



LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA



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A Basic—and Often Overlooked—Key to Success

By Vicki Voisin

Paralegals talk about a lot of things related to career success: from networking to goal setting to education and, of course, ethics.

And yet one of the most often overlooked keys is ***knowing yourself!***

Yes, that's it – just know yourself. Sound simple? Many paralegals believe that once they have their education and a job, they will instantly change into a super productive, super successful paralegal. Reality is far different.



Congratulations to our 2015-2016 Board!

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SPOTLIGHT

(Continued from page 1)

Reality is that they are still that same individual who:

- struggles with getting their work done or whose work is so demanding they feel overwhelmed before they start;
- feels so tired at certain times of the day that their work puts them to sleep;
- never feels appreciated or valued, even though they do everything in their power to make everyone else happy and to meet their needs.

Humans are not perfect. Everyone has challenges. The key to success, both in your career and in your life, is to know what **your** challenges are and then work with them. For example:

- **If you procrastinate,** then you need to adopt strategies to get yourself started on a project: use a timer; start anywhere in the project; be sure you have the information you need; gather all the supplies you will need; break the project into chunks and tackle one part at a time, etc.
- **If you are not as productive as you should be,** decide when you have your highest energy and do your best work. If you are at your best in the morning, then that is when you want to focus your most difficult task. If you're at your best in the afternoon, do your most difficult tasks then. Save easy tasks (returning telephone calls, answering email) for the time of day when your energy is at a lower level;

- **If you are a people-pleaser who wants everyone to get along and be happy,** decide at what point making everyone around you happy intrudes on your career aspirations and your emotional well-being.

You may have different challenges. Ask yourself what they are. Once you determine your challenges, take the necessary steps to overcome them.

Doesn't this sound so simple and so basic? The reality is that many of us let our challenges stop us from career success.

Remember: This is your career and your life.

Recognize your dreams and the challenges that keep them from coming true. Figure out how you can conquer those challenges and then design your career for optimal success.

