to be very interested in what she had to say.

We have several interesting programs coming up and also our annual Probate Seminar in October. We look forward to coming to Columbia in August for the summer State meeting.

Our April 10 meeting was held the law offices of Hale & Bolchoz and included the installation of 2012-2013 officers. Meredith's boss, Becki Hale, Esq. was the installing officer and we all enjoyed refreshments and good company.

April 27-29 found Susan, Meredith and Carlene attending the LSPSC Annual Meeting and Educational Conference in Santee. Congratulations to all of the Orangeburg members for coordinating a wonderful weekend. The facilities were great and the legal ed outstanding. We all went home energized with plans for the upcoming year.

On May 8 Meredith conducted her first business meeting at the McNair Law Firm as our 2012-2013 HHLSP President. Discussions included our upcoming yard sale to be held on May 19 to raise funds for our annual scholarship fund and upcoming LSPSC and NALS meetings. Several plan to attend the August 25 LSPSC membership meeting at the Nelson Mullins Firm in Columbia. We look forward to seeing many of you there.



Hilton Head Legal Staff Professionals Carlene B. Kilgore, PLS

Our March 13, 2012, meeting was business only with the nomination and election of our new officers:

Legal Staff Professionals of the Lowcountry Gina Hall



I am so grateful to have been elected to serve as your LSPL President again this year. The confidence this

chapter has instilled in me is quite rewarding. I could not have been empowered to hold such an office without the help of the LSPL Board of Directors, as well as the guidance, support, and advice from our seasoned members. We have a wonderful year planned ahead and look forward to our guest speakers, webinars, as well as community projects. With that being said, this year we plan to move forward with our Bowling Event in January 2013 to raise money for victims of

domestic violence. We will be working with a local organization that safely houses victims from their abuser. Since we live at the beach, why not work on cleaning it up. Yes, we plan on participating in a beach sweep this year. The local homeless shelter is always in need of our services. On March 22nd, 2012 we prepared and served breakfast for the family shelter. What a rewarding feeling to help out those in need. This year we plan to participate in the "Hygiene Packet Hand Out". We will ask LSPL members for donations of tooth paste, tooth brushes, socks, shampoo, soap, wash cloths, lotion, cue tips, and other items. We would then package them up and hand them out to guests of the shelter during soup kitchen hours. We would also like to report that several LSPL members have donated items to Halo's throughout this past year, and will continue to do so during the 2012-2013 year. Suzanne Ponder personally volunteers with Halo's and advises us when our services may be needed. Halo's partners with faith-based and other community organizations to provide resources and special opportunities to abused and neglected children and their caregivers. Last, we would like to take this opportunity to thank all LSPL members for helping out by either personally volunteering themselves out in our community and/or volunteering through our organization.



Legal Staff Professionals of the Midlands
Jan Berger, ALS

With June already here, so comes hot weather and humidity in Columbia! With that said, many of our functions are now "in doors!"

We welcomed our newest member, Katherine Carter, to our association. Katherine is a legal assistant at a local law firm and brings great ideas and energy to our chapter.

We have been viewing a webinar on Malpractice Traps at our recent membership meetings. We are enjoying the webinars from the NALS website. Many are free and others can be purchased for a nominal charge. We definitely encourage other chapters to be creative and view the webinars for your legal education requirements! It's a great way to get CLE and have a legal education option to use when a speaker has to cancel at the last minute.

We had a wonderful 2012-2013 Installation of Officers Ceremony and lunch. Monday, April 30, 2012 was a wonderful day as we installed Sharon Wotherspoon, Certified PLS, as our new President. We also thanked Jan Berger for her time as President the past 2 years. Jan was presented a very "special" gift from the membership: an electric fan in the shape of a frog! Yes, a fan! And yes, shaped like a frog! She loved it so much, she named the frog fan "Mr. Wendell." It sits on her desk for days when you need a little breeze blowing!

We congratulated Sharon for being elected as LSPSC Functional Director–Marketing. Sharon was nominated from the floor at the LSPSC Annual Meeting in Santee. Congrats, Sharon! We know you will do a great job! We also congratulated Jamie Early, Certified PP, PLS and Jan Berger, ALS for their elections on the LSPSC Board. Our chapter is honored to have hard working members who devote time to their local chapter and to the State association!

We look forward to hosting the Summer Meeting in August at Nelson Mullins, Meridian Building. Stay cool!!



Legal Staff Professionals of Orangeburg
Mary F. Brant

The Legal Staff Professionals of Orangeburg enjoyed hosting our Annual Meeting and Educational Conference in "the big town of" Santee, South Carolina. We hope everyone had a great time. My thanks to all our members, Judy, Lauritza, Mary Kay, and Sonia who all worked hard to make it a successful week end of fun, education, laughs, talking with friends, and supporting LSPSC. Hope everyone has a great summer.

Spartanburg County Legal Staff Professionals
Deborah League Brown, PLS

Thank you to Orangeburg for hosting a superb Annual Meeting!! Loved the location; food was fabulous; and Robin Deming did another outstanding job on obtaining great speakers/programs. All and all, it was a wonderful weekend.

The speaker at our May meeting was The Honorable J. Mark Hayes, II, who spoke on the Law Day Essay contest which he and the Spartanburg County Bar Association sponsor each year. It is now also sponsored in several cities in South Carolina, and over 120 students participated this year. Judge Hayes challenged our members to go out and help students learn about law and the Courts.

Our June meeting speaker will be Lisa Claxton, Esquire, from the Spartanburg County Attorney's Office. Her topic will be on the duties and responsibilities of the County Attorney.

We look forward to seeing everyone in Chattanooga for Region 4 and in Columbia for our LSPSC Summer meeting. Until then, we hope you have a safe and peaceful summer.



Community Projects

Legal Staff Professionals of Greenville Deb Reynolds, PP, PLS

LSPG chose to support Shepherd's Gate as our charity for this year. Shepherd's Gate is a shelter for women in need due to problems such as homelessness, abuse, abandonment, and addiction. Their physical needs are provided for and they also receive spiritual counseling, providing hope through Jesus Christ. We support this charity throughout the year with contributions of goods and/or money both as a chapter and as individual members. Shepherd's Gate is a part of Miracle Hill Ministries, Inc.



local homeless shelter is always in need of our services. On March 22nd, 2012 we prepared and served breakfast for the family shelter. What a rewarding feeling to help out those in need. This year we plan to participate in the "Hygiene Packet Hand Out". We will ask LSPL members for donations of tooth paste, tooth brushes, socks, shampoo, soap, wash cloths, lotion, cue tips, and other items. We would then package them up and hand them out to guests of the shelter

during soup kitchen hours. We would also like to report that several LSPL members have donated items to Halo's throughout this past year, and will continue to do so during the 2012-2013 year. Suzanne Ponder personally volunteers with Halo's and advises us when our services may be needed. Halo's partners with faith-based and other community organizations to provide resources and special opportunities to abused and neglected children and their caregivers. Last, we would like to take this opportunity to thank all LSPL members for helping out by either personally volunteering themselves out in our community and/or volunteering through our organization.

Hilton Head Legal Staff Professionals Carlene Kilgore, PLS

Several members continue their community service by way of giving blood at local blood drives. Our HHLSP team participated in the American Heart Association Heart Walk on March 31, 2012, at the Promenade in Bluffton and raised over \$1900. Susan Olmstead, PLS participated in the "Ducky Derby" sponsored by the Zonta Club of Bluffton raising funds for its scholarship fund. HHLSP will be holding our yard sale on May 19, 2012, in Bluffton raising funds for our annual scholarship fund.