How will you personalize, customize and optimize your career?

~~~~~  
Vicki Voisin, "The Paralegal Mentor," delivers simple strategies for paralegals and other professionals to create success and satisfaction by setting goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She is the co-author of *The Professional Paralegal: A Guide to Finding a Job and Career Success*. Vicki publishes *Paralegal Strategies*, a weekly e-newsletter for paralegals, and co-hosts *The Paralegal Voice*, a monthly podcast produced by Legal Talk Network. More information is available at [www.paralegalmentor.com](http://www.paralegalmentor.com) where subscribers receive Vicki's 151 Tips for Your Career Success.

## STAY CONNECTED TO LSPSC . . .



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

[www.lspg.org](http://www.lspg.org) (Greenville chapter)

[www.NALS.org](http://www.NALS.org)

[www.ning.com](http://www.ning.com)

LSPSC/NALS on Facebook

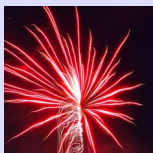
LSPSC/NALS on LinkedIn

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### Spotlight

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Yvonne Fortner, PP, PLS  
Post Office Box 10208  
Greenville, SC 29603



## President's Report

by **Camilla G. Pitman, MMC, PLS**  
2015-2016 President

### *Making A Difference . . . It's About ME (Mentoring and Engaging)*

I am honored and humbled to serve as the 2015-2016 President of Legal Staff Professionals of South Carolina, and I look forward to making a difference in our Association along with our 2015-2016 Board, our Committee Chairs and with you, our members. It will be an exciting year as we continue to celebrate 50 years of LSPSC and engage in new opportunities that await our Association.

I would once again like to thank Legal Staff Professionals of the Midlands for hosting this year's important and momentous Annual Meeting. Congratulations on a superb job! I would also like to express my appreciation to the 2015-2016 Officers and Committee Chairs for their willingness to serve. I am so excited to have so many members involved this year.

As we move into the month of June, the LSPSC Board will be conducting its annual retreat to complete planning for this year. Dates for Officer Visits to each of our local chapters will be confirmed at the retreat. I hope you will plan to attend the Officer Visit for your chapter. It is a great opportunity to receive information on what is taking place in the state and national chapters and to ask questions about LSPSC and NALS.

I encourage you to look for an email from me that will be sent every two to three weeks to assist in keeping everyone more current with meetings, events and activities taking place in our local and state chapters. I also encourage you to consider attending the NALS Annual Conference in Las Vegas. Registration is currently being accepted on the NALS website. Speaking of website, if you have not gone to [www.NALS.org](http://www.NALS.org) to update your membership information, please do so. If you attended the Annual Meeting, you will want to enter the CLEs on the website as well. The NALS website provides a wonderful opportunity to network with other legal professionals from throughout our state and nation.

Have a great summer and we will see you soon!



**President-Elect  
Meredith  
Lazarski, ACP**

**OFFICER &  
COMMITTEE  
REPORTS**



**Congratulations** to Jamie I. Early, PP, PLS – SC Corporate Law for obtaining her Specialty Certification, this is the

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 President-Elect. The words of support and encouragement I received from you while at the annual meeting meant the world to me and I greatly appreciate them, and you all. I also want to thank my HHLSP “sisters in law” for the heartwarming sentiments and beautiful picture frame at the President-Elect luncheon. Your continued support and friendship over the last eight years has been such an inspiration during my journey on the local and state boards.

first one in South Carolina. Way to go Jamie. LSPSC would also like to extend congratulations to Karen Cummins, PP, PLS, MPS for achieving her Professional Legal Secretary recertification.

I also want to thank you for allowing me to represent LSPSC at the 64th NALS Education Conference & National Forum in October. I look forward traveling with President Camilla and other LSPSC members to Las Vegas and taking part in all that NALS has to offer during this awesome annual conference.

**ALP, PLS, PP Exams.** The next testing will be Saturday September 28, 2015. The deadline to submit your application is Wednesday, July 15, 2015. Applications can be obtained at [www.nals.org/certification](http://www.nals.org/certification). If you have any questions, don’t hesitate to contact me at [Tara@davidgreenattorney.com](mailto:Tara@davidgreenattorney.com).

**Total NALS Certifications as of March 2015:**

|                               |       |
|-------------------------------|-------|
| Professional Paralegal        | 594   |
| Professional Legal Secretary  | 5,761 |
| Accredited Legal Professional | 3,278 |

Thank you to the local Chapter Presidents for forwarding me your chapters’ availability in July and August for LSPSC Officer Visitation. I will be in touch shortly after our LSPSC Board Retreat to let you know when and who will be visiting your chapter.

**Discount For Students**

Effective immediately, NALS will be offering a one-year FREE membership to students of approved legal studies and paralegal studies programs who take the ALP or PP certification exam! If you are a student who is registered to take the ALP or PP exam, please contact [NALS Education/Certification Manager](#) to ensure that you receive your free one-year membership.

I look forward to seeing everyone at the LSPSC Summer Meeting in Columbia on Saturday, August 22nd. I hope everyone has a happy, healthy and safe summer! Stay cool!!

**Upcoming WebEd sessions: Note: WebEd sessions are now offered at different times of the day. Be sure to click on the “TIME” column when you register. You must register by Noon the day BEFORE the session.**



**Functional Director of  
Certification  
Tara Jean Brown, PP, PLS**

Thank you so much for allowing me to serve as your 2015-16 Functional Director of Certification.

6/4/15  
1 CLE [Free to Members / \$50 Non-Members]  
Affordable Care Act

**Exam Administrators.**

To update you on our certification news, see below:

NALS is always in need of qualified Exam Administrators to give the ALP, PLS and PP

exams. You must register your exam site annually. To register please go online to <http://www.nals.org/?page=testingsites> and click the link Exam Administrator Interest Form. Please send me an email letting me know you are registered. This is also a great way to obtain CLE credit toward your recertification.

I look forward to seeing everyone at our summer meeting on August 22, 2015, in Columbia.

### Functional Director of Education

**Lauritza S. Hill**



Thank you for electing me to the board as Functional Director of Education. I appreciate your confidence in me and will try to do my very best. Since I am relatively new in this position and this is my first time on the board, I will need all the help I can get. I have already received some great suggestions for the next meeting and I have made contact with some. I hope to get a response very soon. I recently sent out a form to Chapter Presidents to distribute to the members concerning suggestions for speakers and the type of education seminars that you are interested in. You may complete that form or email me at [lauritzahill@sclegal.org](mailto:lauritzahill@sclegal.org) with any other suggestions you may have. I look forward to the retreat in June and the meeting in August.

### Functional Director of Membership

**Paula M. Taylor, PLS**



Thank you so much for giving me the opportunity to serve as your Functional Director of Membership for the year 2015-2016. I look forward to working with the Functional Directors of Membership within each chapter. My contact information is as follows:

Paula M. Taylor, PLS  
319 Land O Pines Circle  
Moncks Corner, SC 29461  
Home: 843-761-8662  
Cell: 843-291-0437  
Email: [taylor1@homesc.com](mailto:taylor1@homesc.com)

I would appreciate the Functional Director of Membership of each chapter giving me a call or

sending an email with your contact information so we can keep in touch throughout the year and share ideas and thoughts.

Thanks to LSP of the Midlands for hosting the Annual and Spring Membership Meetings. The beauty pageant was a hoot and reminded me that laughter is good for the soul, especially when we laugh at ourselves.

### Community Projects

**Susan Olmstead, PLS & Betty Parks**



Our summer meeting community service beneficiary is SCCADVASA. Please be generous and support this wonderful charity. In addition to the below “most” needed items, a check payable to SCCADVASA is also an acceptable form of giving.

We are most appreciative of your generosity and thank you for your continued participation in our community service projects.

## 2015 Wish List

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>Baby Wipes</b>               | <b>Nonperishable Food</b>         |
| <b>Baby Bath Products</b>       | <b>Paper Towels</b>               |
| <b>Cell Phones</b>              | <b>Pillows</b>                    |
| <b>Cleaning Agency, Diapers</b> | <b>Sheets (twin &amp; double)</b> |
| <b>(all sizes)</b>              | <b>Toilet Paper</b>               |
| <b>Hair Relaxers</b>            | <b>Washing Detergent</b>          |
| <b>Trash Bags (extra-large)</b> |                                   |



### Immediate Past President

**Jan W. Berger, ALP**

It's hard to believe that a year has gone by and now I am writing as the Immediate Past President. I am forever thankful to LSPSC for your encouragement and support during this past year. I was happy to pass the gavel to Camilla Pitman, MMC, PLS in April, but with that always comes a little sadness, too. Please know that you helped me grow as an individual and a team player . . . professionally and personally . . . and I will always be grateful to the association for this!

My role this year will be to support President Camilla and the 2015-2016 Board of Officers. I am tasked with reviewing and administering the By Laws and Standing Rules of this association as well. I will continue to work diligently to follow President Camilla's theme to "Make a difference." She says it's OK to say, "It's all about ME!"

I hope to see everyone in Columbia at the Summer Membership meeting in August!



**Finance**

**Mary F. Brant**

**Mary Kay Oliver**

We look forward to seeing you all in Columbia on August 22, 2015. Our theme auction will be L.S.P.O.S.C. We are going to celebrate 50 years by using the initials of our association. You can bring anything that starts with the letters LSPOSC (Legal Staff Professionals of South Carolina). Use your imagination... "C" for example could be: candles, candy, cake, cookies,

carrots, carnations, cards, carriers, carts, crafts, and the list goes on. You may ask why carrots and/or carnations? .. well they could be pictured on something you bring. Let's have fun and celebrate. Hope to see you ALL in Columbia in August. Legal Staff Professionals of Orangeburg are responsible for the premium prize.



**Scrapbook**

**Lois J. Belle, PLS**

I look forward to seeing your photos. You can either (1) download them to our LSPSC snapfish+ account (www.snapfish.com – Email address: info@lspsc.org / Password: (our LSPSC President's last name), (2) send me a disc with the photos on it; or just (3) print them and mail them to me. Thanks!

*+Let me know if you need assistance with the website. I usually add my photos into a new 'folder' and tag it with my name in case someone needs to know whose photos they are.*

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

**NOTICE is hereby given that the Summer Membership Meeting for 2015-2016 will be held on Saturday, August 22, 2015, at:**

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

**The meeting will 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, SC-Corporate  
LSPSC Secretary 2015-2016**



**Legal Staff Professionals of South Carolina**  
**2015 SUMMER MEMBERSHIP MEETING & CLE REGISTRATION FORM**  
**Saturday, August 22, 2015**

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

**Deadline for Registration: Friday, August 14, 2015 (Add \$10.00 after this date)**  
**NO REFUNDS AFTER AUGUST 18, 2015**

**MEMBERSHIP MEETING**

**SCHEDULE**

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

\* FULL REGISTRATION DOES NOT INCLUDE CLE

**CONTINUING LEGAL EDUCATION**

**10:00 a.m. – 11:30 a.m.      TOPIC: Fighting to Overcome – An Overview of Health Law**  
**SPEAKER: Sue Berkowitz, Director of SC Applesseed Legal Justice Center**

As an Attorney and Director of an organization that fights for low income South Carolinians to overcome social, economic and legal injustice, Ms. Berkowitz has a wealth of experience and knowledge of current health laws. Ms. Berkowitz will provide an overview of the Affordable Care Act and how it affects all citizens.

**11:45 a.m. – 12:45 p.m.      TOPIC: State Legislation and Its Impact on the Legal Profession**  
**SPEAKER: Tigerron Wells, Municipal Association of South Carolina**

As the Municipal Association's Government Affairs Liaison, Mr. Wells draws on his experience as an attorney to advocate for legislation that positively impacts the residents of the municipalities of our state. Mr. Wells will provide an overview on decisions made by the General Assembly during this past legislative session and how it impacts the legal profession.

**I will be attending the following seminars:**

- Fighting to Overcome – An Overview of Health Law  
 State Legislation and Its Impact on the Legal Profession

**MEMBER**

- \$20 for one CLE  
 \$30 for both CLEs

**NONMEMBER**

- \$25 for one CLE  
 \$40 for both CLEs

**\$10 LATE FEE**

**TOTAL Amount:**      \$ \_\_\_\_\_

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

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

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

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

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

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## Fundraising Potential

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- \$10 for every existing checking account

### Savings Accounts or CDs

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| <b>Two Issues</b>   | <b>\$85</b>        | <b>\$50</b>      | <b>\$25</b>         |                      |
| <b>One Issue</b>    | <b>\$50</b>        | <b>\$20</b>      | <b>\$10</b>         | <b>\$10</b>          |

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

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

**Email advertisement and mail payment to:**

**Sharon K. Wotherspoon, PLS  
Functional Director of Marketing  
Nelson Mullins Riley  
& Scarborough, LLP  
PO Box 110701  
Columbia, SC 29211-1070  
sharon.wotherspoon@nelsonmullins.com**

**Payment Enclosed: \$ \_\_\_\_\_**

*Visit our website at [www.lspsc.org](http://www.lspsc.org).*



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*HAPPY*

*BY PURCHASING A HAPPY GRAM*

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

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

1. Submit Happy Gram camera ready to Functional Director of Marketing at: [sharon.wotherspoon@nelsonmullins.com](mailto:sharon.wotherspoon@nelsonmullins.com)
2. Submit payment and this form by mail to: Functional Director of Marketing  
Sharon K. Wotherspoon, PLS  
Nelson Mullins Riley &  
Scarborough, LLP  
PO Box 11070  
Columbia, SC 29211-1070
3. Deadline for Happy Grams: November 15, 2015 (for December issue)

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Thanks for making someone's day a happy one.

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

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Enclosed Payment: \$ \_\_\_\_\_

# **Congratulations to Lois J. Belle, PLS— 2014-2015 Award of Excellence Recipient!**



## **PROMOTING 50 YEARS OF LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

To purchase, contact Sharon Wotherspoon at 803-255-9242 or [sharonwotherspoon@nelsonmullins.com](mailto:sharonwotherspoon@nelsonmullins.com).

|                                             |                |
|---------------------------------------------|----------------|
| <b>Lunch Bags</b>                           | <b>\$ 5.00</b> |
| <b>50<sup>th</sup> Anniversary Pins</b>     | <b>\$ 5.00</b> |
| <b>Women Polo Shirts</b>                    | <b>\$20.00</b> |