Legal Staff Professionals of the Lowcountry Gina Hall

Legal Staff Professionals of the Lowcountry (LSPL) has various community service projects in store for the 2012-2013 year. We are going forward with our Bowling Event in January 2013 to raise money for victims of domestic violence. We will be working with a local organization that safely houses victims from their abuser. Since we live at the beach, why not work on cleaning it up. Yes, we plan on participating in a beach sweep this summer. The

Legal Staff Professionals of Orangeburg Lauritza Hill

The Legal Staff Professionals of Orangeburg wish to thank everyone for their generous donations to the Department of Juvenile Justice (DJJ) Community Project at our conference in Santee. The box was full of many useful items for the girls at DJJ. April Fogle who volunteers and conducts meetings there was so happy to get these items to share with them. Again, thanks so very much for your help.

In January our chapter provided personal hygiene items and toys for Citizens Against Sexual Assault here in Orangeburg.



COMMUNITY PROJECTS



Harvest Hope Food Bank is our Summer Membership Meeting Community Project. The food that is donated to Harvest Hope Food Bank is distributed to over 400+ member agencies throughout 20 counties of SC. On average they see a complete turnover of the product in their warehouse every 7 to 10 days! Food is always needed and donations are always welcome. Harvest Hope will also accept monetary donations to purchase items as well.

Most currently needed items are:

- ♥ **Canned Meats**
- ♥ **Canned Vegetables**
- ♥ **Beans**
- ♥ **Peanut Butter**
- ♥ **Dry Goods**
- ♥ **Toiletries**
- ♥ **Diapers**
- ♥ **Detergent**
- ♥ **Plastic or Paper bags**

Thank you so much for your donations to Harvest Hope! LSP Midlands will take the donations to Harvest Hope on behalf of LSPSC.

Jimi L. Bullard, ALS
2012-2013 Community Projects Committee

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2012 Summer Membership Meeting Registration
August 25, 2012
Meridian Building, 17th Floor
1320 Main Street, Columbia, SC**

**Deadline for Registration: August 17, 2012
(Add \$10.00 late charge after this date)
MUST BE POSTMARKED BY REGISTRATION DEADLINE
TO AVOID LATE CHARGE**

NO REFUNDS AFTER AUGUST 21, 2012

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
* Full Meeting Registration fee does not include the separate Seminar Registration fee.



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

Jan W. Berger, ALS
Nelson Mullins Law Firm
PO Box 11070
Columbia, SC 29211
(803) 255-9314
Email: jan.berger@nelsonmullins.com

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
CONTINUING LEGAL EDUCATION SEMINARS
SATURDAY, AUGUST 25, 2012
NELSON MULLINS RILEY & SCARBOROUGH LLP
COLUMBIA, SOUTH CAROLINA**

Deadline for Registration: August 1, 2012

Registration after August 1: no printed handouts

HANDOUTS WILL BE AVAILABLE ON THE LSPSC WEBSITE PRIOR TO AND POST SEMINAR

No cancellation refunds after August 20, 2012

10:00 a.m. – 11:00 a.m.

TOPIC: Freedom of Information Act

SPEAKER: Jay Bender, Esquire, Baker Ravenel & Bender

Since joining Baker Ravenel & Bender in 1975, Mr. Bender has built one of the Southeast's most respected Media Law practices. As counsel for the South Carolina Press Association and many South Carolina media outlets, Mr. Bender is a frequent defender of the First Amendment and a champion of open government. He was instrumental in the development of South Carolina's Freedom of Information Act, which has evolved into one the Nation's strongest.

11:15 a.m. – 12:45 p.m.

TOPIC: Written Communications

SPEAKER: Elizabeth Mann, JD, Greenville Technical College

Ms. Mann is the Department Head and Professor of the Paralegal Program at Greenville Technical College. She is a Member of the National Association of Legal Assistants (NALA) Certifying Board and served on the American Association for Paralegal Education (AAFPE) Board of Directors.

I will be attending the following seminar(s):

“Written Communications” _____

____ Check here if you **do not** want a paper copy of speaker's handouts

“Freedom of Information Act” _____

____ Check here if you **do not** want a paper copy of speaker's handouts

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.

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

Meredith Lazarski, ACP
26 Pine Ridge Drive
Bluffton, SC 29910
(843) 837-3000 ext. 3; (843) 816-3015; FAX (843) 837-3001

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.

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
2011-2012 OUTGOING BOARD OF DIRECTORS MEETING MINUTES
APRIL 27, 2012
CLARK'S INN, SANTEE, SC**

The fourth 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 Brown, Certified PP, PLS on Friday, April 27, 2012, at 2:15 p.m. at Clark's Inn, Santee, SC.

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

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

OFFICERS' REPORTS:

Secretary – Jan W. Berger, ALS

Jan advised that the Minutes of the Winter Board and Membership meetings will be passed out at the Saturday annual meeting. The Consent Agendas and Committee/Officer Reports packets will be available for pick-up at the CLE seminars prior to the Annual Membership Meeting. Jan reported that scanning of the prior Secretary records has gone well and it's an excellent storage method.

Treasurer – Elisa V. Chaney, Certified PP, PLS

Elisa distributed the Third Period Treasurer's Report and noted that we are under budget in many expenses items for the year. Elisa also noted that the Region IV assessment was paid early, but will be recorded in the 2012-2012 First Period Report.

Elisa advised that the Chinese Auction monies will be counted with the Finance Chairperson and President Tara.

Elisa mentioned that she has secured monies for the cash incentives for the Annual Meeting (\$25, \$50, and \$75).

Elisa also mentioned that the LSPSC Certificates of Deposit don't come due until August. Interest rates are not improving.

President – Tara Jean Brown, Certified PP, PLS

Tara asked for volunteers to proofread the April 27, 2012 Outgoing Board Minutes and the April 28, 2012 Annual Meeting Minutes. Thanks to Camilla Pitman, CMC, PLS and Lois J. Belle, PLS for volunteering.

The Board approved the following information to be included in the Consent Agenda for the Annual Meeting: Minutes from the January 27, 2012 Winter Board Meeting, Minutes from the January 28, 2012

Winter Membership Meeting, and the 2011-2012 Treasurer's Third Period Report. After review, a motion and a second were made to approve the Consent Agenda. The Consent Agenda was unanimously approved by the Board.

President Tara reported that LSPSC will make a contribution of \$100 towards the Community Service Project for the Annual Meeting: DJJ Acteens.

President Tara noted that we will continue our fundraising efforts with the Chinese Auction and Buck-a-Book.

President Tara reminded board members that the Region IV Conference will be held at the Chattanooga Choo Choo in Chattanooga, Tennessee from July 13-15, 2012. Lois Belle, PLS, will be attending as our incoming LSPSC President-Elect.

President Tara discussed the recommendations of the Nominations Committee received from Chairperson, Sharon K. Wotherspoon, PLS to fill the vacant office of Functional Director - Marketing. After review, the Board expressed their concern regarding how the election would take place at the Annual Meeting. A motion and a second was made to not accept the recommendation from the Nominating committee and open the floor at the Annual Meeting to accept nominations for the position of Functional Director – Marketing. The motion was unanimously passed by the Board.

President Tara mentioned the announcement of the LSPSC Scholarship winner. Appreciation was given to Sarah Wallace for her hard work as chairperson of the Committee. The board discussed possibly revamping the rules/procedures for the Scholarship application to make the procedures more specific.

President Tara asked all officers to exchange their office tote bags, title badges, and notebooks/files after the Annual Membership Meeting.

President-Elect – Stephanie Saporita, Certified PP, PLS

Stephanie gave a report on her attendance at the NALS Leadership Conference in Tulsa in preparation for her role as President for 2012-2013. Stephanie noted that a lot of discussion was centered around the NALS Proposed Restructuring.

Stephanie also reported on chapters who have submitted community service reports.

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

President Tara informed Lois that she would lead the Pledge of Allegiance at the Annual Membership Meeting on Saturday, April 28, 2012.

Lois updated the Board on the following current membership roster numbers: LSPSC totaling 86 members with individual chapters numbers as follows: Lowcountry, 19; Midlands, 7; Greenville, 27; Hilton Head, 7; Orangeburg, 5; Spartanburg, 18, and Members-at-Large, 3.