| <b>Monogram Only (member provides item)</b> | <b>\$10.00</b> |

*Lunch Bags and 50<sup>th</sup> Pins will be available for purchase during Local Chapter Officer Visitations.*



# HAPPY GRAM!



The Compleat Lawyer Awards were established in 1992 by the University of South Carolina School of Law Alumni Council (formerly the Alumni Association) to recognize alumni for outstanding civic and professional accomplishments. Recipients are individuals who have made significant contributions to the legal profession and exemplify the highest standards of professional competence, ethics and integrity.

The 2015 Compleat Lawyer Awards Dinner will be held the evening of Thursday, April 30, 2015, at the Campus Room in the Capstone Conference Center on USC's campus.

## 2015 Compleat Lawyer Award Recipient

**PLATINUM RECIPIENT (31 or more years in Practice)**



**Lawrence "Larry" E. Flynn, Jr.**

Class of 1974

Pope Flynn, LLC, Spartanburg

**(our own Linda Harris' boss and  
past recipient of SCLSP's Boss of the Year)**



**SPARTANBURG COUNTY LEGAL STAFF PROFESSIONALS**

# Chapter Reports



**Legal Staff Professionals of Greenville**  
**Yvonne Fortner, PP, PLS**

Treasurer: Susan L. Olmstead, PLS  
FD/Membership: Rebekah Shoup  
FD/Certification: Susan L. Olmstead, PLS  
FD/Education: Meredith Lazarski, ACP  
FD/Public Awareness/Marketing: Lu Hansen

I am thrilled to say that LSPG had 11 members in attendance at LSPSC's 50th Annual Meeting and Educational Conference in Columbia in April to witness our very own Camilla G. Pitman, MMC, PLS, be installed as state president. LSP of the Midlands did a fantastic job hosting; what a great time!

We enjoyed delicious refreshments, fellowship and getting to know Betty's boss. We also celebrated our youngest member, Rebekah Shoup's birthday.



Saturday, May 2, 2015, was "Camp LSPG." This was part board/planning meeting, part motivational/problem-solving, and all fun! We made trail mix

and s'mores and even got a visit from LSPG's M&M's (membership and marketing). I have posted the PowerPoint for the event at <http://www.lspg.org/Downloads.html> (contact me if you need the password). We are truly excited about what the year holds, and I am thrilled with our members and their enthusiasm and participation!

Meredith, Susan, Betty and I attended the LSPSC Annual Meeting in Columbia April 24 -26. It was a great meeting with excellent CLEs. It was our pleasure to be a part of the LSPSC President-Elect's luncheon honoring our own Meredith Lazarski, ACP. There was a delicious cake in her honor donated by her boss, Rebecca Hale, and our chapter presented here with a gift as well. We are so proud of her and know that she will do a fabulous job as LSPSC P-E. The installation of the LSPSC 2015-16 officers at the Saturday evening banquet was quite moving. And the beauty pageant for the selection of Ms. LSPSC afterwards was even more moving! Ask someone about the contest. It was hilarious. And HHLSP's own "Phyllis Diller" was second runner-up. What fun everyone had with that event!

Still ongoing is another exciting event: LSPG's logo tagline contest. The goal of the new tagline is to make the logo more descriptive—at a glance—to the legal community and future members. With 20 total entries, who will win the cash prize of \$50?!! Voting is currently underway, so stay tuned! What a great way to market ourselves and get our members involved! It's a win/win for all.

On May 2 our chapter participated in the local Belk Charity Day Sale. Meredith, Susan, Betty and I manned the table from 6 -10 a.m. Results are not in yet but we're hoping for a generous profit toward our annual scholarship fund awarded to a student at Technical College of the Lowcountry pursuing a career in the legal field.

LSPG is already in the planning stages for LSPSC's Annual Meeting 2016, which will be held in Greenville. Stay tuned for details coming soon. Hope to see you all at the next state meeting in August. In the meantime, happy camping!

On May 9 Susan and I walked in the local Palmetto Heart Walk raising money for the American Heart Association. Joining us were prospective new members, Alexis Zilge and CamiJo Gort from the Going Law Firm. The walk was held at the Hilton Head Island Shelter Cove Community Park. There was a tremendous turnout as usual for this event. As of April 13th, HHLSP team was in seventh place for donations pledged! We just missed being in the top 10 last year so we're hopeful of moving up this year!



**Hilton Head Legal Staff Professionals**  
**Carlene Kilgore, PLS**

Our April 8, 2015, meeting was held at the McNair Law Firm and included installation of our 2015-16 HHLSP officers by Charles Wiseman, Esq., of Wiseman & Reilley, LLC, Betty Parks' law firm. Our new officers are:

President: Betty Parks  
President-Elect: Carlene B. Kilgore, PLS  
Secretary: Meredith Lazarski, ACP



I look forward to seeing everyone at our summer membership meeting on August 22, 2015, in Columbia. Until then, stay cool!



**Legal Staff Professionals of the Lowcountry**  
**Naomi W. Nation, PP, PLS, CLA**

WHAT A GREAT TIME WE HAD IN COLUMBIA! Legal Staff Professionals of the Lowcountry

had the majority of its members in attendance---a grand total of 5---at the 2015 Legal Staff Professionals of South Carolina Annual Meeting. We were so happy to have with us our soon to be honorary member, Sharon Inman PLS. Now we all know that it is "all about me."

Our officers for 2015-2016 are as follows: Naomi W. Nation PP PLS CLA, President; Stacy Russo PP PLS, President-Elect and Functional Director of Membership; Paula Taylor PLS, Treasurer; and Chrisanne Porter PLS, Secretary.

Legal Staff Professionals of the Lowcountry will start the year off planning for the State Summer Meeting set for August 2015. We want to turn out again in full force to support our own Paula Taylor who stepped up to the plate and took on the State Office of Functional Director of Membership. Congratulations Paula!

We wish all the members of Legal Staff Professionals of South Carolina a wonderful summer. SEE YOU SOON IN COLUMBIA -- AGAIN!



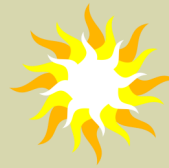
**Legal Staff Professionals of the Midlands**  
**Debra Bailey, PLS**

Thank you all for your attendance and support of our 50th LSPSC Annual Meeting. Our chapter had a great time hosting this momentous event for our State Association!

In March we enjoyed watching a NALS webinar entitled "The Thousand Dollar Tennis Shoes," by Stephen Dale, Esquire of the Dale Law Firm. In April we held our local officer elections. We congratulate our 2015-16 officers!

- President – Debra H. Bailey, PLS
- President-Elect – Jamie I. Early, PP, PLS
- Director of Membership – Jessica C. Dominick
- Director of Education – Lauren E. Brown
- Secretary/Treasurer – Sharon K. Wotherspoon, PLS

We look forward to seeing everyone in August at our LSPSC Summer Membership Meeting!



**Legal Staff Professionals of Orangeburg**  
**Sonia Hunt**

We want to extend a huge thank you to Legal Staff Professionals of the Midlands for a great Annual Meeting and Educational Conference. We left the meeting trying to remember the last time that we laughed so much during the banquet portion of the evening.

Our officers for the 2015-2016 year are as follows: Mary Kay Oliver, President; Lauritza S. Hill, Vice President, Mary F. Brant, Secretary/Treasurer; and Sonia L. Hunt, Chapter Liaison.

During the month of April, we collected clothes for an employee of Orangeburg School District 4 and her children who lost everything to a house fire. We are currently looking at what our next community project will be.

We hope to see everyone at the Summer Membership Meeting on August 22nd.



Great leadership usually starts with a willing heart,  
 a positive attitude, and a desire to make a difference.  
*Mac Anderson*

# Fun Times @ Annual Meeting 2015 CELEBRATING 50 YEARS!



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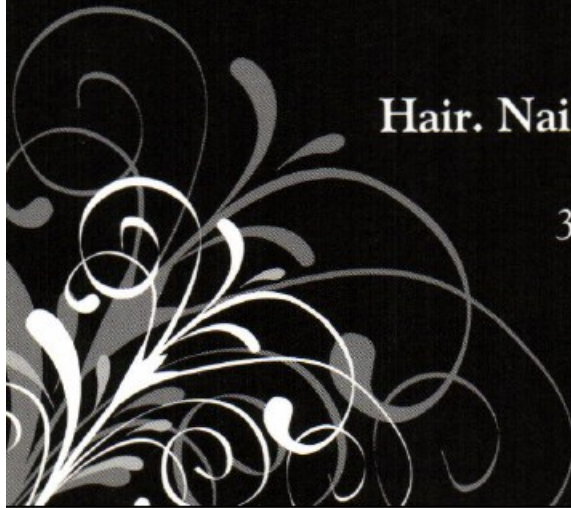
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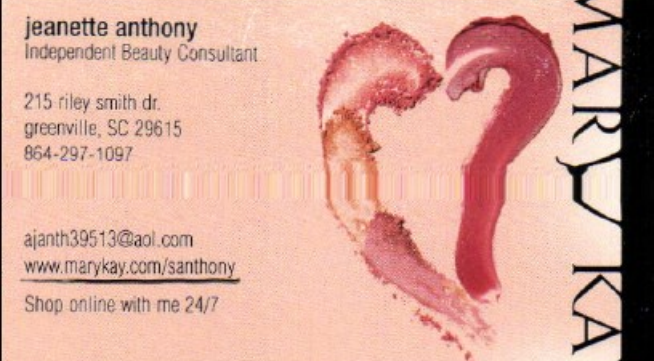
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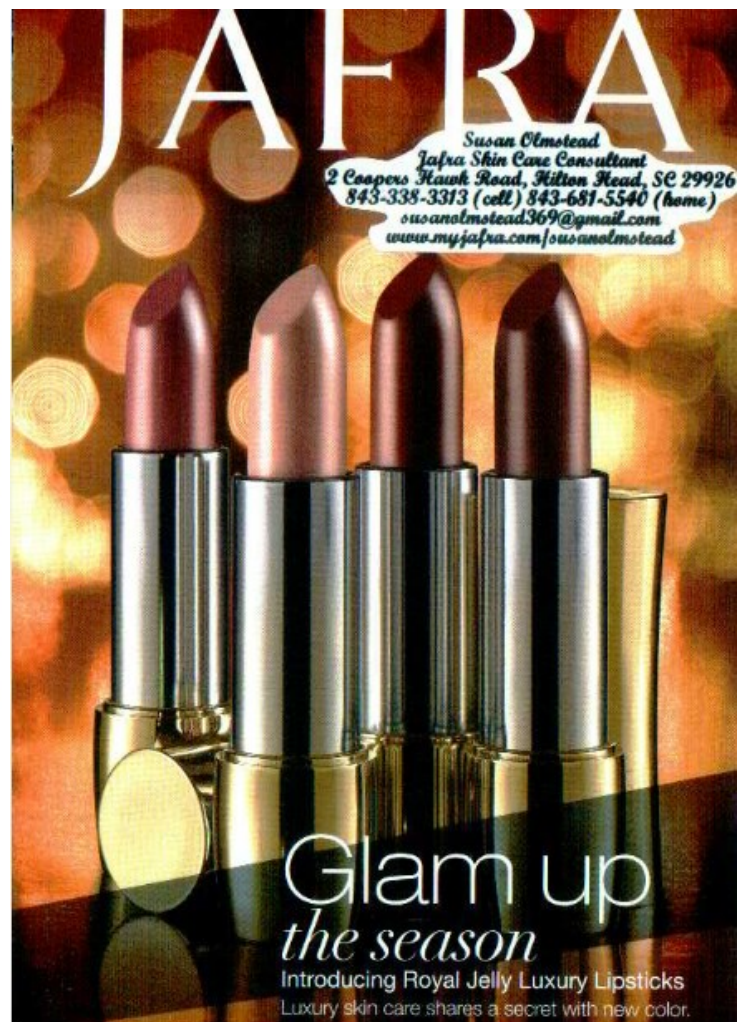
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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE 2014-2015 OUTGOING BOARD MEETING  
APRIL 24, 2015  
COLUMBIA, SOUTH CAROLINA**