Lois advised that NALS is continuing to waive dues for members who are unemployed. This is a one-time, one-year waiver.

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

Fran was unable to attend due to illness. Stephanie noted that the upcoming *Spotlight* deadline is May 20, 2012. Stephanie also mentioned that nominations will be taken from the floor at the Annual Meeting to elect our 2012-2013 Marketing Director. Stephanie stated that marketing ideas will be discussed at the Officer's Retreat in June.

Functional Director of Education – Robin C. Deming

President Tara informed Robin that she would read the Code of Ethics at the Annual Membership Meeting, announce the speakers at the CLE seminars, and notify the membership of the speakers' charity of choice. Robin stated that Tanya Gee, Esq., will speak on "How to complete forms to file an Appeal with the South Carolina Court of Appeals" and Chrisanne T. Porter, Certified PLS and other past Presidents will present a seminar on "Then and Now."

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

Camilla noted that LSPSC had several members take the PLS exam in March, and that Anne Marie Minerva received her PP. President Tara informed Camilla that she will remind the membership of the next testing application deadline as well as the next exam date and will update the members on the total ALS, PLS and PP's we currently have nationally: ALS, 3,042; PLS, 5,674; and PP, 522.

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

Jamie advised that she is not aware of any changes to the NALS By-Laws and Standing Rules; therefore, our State By-Laws and Standing Rules are current. Jamie states that the Board may review Scholarship Committee Guidelines/Procedures at the Officer's Retreat in June.

Jamie stated that she has handouts of the NALS Proposed Restructuring which will be placed in the Officer and Committee Report Packets for handout at the Annual Meeting.

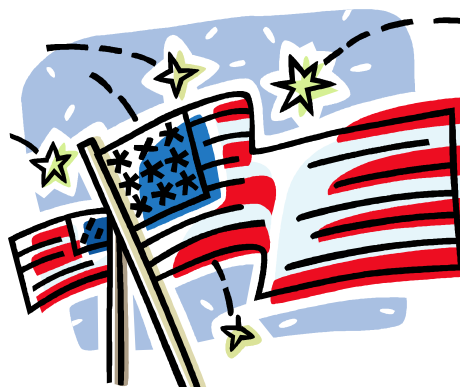
After a huge thank you to the Board members from President Tara, there being no further business, the meeting was adjourned.

Respectfully Submitted,

Jan W. Berger, ALS, Secretary

Approved:

Tara Jean Brown, Certified PP, PLS,
President



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2011-2012 ANNUAL MEMBERSHIP MEETING
A P R I L 2 8 , 2 0 1 2
CLARK'S INN, SANTEE, SOUTH CAROLINA**

The Annual Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2011-2012 was called to order by President, Tara Jean Brown, Certified PP, PLS on Saturday, April 28, 2012 at 2:00 p.m.

President Tara reminded everyone to check in with the Credentials Chairperson and to please turn off all electronic devices. Each chairperson or member who gives a report was asked to make their report from the lectern. All members addressing the meeting should stand and give their name, certification and chapter. The Thought for the Day was given by Mary Beth Morgan from the Greenville chapter. The Pledge of Allegiance was led by Lois J. Belle, Certified PLS, Functional Director of Membership. The NALS Code of Ethics was presented by Robin C. Deming, Functional Director of Education. President Tara Jean Brown, Certified PP, PLS introduced herself and welcomed everyone to the meeting.

All of the past Presidents in attendance were acknowledged. Special guests at our meeting were Region IV Director, Leslie Keys, Certified PP, PLS, and NALS Functional Director of Membership, Lisa J. Mitchum, Certified PLS. Elaine Sumerel, Certified PLS, Laurens, SC , member-at-large and a NALS Past President, was recognized. Vicki Halstead, Greenville chapter, was recognized as a first time attendee at an LSPSC meeting.

The officers of LSPSC for 2011-2012 were introduced: President-Elect, Stephanie A. Saporita, Certified PLS; Functional Director-Membership, Lois J. Belle, Certified PLS; Functional Director-Marketing, Frances C. Powell, Certified PP, PLS; Functional Director-Education, Robin C. Deming; Functional Director-Certification, Camilla G. Pitman, CMC, Certified PLS; Treasurer, Elisa V. Chaney, Certified PP, PLS; Secretary, Jan W. Berger, ALS; and Immediate Past President/Parliamentarian, Jamie I. Early, Certified PP, PLS.

President's Remarks

President Tara continued her theme of "we all are a piece of the puzzle." Tara thanked the members for participating in her puzzle activities. She thanked members for their support and stated that it was an honor to serve as President for the 2011-2012 year. To end her puzzle theme for the year, Tara passed out to members the puzzle pieces and asked each of us to write on our puzzle piece "why we are still a member of this association." It was very gratifying to hear the wonderful responses of continued friendship, learning, and leadership.

Business Meeting

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

Myra Culbertson, Credentials Chairperson, was unable to attend the meeting. A. Yvonne Fortner, Certified PP, PLS, reported that there were 34 members present. Eighteen members (18) represented a quorum. Twenty-four (24) members represented two-thirds. Yvonne declared a quorum present.

All members were provided with the consent agenda packet of items that were approved by the Board on April 27, 2012. The packet included the Winter Board and Membership minutes and the Third Period Treasurer's Report. These items were all approved as distributed by consent.

The first incentive drawing was held and Sharon K. Wotherspoon, Certified PLS, won \$50.00.

Reports from Elected and Appointed Officers:

President: Tara Jean Brown, Certified PP, PLS.

President Tara informed members of the following:

Make any address changes with NALS and this change will feed back to the State and local chapters. This is important if you are receiving your *@Law* or *Spotlight* by mail. Members can access the NALS "Change of Information" forms by logging into the NALS website through the Members Log In page.

Community Service reports are included in the Committee/Officer's Reports packet. President Tara thanked members for service to their local communities.

Community Service items from today's meeting will be donated to the DJJ Acteens Program and the State Association will also make a \$100 monetary contribution.

Fundraising efforts this year have been great and members were thanks for their financial support of the association. The Region IV Conference will be held at the Chattanooga Choo Choo Hotel in Chattanooga, TN from July 13-15, 2012. Conference registrations must be received no late than June 15, 2012. Hotel registration deadline is June 22, 2012. The hotel offers on-line registration. See the LSPSC website for forms and information.

Officers were reminded to exchange their officer tote bags, title badges, and notebooks/files after the membership meeting.

President-Elect: Stephanie A. Saporita, Certified PLS.

Stephanie attended the NALS Professional Development and Education Conference in Tulsa in March. It was a wonderful learning experience and a lot of fun. Stephanie noted that a portion of the conference was devoted to the NALS Proposed Restructuring changes.

President Tara was presented a beautiful piece of metal art work: a heart-shaped puzzle piece. She was thanked for her hard work as 2011-2012 President.

Secretary: Jan W. Berger, ALS.

Jan reminded members to send signed originals of all Officer and Committee reports to her for recordkeeping. All association records are now being digitally stored, so send originals on light-colored paper.

Treasurer: Elisa V. Chaney, Certified PP, PLS.

Elisa discussed details of the report and noted that the Board had approved the Treasurer's Report at the Board Meeting on April 27, 2012. The Treasurer's Report was then approved by the membership. Elisa also noted that the LSPSC Certificates of Deposit will renew in August and, unfortunately, interest rates were still extremely low.

Immediate Past President: Jamie I. Early, Certified PP, PLS.

Jamie stated that articles regarding the NALS Proposed Restructuring were included in the Committee Reports/Officer's packets. Members discussed their thoughts and concerns regarding the proposed changes. Lisa Mitchum, Certified PP, PLS, a member of the NALS Think Tank, encouraged members to stay abreast of updates regarding the proposal through the NALS website and to contact her or Leslie Keys, Region IV Director, with any questions or comments.

The second incentive drawing was held and Naomi W. Nation, Certified PP, PLS, CLA won \$25.00.

Committee Reports:

Annual Meeting 2012 (Orangeburg): Mary Kay Oliver.

President Tara asked all Orangeburg members in attendance to stand and be recognized for their hard work in organizing a successful annual conference.

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

Sharon announced the recipient of the 2011-2012 Award of Excellence: Greenville member Deborah Reynolds was awarded this honor. Sharon read a beautiful essay written on behalf of Deb. Deb was presented a beautiful plaque in honor of her achievements.

A drawing was held for \$5 LSPSC bucks. The lucky winner was Deb Reynolds.

FD-Certification: Camilla G. Pitman, CMC, Certified PLS.

Three people took the PLS exam in March. Congratulations was given to Ann Marie Minerva from the Greenville chapter for passing the PP exam! The next exam date is September 29, 2012. Deadline to register for exam is August 1. Nationally, we have the following certifications: ALS, 3,042; PLS, 5,674; and PP, 522. Applications will need to be submitted again for test sites and administrators for those sites.

Community Projects: Jimi Bullard, ALS.

The stated charity for the Annual Meeting is DJJ: Acteen's Program. Thank you to all who participated.

Continuing Legal Education: Robin C. Deming.

Robin thanked everyone for their support in preparing for the CLE today which was a big success. The seminar on Filing an Appeal with the SC Court of Appeals had 24 members in attendance. The seminar on "Then and Now," by Chrisanne T. Porter, Certified PLS and other panelists, had 31 members in attendance.

Credentials: Myra Culbertson.

No report.

Employment: Tammela Suggs, Certified PLS.

No report.

Finance: Susan Olmstead, Certified PLS and Carlene Kilgore, Certified PLS.

Carlene announced that the Finance Committee had collected over \$700 and met the budget.

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

The report was included in the Officers and Committee Reports packet.

Handbook: Deborah L. Brown, Certified PLS.

Changes to the handbook were included in the Officer's and Committee Reports packet. Deborah J. Reynolds, Certified PP, PLS, will coordinate and distribute the handbook for 2012-2013. Deborah Brown will send out the templates to chapter presidents to begin the process for the new handbook.

Historian: Jamie I. Early, Certified PP, PLS.

Jamie made no report. At this time, Deborah J. Reynolds, Certified PP, PLS, presented Jamie her President's Scrapbook, which included photos from this weekend's meeting! Jamie was elated to receive the scrapbook and will treasure it as a memory of her time as our 2010-2011 President.

Marketing/Bar Liaison: Frances C. Powell, Certified PP, PLS.

As Fran had no voice, President Tara thanked Fran for her work this year marketing our association.

Membership: Lois J. Belle, Certified PLS.

Lois gave the status of the membership numbers for LSPSC as given to her by NALS. We have 3 new members since the winter meeting in January. Currently, we have the following chapter numbers: Orangeburg, 5; Midlands, 7; Hilton Head, 7; Lowcountry, 19; Spartanburg, 18; Greenville, 27; and MAL, 3.

Lois thanked the following members who served as mentors to new members this year: Deborah League Brown, Certified PLS; Stacy R. Burke, Certified PP, PLS; Jamie I. Early, Certified PP, PLS; A. Yvonne Fortner, Certified PP, PLS; Sonia L. Hunt, Certified PLS; Naomi W. Nation, Certified PP, PLS, CLA; Sharon K. Wotherspoon, Certified PLS; and Deborah J. Reynolds, Certified PP, PLS.

She also noted that the dues waiver is still in effect for those who have lost employment. NALS will waive dues for 1 year.

NALS Foundation: Naomi W. Nation, Certified PP, PLS, CLA.

Naomi noted that the deadline to apply for a NALS grant is June.

Nominations and Elections: Sharon K. Wotherspoon, Certified PLS.

Sharon noted that we have an open position for Functional Director – Marketing for the 2012-2013 year. Unfortunately, the candidate elected at the Winter Membership Meeting in January is now unable to fulfill the duties of the position and resigned. Based on information forwarded to the membership, the Board felt that there was some confusion in the election process/how this position would be filled. The Board would like to take nominations from the floor and set aside the procedures outlined in our By-Laws. A motion was made to set aside the By-Laws and have an election during the meeting. There was a second to the motion. The motion passed.

At this time, the floor was opened for nominations for the office of Functional Director-Marketing. The following nominations were made:

Stacy R. Burke, Certified PP, PLS (by Elisa V. Chaney, Certified PP, PLS)
Sharon K. Wotherspoon, Certified PLS (by Jamie I. Early, Certified PP, PLS)

A motion was made to close nominations. There was a second. Nominations were closed. Both candidates were in good standing with the association. Ballots were passed out to the members in attendance. President Tara asked for two (2) volunteers to count the ballots. Lisa J. Mitchum, Certified PLS (NALS Functional Director of Membership) and Leslie Keys, Certified PP, PLS, (Region IV Director) volunteered to count the ballots.

Counting of the ballots were completed and reviewed and President Tara announced that Sharon K. Wotherspoon, Certified PLS, was elected as Functional Director-Marketing. Both candidates were thanked for their willingness to serve and Sharon was congratulated on her election.

A motion was made to destroy the ballots. A second was heard. The motion passed and the ballots were destroyed.

Publications Editor: Patti Bernier Byers.

The deadline for the June 2012 Spotlight publication is May 20, 2012. President Tara thanked Patti for her years of service as *Spotlight* editor.

Scholarship. Sarah Wallace.

Sarah was unable to attend the meeting and President Tara reported that the Scholarship winner is Crystal Anderson, a student at Spartanburg Methodist College. A check for \$1,000 will be mailed to the school on behalf of Crystal.

Scrapbook: Chrisanne T. Porter, Certified PLS.

Chrisanne reminded members to send her any items or pictures for inclusion in President Tara's Scrapbook.

Standing Rules and Bylaws: Jamie I. Early, Certified PP, PLS.

Jamie reported that no changes have been made to the NALS By-Laws and Standing Rules; therefore, our By-Laws and Standing Rules are current.

Technology: A. Yvonne Fortner, Certified, PP, PLS.

No report.

A second drawing was held for \$5 LSPSC bucks. Mary Beth Morgan was the lucky winner.

New Business:

Elections by acclamation of the 2012-2013 LSPSC Officers were held at the Winter Membership Meeting on January 28, 2012. After this meeting, the candidate for Functional Director – Marketing had to withdraw. An election was held during this meeting and the position was filled.

The following individuals will be installed at the Installation Ceremony:

President	Stephanie A. Saporita, Certified PLS
President-Elect	Lois J. Belle, Certified PLS
Secretary	Jamie I. Early, Certified PP, PLS
Treasurer	Jan W. Berger, ALS
FD-Membership	Susan I. Olmstead, Certified PLS
FD-Education	Meredith Lazarski, ACP
FD-Marketing	Sharon K. Wotherspoon, Certified PLS
FD-Certification:	Camilla G. Pitman, CMC, Certified PLS

Congratulations to the 2012-2013 officers of LSPSC!

Upcoming Meetings:

President Tara reminded members of the following upcoming meetings:

NALS Region 4 Conference – July 13-15, 2012
Chattanooga Choo Choo Hotel, Chattanooga, TN

LSPSC Summer Membership Meeting – August 25, 2012
Nelson Mullins Riley & Scarborough LLP, Columbia, SC

NALS 61st Annual Education Conference and National Forum – October 18-21, 2012
Sheraton-Portland Airport Hotel, Portland, OR

Annual Meeting Sites:

A special thanks to the Orangeburg Chapter for planning and hosting a successful 2012 Annual Meeting!

- 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
- 2017 – Hilton Head, SC sponsored by Hilton Head Legal Staff professionals

The third incentive drawing was held and Jan Berger, ALS won the \$75 prize.