The meeting of the 2014-2015 Outgoing Board of Directors of Legal Staff Professionals of South Carolina was called to order by President Jan W. Berger, ALP, on Friday, April 24, 2015, at 2:21 p.m. at Medallion Center, Columbia, South Carolina.

President Jan 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:                                | Jan W. Berger, ALP                    |
| President-elect:                          | Camilla G. Pitman, MMC, Certified PLS |
| Secretary:                                | Vickie Halstead (Not present)         |
| Treasurer:                                | Jamie I. Early, Certified PP, PLS     |
| Functional Director of Membership:        | Lois J. Belle, Certified PLS          |
| Functional Director of Marketing:         | Meredith Lazarski, ACP                |
| Functional Director of Education:         | Sharon K. Wotherspoon, Certified PLS  |
| Functional Director of Certification:     | Carlene B. Kilgore, Certified PLS     |
| Immediate Past President/Parliamentarian: | Lois J. Belle, Certified PLS          |

**Secretary –.**

In the absence of the Secretary, Jamie I. Early, PP, PLS reported the following: Consent Agendas will be distributed at the Annual membership meeting on Saturday, April 25, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain the winter board meeting/membership meeting minutes for approval and the Committee/Officer Reports. Jamie will remind the members to submit all signed, original reports to her for the association's permanent records.

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

Jamie provided copies of the Treasurer Third Period Report for review and approval by the Board. Jamie stated she has gotten the cash incentives and will count monies, after the Annual meeting with President and Finance Chair. Jamie informed the Board that the CDs will mature on May 30, 2015 and at current rates it is suggested to leave it where it is. Rates are low and moving will not improve our interest rate.

**President – Jan W. Berger, ALP.**

President Jan welcomed the board members, thanked them for their wonderful service this past year and said she has enjoyed her past year as President and looks forward to working together with each of them in the capacity of Past President next year. President Jan handed out copies of the agenda for the membership meeting to be held Saturday, April 25, 2015.

President Jan asked for proofreaders of the minutes for the outgoing board meeting of April 24, 2015, and the Annual membership meeting of April 25, 2015. Carlene and Lois volunteered to do so.

The Minutes of the 2014-2015 Winter Board Meeting and Winter Membership Meeting Minutes were published in the Spotlight. A Motion was made by Camilla that the minutes be approved as published and a Second was made by Carlene.

President Jan informed everyone of the following:

- NALS Foundation Grant Deadline is June 1, 2015;
- Hannah House is charity selected by Midlands chapter for Community Service to which LSPSC has budgeted;
- An Award of Excellence winner will be announced and presented a plaque at the Awards and Installation Banquet Saturday evening;
- Candace Logal, Spartanburg Community College will be awarded the Scholarship Award at the Annual Meeting on Saturday;
- “Spring Fling” is the theme auction for Saturday;
- NALS OnLine – Masters of Legal Studies from Washington University School of Law and Eastern Kentucky have partnered with NALS; and
- Nominations from the floor will be taken at Annual Meeting to fill the open position of FD -Membership.

President Jan noted the deadlines for the Handbook and *Spotlight*. The chapter rosters of officers, members, and committees are due by May 15, 2015, to Debra H. Bailey, Certified PLS, for the LSPSC Handbook and should also be submitted electronically to NALS. The deadline for the June issue of the *Spotlight* is May 15, 2015, with submissions to Yvonne Fortner, PP, PLS.

President Jan reminded the board they should meet with the on-coming board members in their positions to exchange notebooks, files, position nametags, and duty summaries after the annual meeting but no later than Retreat.

**President-elect – Camilla G Pitman, MMC, Certified PLS.**

Camilla gave a brief overview of her trip to Tulsa, OK for the 2015 NALS Leadership Conference. She attended the Grassroots “Think Tank” and stated it was a continuation of the Houston, TX Question & Answer session held at the end of the conference to include more discussion on how NALS plans to move forward. She will report in general to the Membership on Saturday. She will ask the LSPSC membership for input to provide to NALS.

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

President Jan asked Lois to lead the Pledge of Allegiance at the Annual membership meeting on Saturday. Lois gave the current membership roster numbers and informed the board that NALS is still waiving dues for members who become unemployed.

**Functional Director of Marketing – Meredith Lazarski, ACP.**

Meredith stated that she will notify members of the deadline to submit articles/information to Carolina Paralegal News; she will promote monogrammed items, as well as Belk fundraiser. She will remind members about getting ads for *Spotlight* and continue to remind members about Happy Grams. She continues to post information on Facebook and social media about LSPSC and NALS.

**Functional Director of Education –Sharon K. Wotherspoon, Certified PLS.**

President Jan asked Sharon to read the NALS Code of Ethics at the Annual membership meeting on Saturday. Sharon stated she has scheduled two speakers for Saturday, Will Bryan speaking on Cyber Security/Data Breaches and Attorney Jessica Goodfellow speaking on Legal Writings and Citations for Administrative Professionals. She will also promote webinars and the CLE award.

**Functional Director of Certification – Carlene B. Kilgore, Certified PLS.**

Carlene stated she will recognize all new ALP/PLS/PP certifications and re-certifications at the Annual membership meeting and remind members of the upcoming application deadline and next examination date. She will advise NALS requires an annual filing of the exam site and administrator for each chapter or region of the state, and she will remind the membership to submit applications to her and NALS. Promote certification.

**Immediate Past President/Parliamentarian – Lois J. Belle, Certified PLS.**

Lois stated NALS no longer has the “Engage 5” program. She reviewed the proposed change in the Standing Rules dealing with the wording regarding electronic retention of documents with the Board. The Board approved the review with a Motion by Camilla and a Second by Sharon. Meredith will present the proposal to the Membership on Saturday at the Annual meeting for final approval.

There being no further business to be discussed, the meeting was adjourned at 3:30 p.m.

Respectfully submitted,

---

Sharon K. Wotherspoon, PLS  
Acting Secretary

Approved:

---

Jan W. Berger, ALP  
President

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE 2015-2016 INCOMING MEETING  
OF THE BOARD OF DIRECTORS  
APRIL 24, 2015  
COLUMBIA, SOUTH CAROLINA**

The incoming meeting of the 2015-2016 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President Camilla G. Pitman, MMC, Certified PLS, on Friday, April 24, 2015, at 4:00 p.m. at The Medallion Conference Center on Garners Ferry Road in Columbia, South Carolina.

President Camilla 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                                  | Camilla G. Pitman, MMC, Certified PLS           |
| President-Elect                            | Meredith Lazarski, ACP                          |
| Secretary                                  | Jamie I. Early, Certified PP, PLS, SC-Corporate |
| Treasurer                                  | Sonia L. Hunt                                   |
| Functional Director of Membership          | VACANT                                          |
| Functional Director of Marketing           | Sharon K. Wotherspoon, Certified PLS            |
| Functional Director of Education           | Lauritza S. Hill                                |
| Functional Director of Certification       | Tara Jean Brown, Certified PP, PLS              |
| Immediate Past President / Parliamentarian | Jan W. Berger, ALP                              |

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

Jamie stated that the Consent Agenda will be distributed at the Spring Membership Meeting on Sunday, April 26, 2015, during the members' sign-in for credentials prior to the meeting. The Consent Agenda will contain the 2015-2016 LSPSC Budget, the 2015-2016 LSPSC Calendar, and the 2015-2016 LSPSC Committees. There will be no Reports of Officers and Committee Chairs for distribution. Jamie will remind the members to submit all signed, original reports to her for the association's permanent records.

President – Camilla G. Pitman, MMC, Certified PLS.

President Camilla stated her theme for the year is "Make a Difference" with her goal being to take the past lessons and the present vision to establish the future course of LSPSC. Mentoring and engagement will be keys to that course.

She asked for proofreaders of the minutes of this incoming meeting of the 2015-2016 Board of Directors of April 24, 2015, and the Spring Membership Meeting of April 26, 2015. Sonia and Lauritza volunteered to do so.

President Camilla then discussed sending the President-Elect to the NALS Annual Conference in October as LSPSC has done since the dissolution of the NALS regions. She noted the proposed budget allowed for the expenses of this national conference for the President-Elect's attendance. President Camilla stated she would submit her early-bird registration form for payment before the deadline to attend the conference as President.

She noted the deadline of May 15, 2015, for submitting the chapter rosters, members and committees to NALS and the LSPSC Handbook Chair, as well as for submitting articles for the next edition of the *Spotlight*. She reminded the incoming officers to meet with their outgoing counterpart officers after Saturday's annual meeting to obtain notebooks, files, position nametags, and duty summaries.

The next agenda item was the state officers' retreat that President Camilla had scheduled for June 12-14, 2015, at Jamie's home in Prosperity. A few officers stated they would be unable to attend that weekend, and discussion followed regarding available dates for all to attend. Several weekends were chosen, and Jamie will check with her family's schedule and let everyone know which weekend is best for using her home.

President Camilla then stated she would like to have the chapter visitations take place in July and August. Further discussion will take place at retreat after possible dates have been obtained from the chapters.

Pursuant to the LSPSC Bylaws, President Camilla recommended the LSPSC Executive Committee be comprised of the President, President-Elect, Secretary, Functional Director of Certification, and the Past

President. The appointment of the functional director is at the approval of the board. Upon motion duly made by Tara and properly seconded by Lauritza, the board unanimously approved the appointment of the Functional Director of Certification to the LSPSC Executive Committee. She next stated that the cash incentives have usually been drawn at the Summer, Winter, and Annual Membership Meetings. Upon motion duly made by Sharon and properly seconded by Meredith, the board unanimously approved cash incentives of \$25, \$50, and \$75 to be drawn at each of the 2015-2016 Summer, Winter, and Annual Membership Meetings.

President Camilla discussed community services, stating that LSPSC's giving is a part of marketing. Regarding ideas for various charities, suggestions were made to look into other opportunities of donations and to allow the chapter responsible for the premium prize to choose its local charity for each meeting. It was agreed to continue with the community service cash donations by LSPSC of \$100 at each meeting. She also stated we would continue with reports on individual/chapter activities between meetings. Regarding LSPSC fundraisers, the board agreed with keeping the Theme Auction at each meeting but to discontinue with "Buck-a-Book" as a fundraiser since participation had waned.

President Camilla then presented a member/chapter outreach program for discussion. This would involve a \$100 grant from LSPSC to each chapter that conducts a marketing/membership event and provides a report of such to the board.

The Consent Agenda containing the three items noted earlier in the meeting by Jamie was then discussed and presented for approval. Regarding the budget, the board agreed that chapters need to be encouraged to obtain *Spotlight* ads and that two line items have been struck as they were no longer in use. Upon motion duly made by Tara and properly seconded by Meredith, the 2015-2016 Budget was unanimously approved. President Camilla then noted that she tried to place two to three members on each committee. Upon motion duly made by Jan and properly seconded by Meredith, the 2015-2016 Committees were unanimously approved. Lastly, subject to the change of the retreat date, and upon motion duly made by Jan and properly seconded by Sonia, the 2015-2016 Calendar was unanimously approved.

#### President-Elect – Meredith Lazarski, ACP.

Meredith stated she will follow up with the chapter presidents on the new rosters for submission to NALS and the LSPSC Handbook Chair by the May 15<sup>th</sup> deadline. President Camilla noted the President-Elect's duties include being a board liaison to each chapter and sending cards to members for special occasions or events in their lives. Meredith noted she plans to send birthday cards to each member this year, and discussion followed regarding websites for cards and making stamped cards. She stated she will confirm with all the chapters possible meeting date information for state officer visitation and bring a visitation chart to the retreat for assigning officers to each chapter.

#### Functional Director of Membership – VACANT.

President Camilla asked Sharon to lead the Pledge of Allegiance at the Spring Membership Meeting on Sunday, if this office has not been filled. She asked Tara to provide a report on the Tulsa Education Conference that she attended as Functional Director of Certification in lieu of this office. President Camilla noted that the Functional Director of Membership's duties include encouraging the chapters to gain new members and retain current ones, as well as suggesting membership ideas. She then briefly discussed the possibility of nominees and the process of election for this vacancy. It was noted that the office could be filled at the Annual or the Spring Membership Meeting and that one member, with the exception of the President and President-Elect, may hold two offices.

#### Functional Director of Marketing – Sharon K. Wotherspoon, Certified PLS.

Sharon stated she will remind the members to send articles and pictures to the *Carolina Paralegal News* (CPN). She will also encourage the use of social media, e.g. Website, Facebook, LinkedIn, Twitter, and Instagram. Meredith will continue the LSPSC postings to social media and train Sharon in doing so. Regarding items monogrammed with the logo, Sharon will remind the members of the remaining shirts and blankets for sale. President Camilla noted there was no item budgeted for purchasing additional goods. It was discussed that koozies and Tervis tumblers with the LSPSC 50<sup>th</sup> year logo might be good marketing items. Sharon will also discuss ads in the *Spotlight* with the members again and encourage chapter support. She stated she will note the Belk fundraising program scheduled for May 2, 2015, for local chapters, as well as offer the LSPSC lunch bags for \$5 each. Sharon will bring additional marketing ideas and suggestions to discuss at the retreat. It was also stated that the profit from the sale of the LSPSC 50<sup>th</sup> anniversary pins will be profit to LSPSC solely as the pins are not a part of the Annual Membership Meeting proceeds.

Functional Director of Education – Lauritza S. Hill.