The Premium Prize for the Annual Meeting was provided by LSP of the Lowcountry and the lucky winner was Fran Powell, Certified PP, PLS.

The Premium Prize for the Summer Membership meeting will be provided by LSP of the Midlands.

Before adjourning, President Tara thanked the members for allowing her to serve at LSPSC President this year. There being no further business to come before the membership, and no objection, the Annual Membership Meeting of LSPSC of 2011-2012 was adjourned at 3:25 p.m.

Respectfully Submitted,

Jan W. Berger, ALS
Secretary

Approved:

Tara Jean Brown, Certified PP, PLS
President



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2012-2013 SPRING MEETING
OF THE BOARD OF DIRECTORS
APRIL 27, 2012
SANTEE, SOUTH CAROLINA**

The first regularly scheduled meeting of the 2012-2013 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President Stephanie A. Saporita, Certified PLS, on Friday, April 27, 2012, at 4:10 p.m. at Clark's Inn in Santee, South Carolina.

President Stephanie welcomed everyone and reminded them that matters discussed in the board meeting stay in the board meeting.

Roll Call. The following board members were in attendance:

President	Stephanie A. Saporita, Certified PLS
President-elect	Lois J. Belle, Certified PLS
Secretary	Jamie I. Early, Certified PP, PLS
Treasurer	Jan W. Berger, ALS
Functional Director of Membership	Susan L. Olmstead, Certified PLS
Functional Director of Education	Meredith Lazarski, ACP
Functional Director of Certification	Camilla G. Pitman, CMC, Certified PLS
Immediate Past President / Parliamentarian	Tara Jean Brown, Certified PP, PLS

Secretary – Jamie I. Early, Certified PP, PLS.

Jamie stated that the Consent Agenda will be distributed at the Spring membership meeting on Sunday, April 29, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain the 2012-2013 LSPSC Budget, Committees, and Calendar. Jamie will remind the members to submit all signed, original reports to her for the association's permanent records.

President – Stephanie A. Saporita, Certified PLS.

President Stephanie asked for proofreaders of the minutes of this incoming board meeting of April 27, 2012, and the Spring membership meeting of April 29, 2012. Jan and Tara volunteered to do so.

The proposed budget for 2012-2013 was then presented. It was noted that a budget worksheet was used at the January board meeting to compare last year's budget line items to create the proposed budget for 2012-2013. After further review and discussion, and upon motion duly made by Tara and properly seconded by Camilla, the LSPSC Budget for 2012-2013 was unanimously approved by the board.

President Stephanie advised that the President-elect's registration fee for the 2012 NALS Region 4 Conference in Chattanooga, Tennessee, was due by June 15. Lois will be attending in that capacity. As provided in the budget, Jan will submit the early registration fees to NALS before the deadline.

President Stephanie then stated that the President's registration fee for the 2012 NALS 61st Annual Education Conference and National Forum in Portland, Oregon, was due by July 1. As provided in the budget, Jan will also submit the early registration fees, plus any networking lunch/dinner fees, to NALS before the deadline.

Deadlines were then noted. The chapter rosters of officers, members, and committees are due by May 10, 2012, to Deborah J. Reynolds, Certified PP, PLS, for the LSPSC Handbook and should also be submitted electronically to NALS. The deadline for reports of officers, committees, and chapters for the June issue of the *Spotlight* is May 20, 2012, to A. Yvonne Fortner, Certified PP, PLS.

President Stephanie reminded the board that they should meet with the prior board members in their positions to exchange notebooks, files, position nametags, and duty summaries after the annual meeting.

Regarding the state officers' retreat, President Stephanie stated that it would be held this year at the Charleston Short Stay Navy Outdoor Recreation Area from June 22-24, 2012. She briefly described the facility, noting that the board has two cabins for two nights, and discussion was held about some particulars such as meals.

Annual chapter visitations by the state board will be discussed in detail at the retreat. President Stephanie stated she had no specific visitation timeframe that was needed concerning her theme, "Cross the Line." She showed her "BINGO" card, reflecting activities to be marked as completed. There will be the usual ways to win, which will give members a chance to enter a drawing for early bird registration to the 2013 NALS national meeting in Atlanta. She will present the membership with the "BINGO" card when she discusses her theme at the Spring meeting on Sunday.

A discussion was then had regarding the continuation of cash incentive drawings for the members at the meetings. Upon motion duly made by Camilla and properly seconded by Lois, it was unanimously approved by the board to have cash incentive drawings of \$25, \$50, and \$75 at each of the membership meetings of Summer 2012, Winter 2013, and Annual 2013.

President Stephanie presented the list of LSPSC Committees and the Calendar for 2012-2013. Upon motion duly made by Camilla and seconded by Tara, the 2012-2013 LSPSC Committees and Calendar were unanimously approved.

Community service was then discussed. President Stephanie recommended, and the board agreed with, the continuation of the "Food for Thought" and SCCADVASA contributions by the members, as well as the reports of individual/chapter community service activities. President Stephanie also suggested continuing the \$100 cash donation by LSPSC to the charity chosen by the Community Services Committee each meeting. It was noted that special events for community service would be brainstormed at retreat. Upon motion duly made by Camilla and properly seconded by Susan, the board unanimously approved a \$100 charitable donation for community service at each meeting as discussed.

Immediate Past President Tara suggested that it would be helpful if all regular items to be included in the *Spotlight* were placed on a checklist. Then both the President and Publication Editor could be sure that nothing was inadvertently omitted from publication. Tara agreed to prepare such a checklist of *Spotlight* items.

President Stephanie began the discussion on fundraisers and ideas for the Finance Committee. The board agreed to continue with the Chinese auction and "Buck-a-Book" at each meeting, as well as Happy Grams in the *Spotlight*. After discussion, it was also agreed that members would be asked to only bring four or five books, CDs, and/or DVDs per meeting and that the remaining books not sold would be donated after two meetings.

Returning to her theme and "BINGO" incentive, President Stephanie asked for the board's approval. Upon motion duly made by Tara and properly seconded by Camilla, payment of an Early Bird Registration to the 2013 NALS 62nd Education Conference and National Forum in Atlanta on behalf of the "BINGO" winner was unanimously approved.

President Stephanie then discussed the possibility of paperless agendas for future meetings. She suggested such ways as placing the agenda on the LSPSC website and/or having it electronically displayed at the Columbia meetings. President Stephanie stated that she would start with the agenda, not the reports, and she would also keep the paper agendas to slowly introduce the change to the members. The board was receptive to the idea.

President-elect – Lois J. Belle, Certified PLS.

Lois stated that she will make sure the chapter presidents submit the new rosters of officers, members, and committees by May 10 to the LSPSC Handbook Chairperson and to NALS. She is also checking with the individual chapters on possible dates for state officers' visitations. The dates, times, and places of meetings will be discussed at retreat, and Lois will then chart and advise each chapter of its specific date and officers making the visitation.

Functional Director of Membership – Susan L. Olmstead, Certified PLS.

President Stephanie asked Susan to lead the Pledge of Allegiance at the Spring membership meeting on Sunday. Susan stated that she wanted the board to brainstorm membership ideas at retreat and that she would be working closely with the Functional Director of Marketing this year. President Stephanie made the board aware of an issue with a Facebook friend of LSPSC. Discussion ensued regarding ways to handle it.

Functional Director of Marketing – To Be Elected.

President Stephanie advised that the Functional Director of Marketing will be elected at the Annual Meeting on Saturday. That officer will remind everyone at the Spring membership meeting of sending articles and pictures to the *Carolina Paralegal News*. She further stated that the board will brainstorm marketing ideas at retreat as well.

Functional Director of Education – Meredith Lazarski, ACP.

President Stephanie asked Meredith to read the NALS Code of Ethics at the Spring membership meeting on Sunday. Meredith presented some ideas she has for seminar topics, such as social media issues and ethics, electronic filing with the Register of Deeds offices and/or the District Court, and general ethics under the Rules of Professional Conduct. The possibility of recording the seminars was briefly discussed, as it has been in the past couple of years, and it was decided to discuss the matter more fully at retreat.