President Camilla asked Lauritza to read the NALS Code of Ethics at the Spring Membership Meeting on Sunday. Lauritza stated she will recognize the online study groups offered by NALS, as well as promote the CLE award given by NALS. The Specialty Certificate award that is offered by NALS in three areas of law was also noted. Regarding speakers and topics, discussion was had about a recent seminar on the unauthorized practice of law held by SCUPA and backed by the SC Bar Association. It was also noted that Tara was appointed to a NALS certification task force when she was at the Tulsa Education Conference and can provide the members with updated information in that area. Tara mentioned that Barbara Seymour would be an excellent speaker for a seminar on the recognition and regulation of the paralegal certification by the state. Another suggested topic would be the legal side that SCCADVASA deals with regarding domestic violence and sexual assault victims. Lauritza will bring additional speaker suggestions and ideas on topics to discuss at the retreat.

Functional Director of Certification – Tara Jean Brown, Certified PP, PLS.

As stated previously by President Camilla, Tara will give a report on the Tulsa Education Conference under the agenda section for the Functional Director of Membership. She stated she will recognize any and all new ALP, PLS, and PP certifications and re-certifications, but none are known at this time. In addition to providing the total numbers of each certification for NALS and LSPSC, Tara stated she will remind members of the upcoming application deadline and next examination date. Each chapter needs to have an exam administrator and exam site registered with NALS, as sign-up is required each year, and Tara will advise this should be completed in the next two weeks. Tara will encourage members to pursue a certification and will also bring ideas to promote certification to the retreat for discussion.

Treasurer – Sonia L. Hunt.

President Camilla advised that the auction money should be counted by Sonia, together with the President and Finance Chair, at each meeting. Sonia will bring money for the cash incentives to each meeting. Signature cards for all bank accounts need to be obtained for proper signing by the new President, President-Elect, and Treasurer. Jamie stated that, since TD Bank will be a vendor at the Annual Membership Meeting on Saturday, the TD representative is bringing the proper forms for signing this weekend. Regarding the Annual Meeting Fund account, Sonia stated she will obtain those signatory changes after the hosting chapter has completed the Annual Membership Meeting accounting and disbursed the funds.

Immediate Past President / Parliamentarian – Jan W. Berger, ALP.

Regarding her role as Immediate Past President, Jan stated she has already started writing the history of her year as LSPSC President. Discussion included the need for clarification of some past histories, as well as a checklist of items for each year's history. Jan further stated she will be reviewing the Bylaws and Standing Rules as she thinks several areas need some clarification for better understanding by the officers and members.

Other Business.

President Camilla commented that she would not have a script agenda for the membership meetings as used in the past. She stated she had discussions with several past presidents on what had worked and what could be done differently. She also noted that, in order to save meeting time and avoid rushing, she would not be announcing the individual names of the past presidents in attendance at the membership meetings but would recognize them as a whole. Discussion was held on the pros and cons of doing so.

There being no further business to be discussed, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

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

---

Camilla G. Pitman, MMC, Certified PLS  
LSPSC President



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE  
2014-2015 ANNUAL MEMBERSHIP MEETING  
APRIL 25, 2015  
COLUMBIA, SOUTH CAROLINA**

The Annual Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2014-2015 was held on Saturday, April 25, 2015, at 1:48 p.m. at The Medallion Conference Center in Columbia, South Carolina.

Call to Order. President Jan called the Annual Membership Meeting of Legal Staff Professionals of South Carolina for the year 2014-2015 to order. She reminded everyone to check in with the Credentials Chairperson, Mary Kay Oliver. She asked members to turn off all cell phones and electronic devices. 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 Jan introduced herself to the membership.

Thought for the Day. President Jan introduced Cynthia Powell to give the Thought for the Day. Cynthia read the poem *The Dash* by Linda Ellis and reminded members it's not how much we own, but how we live, love and spend "our dash".

Pledge of Allegiance and Code of Ethics. President Jan 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 Lois J. Belle, PLS, Functional Director of Membership. The NALS Code of Ethics was then presented by Sharon Wotherspoon, PLS, Functional Director of Education.

Welcome. President Jan welcomed everyone to the Annual Membership Meeting for the year 2014-2015. She requested all members attending their first LSPSC annual membership meeting to stand and give their names, certifications, and chapters. The members then welcomed Cynthia Powell of Legal Staff Professionals of Greenville, Katie Johnson of Legal Staff Professionals of Greenville, Michelle Dender of Legal Staff Professionals of Greenville, Cathi Tankersley of Legal Staff Professionals of Greenville, Lauren Brown of Legal Staff Professionals of the Midlands and Jessica Dominick of Legal Staff Professionals of the Midlands. President Jan then asked if there were any members-at-large in attendance, and members welcomed Elaine Sumerel. She also recognized the nineteen LSPSC Past Presidents in attendance.

Introduction of LSPSC Officers for 2014-2015. President Jan introduced the officers of LSPSC for 2014-2015:

|                                       |                                                                             |
|---------------------------------------|-----------------------------------------------------------------------------|
| Camilla G. Pitman, MMC, Certified PLS | President-Elect (Greenville)                                                |
| Jamie I. Early, PP, PLS               | Treasurer (Columbia)                                                        |
| Vicki Halstead                        | Secretary (Greenville) – absent; not present                                |
| Lois J. Belle, PLS                    | Functional Director of Membership and Immediate Past President (Greenville) |
| Meredith Lazarski, ACP                | Functional Director of Marketing (Hilton Head)                              |
| Sharon K. Wotherspoon, PLS            | Functional Director Education (Columbia)                                    |
| Carlene B. Kilgore, PLS               | Functional Director of Certification (Hilton Head)                          |

President's Remarks. President Jan continued with her theme of "F-R-O-G – Firmly Rooted on Greatness" and thanked members for standing firm and supporting each other, and continuing to reach out to others and tell them about our great association, promoting the ideals of LSPSC and NALS and saying yes to something new over the past year. Over the past year many visitors were invited to local chapter meetings with new members joining, elevator speeches were shared, webinars were attended – for the first time for some, and several new *Spotlight* ads were solicited.

Business Meeting. President Jan reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing and Lois J. Belle, PLS, Parliamentarian, has forms for that purpose.

Roll Call. President Jan asked Credentials Chairperson Mary Kay Oliver for roll call. Mary Kay reported 36 members present and 19, which was one member over one-half, represented a quorum. Two-thirds of the members present was 24.

Consent Agenda. President Jan 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 24, 2015. The packet included the 2014-2015 Treasurer's Third Period Report and Reports from Officers and Chairpersons. There being no comments or objections, President Jan declared these items approved by consent.

The first incentive drawing was held and was won by Michelle Dender of Legal Staff Professionals of Greenville.

Reports from Elected Officers.

*President Jan W. Berger, ALP.* President Jan reminded everyone that her report was printed in the March *Spotlight*. She also reminded members 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. President Jan advised that the Midlands chapter chose Hannah House as the charity for this meeting, with LSPSC making the usual monetary contribution in addition to the members' donations. Hannah House is a faith-based organization that provides transitional housing for women and children as they work to transform from dependency on others to independent women capable of caring for themselves and their children.