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

Camilla stated she will recognize all new ALS/PLS/PP certifications and re-certifications at the Spring membership meeting and remind members of the upcoming application deadline and next examination date. She also noted that NALS requires an annual

filing of the exam site and administrator for each chapter or region of the state and that she will remind the membership and chapters to submit such to her and NALS.

Treasurer – Jan W. Berger, ALS.

President Stephanie reminded Jan that she will count the auction money with the President and Finance Chair at each meeting. Jan noted that she will obtain money for the cash incentives at future meetings. Updating the signature cards for the bank accounts was then discussed. The President, President-elect, and Treasurer are the signatories, with two of the three required for checks. The LSPSC checking, savings, and certificates of deposit are on account with TD Bank. Regarding the annual meeting account, which is with BB&T, the authorized signatories will be the LSPSC President and Treasurer and the hosting chapter President and Treasurer, with two of the four required for checks.

Immediate Past President / Parliamentarian – Tara Jean Brown, Certified PP, PLS.

Tara stated that she will review and update the Bylaws and Standing Rules overall as needed. A brief discussion was then had regarding the proposed changes in the NALS governance structure, which will require a change in the NALS bylaws, if approved by the NALS membership.

There being no further business to be discussed, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Jamie I. Early, Certified PP, PLS
Secretary

Approved:

Stephanie A. Saporita, Certified PLS
President



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE
2012-2013 SPRING MEMBERSHIP MEETING
APRIL 29, 2012
SANTEE, SOUTH CAROLINA**

The Spring Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2012-2013 was held on Sunday, April 29, 2012, at 9:05 a.m. at Clark's Inn in Santee, South Carolina.

Call to Order. President Stephanie called the first membership meeting of Legal Staff Professionals of South Carolina for the year 2012-2013 to order. She reminded everyone to check in with the Credentials Chairperson, Deborah League Brown, Certified PLS. She asked members to turn off all cell phones and beepers. Each chairperson or officer giving a report was asked to make it from the lectern. She also requested members addressing the meeting to stand and give their names, certification and chapter. President Stephanie introduced herself to the membership.

Thought for the Day. President Stephanie introduced Deborah J. Reynolds, Certified PP, PLS, to give the Thought for the Day. Deb gave a heart-warming lesson on "Things We Won't Hear in Heaven," which reminded our members of how we should strive to be positive in both our words and actions.

Pledge of Allegiance and Code of Ethics. President Stephanie asked the members to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. The Pledge of Allegiance was led by Susan L. Olmstead, Certified PLS, Functional Director of Membership. The NALS Code of Ethics was then presented by Meredith Lazarski, ACP, Functional Director of Education.

Welcome. President Stephanie welcomed everyone to the Spring Membership Meeting for the year 2012-2013. She thanked the members of Legal Staff Professionals of Orangeburg (LSPO) for hosting the LSPSC 47th Annual Meeting and Educational Conference and this first membership meeting of 2012-2013. She asked the members of LSPO to stand so they could be thanked by the other members. President Stephanie asked for any additional information about check-out time.

President Stephanie requested all members attending their first LSPSC membership meeting to stand and give their names, certifications, and chapters. Vickie A. Halstead from Legal Staff Professionals of Greenville was recognized and welcomed. Vickie had also attended her first LSPSC Annual Meeting on Saturday during this conference weekend. President Stephanie then asked if there were any members-at-large in attendance, and there was not.

There were twelve LSPSC Past Presidents in attendance who were recognized. President Stephanie also recognized and welcomed our Region 4 Director Leslie Keys, Certified PP, PLS, and NALS Functional Director of Membership Lisa Mitchum, Certified PLS.

President Stephanie then asked Tara Jean Brown, Certified PP, PLS, to come to the lectern. Tara was presented with a plaque recognizing her service as President of LSPSC for the past year. President Stephanie thanked Tara for her hard work and dedication to our association.

Introduction of LSPSC Officers for 2012-2013. President Stephanie introduced the officers of LSPSC for 2012-2013:

Lois J. Belle, Certified PLS
Jamie I. Early, Certified PP, PLS
Jan W. Berger, ALS
Susan L. Olmstead, Certified PLS

President-elect (Greenville)
Secretary (Columbia)
Treasurer (Columbia)
Functional Director of Membership (Hilton Head)

Sharon K. Wotherspoon, Certified PLS
Meredith Lazarski, ACP
Camilla G. Pitman, CMC, Certified PLS
Tara Jean Brown, Certified PP, PLS

Functional Director of Marketing (Columbia)
Functional Director of Education (Hilton Head)
Functional Director of Certification (Greenville)
Immediate Past President/Parliamentarian (Greenville)

President's Remarks. President Stephanie discussed her theme of "Cross the Line" for the 2012-2013 year. She expanded on how we sometimes fear change and criticism as adults, but we were never afraid as kids to take a challenge and "cross the line." President Stephanie introduced her "BINGO" card for the year, which challenges us to "cross the line" and participate in activities we may be afraid to or feel we cannot do. She stated there is no limit to the number of times a member can win "BINGO" with a card marked in the usual ways. Each winning "BINGO" card is an entry to win a chance for a free early bird registration fee to the NALS 62nd Annual Education Conference and National Forum in Atlanta, Georgia, in 2013. President Stephanie told the members to turn in their "BINGO" cards at each meeting for a chance to win in the drawing. A fully blacked-out card will give a member ten chances to enter in the drawing.

Business Meeting. President Stephanie reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Tara Jean Brown, Certified PP, PLS, Parliamentarian, has forms for that purpose.

Roll Call. President Stephanie asked Credentials Chairperson Deborah League Brown, Certified PLS, for roll call. Deborah reported 25 members present and 13, which was one member over one-half, represented a quorum. Two-thirds of the members present was 17.

Consent Agenda. President Stephanie stated that all members were provided at the credentials sign-in with the consent agenda packet of items that were approved by the board on April 27, 2012. The packet included the 2012-2013 Budget, the 2012-2013 Committees, and the 2012-2013 Calendar. Carlene Kilgore, Certified PLS, noted a reduction in the Finance income budget. There being no other comments or objections, President Stephanie declared these items approved by consent.

Reports from Elected Officers.

President Stephanie A. Saporita, Certified PLS. President Stephanie reminded everyone to make sure NALS and LSPSC have their correct addresses if not receiving the *@Law* or *Spotlight*. NALS corrections can be made in the member log-in section of the NALS website. She stated that the submission deadline for the June issue of the *Spotlight* was May 20, 2012. President Stephanie advised that the LSPSC officers' planning retreat would be held June 22-24, 2012, at the Charleston Short Stay Navy Outdoor Recreation Area. She further reported that the 2012-2013 LSPSC Handbook was scheduled to be completed by June, and CDs would be sent to each chapter president for distribution to the members. President Stephanie stated that the nomination submission deadline for the NALS Award of Excellence was May 1. She further reminded the members of the NALS dues hardship waiver found under the "Join" tab of its website.

President Stephanie informed the membership that the board had agreed to continue with the "Food for Thought" and SCCADVASA contributions, as well as the reports of individual/chapter community service activities. The board had also approved the continuation of the monetary contribution of \$100 by LSPSC to the charity chosen by the Community Services Committee each meeting. President Stephanie reminded the members to complete their "BINGO" cards, starting with the marking of the weekend's meetings.

President Stephanie lastly discussed her plans to slowly introduce "paperless" meetings. Beginning with the Summer Membership Meeting on August 25, 2012, in Columbia, SC, she will have the agenda electronically displayed at the meeting and/or placed on the LSPSC website. She stated she would start with the agenda only, not the reports, and she would also keep the paper agendas for now.

President-elect Lois J. Belle, Certified PLS. Lois stated the deadline for the new chapter rosters of officers, members, and committees was May 10, 2012. These should be submitted for the 2012-2013 LSPSC Handbook and to NALS online to keep chapter information current. Lois further advised that she would check with the individual chapters on possible dates for the annual state officers' visitations. The dates, times, and places would be discussed at retreat, and Lois would then advise each chapter of its date and officers for visitation. Lois also reminded the chapters to submit their community service reports. She lastly thanked the membership for allowing her the opportunity to represent LSPSC at the NALS Region 4 Conference in Chattanooga, Tennessee in July 2012.

Secretary Jamie I. Early, Certified PP, PLS. Jamie reminded everyone that all signed, original reports should be submitted to her for the association's permanent records.

Treasurer Jan W. Berger, ALS. Jan reiterated that there will be cash incentives at the future meetings of 2012-2013. She also noted that the 2012-2013 budget is a slight decrease from last year's budget.

Immediate Past President Tara Jean Brown, Certified PP, PLS. Tara thanked everyone for their support of her as President this past year.

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

Annual Meeting 2013 [Spartanburg County Legal Staff Professionals (SCLSP)]. In the absence of Kerry Ann Waldrop, a report was given by Deborah League Brown, Certified PLS. She stated that SCLSP had been looking at hotels in and around Spartanburg; but after the wonderful weekend at Clark's Inn for this annual meeting hosted by LSPO, she was going to suggest to the SCLSP committee to look for a similar place around Landrum or Tryon.

Award of Excellence. Paula M. Taylor, Certified PLS, had no report.

Certification. Camilla G. Pitman, CMC, Certified PLS, reminded the members of the next application deadline and certification examination date. She noted that NALS requires an annual filing of the examination site and administrator for each chapter or region of the state. These forms should be submitted to both NALS and her. Camilla also stated that she would ascertain from NALS the number of PPs, PLSs, and ALSs in South Carolina proper.

Community Projects. Jimi L. Bullard, ALS, was not present – no report.

Continuing Legal Education. Meredith Lazarski, ACP, presented some ideas for future seminars. Possible topics included social media issues and ethics, electronic filing with the Register of Deeds offices and/or the District Court, general ethics, technology, and written communications.

Credentials. Deborah League Brown, Certified PLS, had no report.

Employment. Roxanne R. Reynolds, Certified PLS, was not present – no report.

Finance. Carlene B. Kilgore, Certified PLS, stated that LSPO had donated the tree arrangements for auction. After competitive bidding, Jan W. Berger, ALS, won with the high bid of \$25. Carlene expressed appreciation for kicking off a great fundraiser for the 2012-2013 Finance budget.

Financial Review. Linda Wilson, Certified PLS, and Debra H. Bailey, Certified PLS, were not present – no report.

Handbook. Deborah J. Reynolds, Certified PP, PLS, reminded everyone of the May 10th deadline for submission of chapter rosters and meeting information so that the handbook would be ready for the officers' retreat in June.

Historian. Tara Jean Brown, Certified PP, PLS, had no report.

Marketing. Sharon K. Wotherspoon, Certified PLS, stated that the marketing and membership directors would be working hand-in-hand, and she would appreciate any feedback on marketing. She reported that she and Susan (FD of Membership) had already been discussing ideas for areas with no chapters, such as in Landrum if SCLSP holds the annual meeting there.

Membership. Susan L. Olmstead, Certified PLS, reported generally on the wonderful membership conferences she attended in Tulsa. She noted in particular a PowerPoint presentation by Lisa Mitchum, Certified PLS, NALS Functional Director of Membership. She felt Lisa's presentation would not be only excellent for membership, but also useful with marketing for LSPSC. This presentation, as well as books and references, are on the NALS website.

NALS Foundation. Lauritza S. Hill had no report.

Nominations and Elections. Naomi W. Nation, Certified PP, PLS, CLA, had no report.

Publication. A. Yvonne Fortner, Certified PP, PLS, reminded everyone of the deadline of May 20, 2012, for submission of reports and articles for the June issue of the *Spotlight*.

Scholarship. Kerry Ann Waldrop was not present – no report.

Scrapbook. Stacy R. Burke, Certified PP, PLS, asked members to start sending her pictures now so that she could work on the scrapbook on an on-going basis for presentation soon after the presidency year. Lois J. Belle, Certified PLS, recommended setting up a Snapfish account for LSPSC where members could upload pictures to be shared. After discussion, it was decided that A. Yvonne Fortner, Certified PP, PLS, would set up an email address for LSPSC and then Lois would set up the Snapfish account and advise the members.

Standing Rules and Bylaws. Tara Jean Brown, Certified PP, PLS, had no report.

Technology. A. Yvonne Fortner, Certified PP, PLS, reported that the password to the secure member section of the LSPSC website would be changed in the usual way as done each year. She stated that she would also set up an email address for LSPSC. Lastly, she reminded everyone to send her the new chapter rosters and meeting information.

Parliamentarian. Tara Jean Brown, Certified PP, PLS, reminded everyone of the proposed changes in the NALS governance structure. This had been briefly mentioned at the LSPSC Annual Meeting on Saturday but tabled for discussion in the interest of time as well as allowing review time of the informative handouts presented by then Parliamentarian Jamie I. Early, Certified PP, PLS. Tara stated that there were two NALS officers present who could assist with questions or concerns and that members could email either her or thinktank@nals.org. Lisa Mitchum, Certified PLS, NALS FD of Membership, and Leslie Keys, Certified PP, PLS, NALS Region 4 Director, welcomed the members' input. Lisa stated that the Think Tank email has a response turnaround of about a week. She noted there were seven members of the Think Tank, including herself, and there were also FAQs on the website that were helpful. Lisa stated that Tammy Hailey, NALS Executive Director, will be in attendance at the Region 4 meeting in Chattanooga.

Discussion ensued regarding the structure changes, including such matters as the downsizing of many chapters and the difficulty of gaining commitment from officers. Leslie commented that it would reduce costs on the national level with less officers and it would maintain the association with the most qualified people. Discussion was also had about the local association seeing less members and smaller chapters. After further discussion on such matters as advanced technology for communication, Lisa commented that

LSPSC had great comments and input and was one of the best groups to talk with about these proposed NALS governance changes. Stephanie asked for any further comments and suggested that questions be submitted to thinktank@nals.org.

Upcoming Meetings. President Stephanie announced future meetings as follows:

NALS Region 4 Conference. July 13-15, 2012; Chattanooga Choo-Choo Hotel in Chattanooga, TN; Hotel room rate of \$129; Hotel reservation deadline of June 22; Early bird registration of \$110 before June 15; Late registration of \$120 after June 15.

Leslie presented the NALS Foundation premium prize for the Region 4 auction – a sapphire and diamond ring. The auction tickets are \$5 each or five tickets for \$20.

LSPSC Summer Membership Meeting. August 25, 2012; Nelson Mullins Riley & Scarborough in Columbia, SC.

NALS 61st Annual Education Conference and National Forum. October 18-21, 2012; Sheraton Portland Airport Hotel in Portland, OR; Hotel room rate of \$119; Hotel reservation deadline of September 14; Early bird registration of \$289 before July 1; Regular registration before August 1 of \$319; Late registration after August 1 of \$345.

LSPSC Annual Meetings. President Stephanie stated that the hosting chapters for the LSPSC Annual Meetings through the year 2018 were listed in the agenda.

New Business. President Stephanie announced that the Premium Prize for the LSPSC Summer Membership Meeting would be provided by Legal Staff Professionals of the Midlands. She asked if there was any other business. Carlene Kilgore, Certified PLS, Finance Chairperson, advised the members that “Buck-a-Book” would be continued at the meetings and asked that each member bring only four or five books, CDs, and/or DVDs to the meetings for sale.

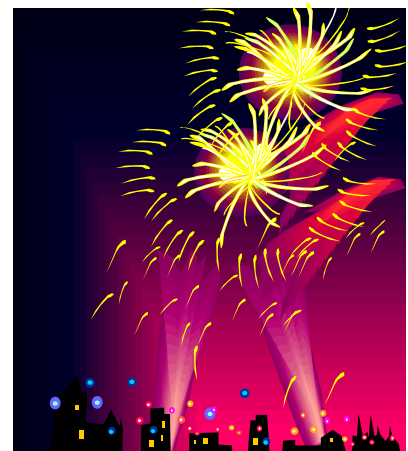
Adjournment. There being no further business to come before the meeting, and there being no objection, the 2012-2013 Spring Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Stephanie at 10:20 a.m.

Respectfully submitted,

Jamie I. Early, Certified PP, PLS
Secretary

Approved:

Stephanie A. Saporita, Certified PLS
President



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2012-2013 ELECTED AND APPOINTED OFFICERS

<p>PRESIDENT Leath, Bouch & Seekings, LLP Post Office Box 59 Charleston, SC 29402 Email: ssaporita@leathbouchlaw.com</p>	<p>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</p>
<p>PRESIDENT-ELECT/Parliamentarian Womble Carlyle Sandridge & Rice, LLP Post Office Box 10208 Greenville, SC 29603 Email: lbelle@wcsr.com</p>	<p>Lois J. Belle, PLS Office (direct) 864/239-5990 Telefax 864/255-5440 Home 864/268-1009 Cell 864/979-7180</p>
<p>SECRETARY 124 Mariners Pointe Road Prosperity, SC 29127 Email: earlyjamie@yahoo.com</p>	<p>Jamie I. Early, PP, PLS Office (direct) 803/264-3555 Telefax 803/736-2713 Cell 803/422-6813</p>
<p>TREASURER Nelson Mullins Riley & Scarborough, LLP Post Office Box 11070 Columbia, SC 29211 Email: jan.berger@nelsonmullins.com</p>	<p>Jan W. Berger, ALS Office (direct) 803/255-9314 Telefax 803/255-9008 Home 803/788-0057 Cell 803/331-5101</p>
<p>Functional Director – MEMBERSHIP 2 Coopers Hawk Hilton Head Island, SC 29926 Email: susanolmstead@speblaw.net</p>	<p>Susan L. Olmstead, PLS Office 843/681-3200 x 13 Telefax 843/681-3204 Home 843/681-5540 Cell 843/338-3313</p>
<p>Functional Director - EDUCATION Hale & Bolchoz, LLC Post Office Box 22561 Hilton Head Island, SC 29925 Email: mlazarski@haleandbolchoz.com</p>	<p>Meredith Lazarski, ACP Office 843/837-3000 Telefax 843/837-3001 Home 843/815-3628 Cell 843/816-3015</p>
<p>Functional Director – MARKETING Nelson Mullins Riley & Scarborough LLP Post Office Box 11070 Columbia, SC 29211 Email: sharon.wotherspoon@nelsonmullins.com</p>	<p>Sharon K. Wotherspoon, PLS Office 803/799-2000 Office (direct) 803/255-9242 Telefax 803/255-9333 Home 803/438-0343 Cell 803/237-3873</p>
<p>Functional Director - CERTIFICATION City of Greenville Post Office Box 2207 Greenville, SC 29602 Email: cpitman@greenvillesc.gov</p>	<p>Camilla G. Pitman, CMC, PLS Office 864/467-4431 Telefax 864/467-5725 Home 864/895-5473 Cell 864/608-1893</p>
<p>Immediate Past President/ Parliamentarian Greene Law Firm, PA 11 McGee Street Greenville, SC 29601 Email: tara@davidgreeneattorney.com</p>	<p>Tara Jean Brown, PP, PLS Office 864/271-7940 Telefax 864/370-3413 Cell 864/350-0937</p>

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2012-2013 COMMITTEE CHAIRS

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LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2012 – 2013 CALENDAR

MAY 2012

- 1 Deadline for NALS Award of Excellence Nomination
- 1 *Carolina Paralegal News* Deadline (May)
- 10 Deadline for LSPSC Chapter Rosters
- 20 Deadline for LSPSC *Spotlight* (June)

JUNE 2012

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Summer @Law
- 2 NALS ALS Examination Date
- 15 Regular Registration Deadline for Region 4 Annual Education Conference in Chattanooga, TN (July 13 – July 15, 2012)
- 22 Hotel Reservation Deadline for Region 4 Annual Education Conference in Chattanooga, TN (July 13 – July 15, 2012)
- 24-26 LSPSC Officer Retreat, Naval Short Stay Recreational Complex

JULY 2012

- 1 Early Registration Deadline for NALS 61st Education Conference & National Forum in Portland, OR (October 18-21, 2012)
- 1 *Carolina Paralegal News* Deadline (July)
- 13-15 Region 4 Annual Education Conference in Chattanooga, TN

AUGUST 2012

- 1 Regular Registration Deadline for NALS 61st Education Conference & National Forum in Portland, OR (October 18-21, 2012)
- 1 Deadline for Nominations of NALS 2012-2013 Board of Directors
- 1 NALS September ALS/PLS/PP Exam Application Due
- 24 LSPSC Summer Board Meeting in Columbia
- 25 LSPSC Summer Membership Meeting in Columbia, SC

SEPTEMBER 2012

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Fall @Law
- 1 *Carolina Paralegal News* Deadline (Sept.)
- 1 E-mailing of NALS Board of Director Ballots
- 18 Hotel Reservation Deadline for NALS 61st Education Conference & National Forum in Portland, OR (October 18-21, 2012)
- 25 NALS ALS/PLS/PP Examination Date

OCTOBER 2012

- 8-12 NALS Court Observance Week
Theme:
- 18-21 NALS 60th Education Conference & National Forum in Portland, OR
- 15 NALS December ALS Exam Application Due
- 25 *Carolina Paralegal News* Deadline (Nov.)

NOVEMBER 2012

- 1 Deadline for NALS Jett Awards
- 1 Call for Nominations of LSPSC Officers for 2013-2014
- 15 Close of Nominations of LSPSC Officers for 2013-2014
- 20 Deadline for LSPSC *Spotlight* (December)

DECEMBER 2012

- 1 Dissemination of Acceptance and Qualification Forms to LSPSC Nominees for 2013-2014 offices
- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (March 2013)
- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Winter @Law
- 1 NALS ALS Examination Date
- 15 Deadline for return of Acceptance and Qualification Forms by LSPSC Nominees for 2013-2014 officers
- 22-1/3 NALS Closed for Holidays

JANUARY 2013

- 1 NALS March ALS/PLS/PP Exam Application Due
- 4 *Carolina Paralegal News* Deadline (Jan.)
- 4 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 15 Distribution of Rules and Applications for LSPSC Scholarship Award for 2012-2013
- 15 Distribution of Rules and Applications for LSPSC Award of Excellence for 2012-2013
- 18 LSPSC Winter Board Meeting in Columbia
- 19 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

FEBRUARY 2013

- 1 Dissemination to Members of Ballots to Elect LSPSC 2013-2014 Officers
- 20 Deadline for LSPSC *Spotlight* (March)

MARCH 2013

- 1 Deadline for NALS Foundation Grant
- 1 Mailing of NALS Spring @Law
- 1 *Carolina Paralegal News* Deadline (March)
- 2 NALS ALS/PLS/PP Examination Date
- 1-3 NALS Professional Development and Education Conference in Tulsa, OK

APRIL 2013

- 15 NALS June ALS Exam Application Due
- Registration Deadline for LSPSC Annual Meeting hosted by Spartanburg, SC
- LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting at Spartanburg, SC
- LSPSC CLE Seminars, Annual Meeting and Installation at Spartanburg, SC
- LSPSC Spring Membership Meeting at Spartanburg, SC

NALS Code of Ethics

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

Every member shall:

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



**LEGAL STAFF PROFESSIONALS OF
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