President Jan also reminded the members that the submission deadline for the NALS Foundation Grant is June 1 and to make sure they check out NALS' new app NALS2GO. She also told members about NALS' promotion of Washington University School of Law's Master of Legal Studies degree.

*President-Elect Camilla G. Pitman, MMC, PLS.* Camilla reminded everyone that her report was printed in the March *Spotlight*. She then reported on her trip to NALS Professional Development Conference in Tulsa where NALS emphasized the new website and NALS' theme Develop Professionals the Legal Way. Camilla attended the "igniting our fire" sessions which she would talk more about at the think session before the spring meeting and mentioned that new NALS President Carl Morrison made history as the first male president of NALS.

*Secretary Vickie Halstead.* President Jan reminded everyone again that all signed, original reports should be submitted to the secretary for the association's permanent records and thanked those who had done so.

*Treasurer Jamie I. Early, PP, PLS.* Jamie mentioned that the budgeted donation to the NALS Foundation had been paid, that there is no longer a NALS President's Gift and asked if the members had any questions. Jamie thanked the membership for the trust in her abilities.

*Immediate Past President Lois J. Belle, PLS.* Lois thanked the members for their support during her service on the Board.

The second incentive drawing was then held and was won by Jimi Bullard, ALP of Legal Staff Professionals of Greenville.

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

*Annual Meeting 2015 [Legal Staff Professionals of the Midlands].* Debra H. Bailey, PLS stated that she hoped all members were enjoying themselves and that all was going well with the vendors and facilities. President Jan and the members expressed much appreciation to all the Legal Staff Professionals of the Midlands for a wonderful weekend.

*Award of Excellence.* Jimi Bullard, ALP, announced there were several applications received this year for the LSPSC Award of Excellence and the recipient would be announced at the installation ceremony.

*Certification.* Carlene B. Kilgore, PLS, thanked the members for allowing her to serve and encouraged those not already certified to become certified. She announced that the next examination was scheduled for September 26, with the application being due by July 15, 2015. Carlene reminded members that NALS offers WebEd seminars and study courses for certification. She also reminded members that NALS offers Stetson University's Basic Legal Course, that NALS is promoting Washington University School of Law's Master of Legal Studies degree and has partnered with Eastern Kentucky University, promoting their online degrees. Carlene then reported on NALS certification numbers of 3,278 ALPs, 5,761 PLSs, and 594 PPs; which include 2 ALPs, 17 PLSs, and 10 PPs in South Carolina. Tara Jean Brown, PP, PLS, also spoke about her trip to NALS Professional Development &

Education Conference and joining a national committee for certification which focused on whether paralegals should be regulated.

*Community Projects.* Susan L. Olmstead, PLS and Betty M. Parks announced that the charity for this meeting was Hannah House, which is a faith-based organization that provides transitional housing for women and children as they work to transform from dependency on others to independent women capable of caring for themselves and their children. She reminded members that checks and cash would also be accepted.

*Continuing Legal Education.* Sharon K. Wotherspoon, PLS, reported there were 24 members signed up for each of today's seminars on cyber security and data breaches presented by William R. Bryan of Nelson Mullins and legal writing and citations presented by Jessica Peters Goodfellow, Esquire of Nelson Mullins. She also reported on the fees generated. The speakers' charities were Special Olympics and Wounded Warriors Project. Sharon thanked everyone for their support of these speakers.

*Credentials.* Mary Kay Oliver had nothing further to report.

*Employment.* Deborah League Brown, PLS thanked everyone who sent employment opportunities and reminded members to tell potential applicants to let the potential employers know where they heard about the opportunity.

*Finance.* Sonia Hunt and Mary Brant reported the total funds generated from the Theme Auction at today's meeting and stated there were more tickets for sale.

*Financial Review.* Deborah J. Reynolds, PP, PLS and Tara Jean Brown, PP, PLS stated their report was in the Reports of Officers and Chairpersons.

*Handbook.* Debra H. Bailey, PLS and Linda W. Wilson, PLS had no report.

*Historian.* Lois J. Belle, PLS, stated that our 50 years in existence left a legacy for our association as well look forward to more history being made.

*Marketing.* Meredith Lazarski, ACP, reminded members to send articles and pictures to the *Carolina Paralegal News*. She stated that this is a good time to submit information on the chapter officer installations. Meredith reminded members that the *Spotlight* needs Happy Grams and ads from the chapters and that we still had promotional items for sale, including the lunch bags for \$5.00 each. She also announced that LSPSC had a group page on LinkedIn.

*Membership.* Lois J. Belle, PLS, stated that her full report was in the March *Spotlight*. She stated that LSPSC has a total of 69 members: 2 Members at Large; 4 Legal Staff Professionals of Orangeburg, 7 Hilton Head Legal Staff Professionals, 7 Legal Staff Professionals of the Lowcountry, 8 Spartanburg County Legal Staff Professionals, 11 Legal Staff Professionals of the Midlands and 30 Legal Staff Professionals of Greenville. Lois advised the membership of the continuance of the financial hardship waiver for one year. She appreciated this opportunity of serving on the board.

*NALS Foundation.* Chrisanne T. Porter, PLS, reminded the members that the submission deadline for the NALS Foundation Grant is June 1.

*Nominations and Elections.* Linda W. Wilson, PLS, Patti Bacon and Naomi W. Nation, PP, PLS, CLA had no report.

*Publication.* A. Yvonne Fortner, Certified PP, PLS, had no report.

*Scholarship.* Kerry Ann Waldrop was pleased to report that LSPSC had a winner of its annual scholarship. In attendance was Candace Logan, the recipient of the 2014-2015 LSPSC Scholarship. Candice is a student at Spartanburg Community College in the paralegal program. She thanked the members for the scholarship.

*Scrapbook.* Deborah J. Reynolds, PP, PLS and Tara Jean Brown, PP, PLS presented Past-President Lois J. Belle, PLS, with her scrapbook for her year as LSPSC President 2013-2014.

*Standing Rules and Bylaws.* Meredith Lazarski, ACP, stated there were proposed changes to the Standing Rules regarding the retention of files in the Reports of Officers and Chairpersons for updating the LSPSC Handbook. These changes were made for better clarification. Camilla G. Pitman, MMC, PLS made a motion to approve the changes. Stacy Russo, PP, PLS seconded the motion. The motion was unanimously approved.

*Technology.* A. Yvonne Fortner, Certified PP, PLS, and Katie Johnson asked members to send pictures for the website.

Upcoming Meetings. President Jan announced future meetings as follows:

*NALS 64<sup>th</sup> Annual Education Conference and National Forum.* October 8-10, 2015; Westgate Las Vegas Casino and Hotel.

*LSPSC Annual Meetings.* President Jan stated that the hosting chapters for the LSPSC Annual Meetings through the year 2021 were listed in the agenda.

The third incentive drawing was held and was won by Sonia Hunt.

New Business. President Jan stated that the election by acclamation of the 2015-2016 LSPSC Officers was held at the Winter Membership Meeting in January 2015, and they would be installed at tonight's Installation Ceremony as follows:

|                                          |                             |
|------------------------------------------|-----------------------------|
| President                                | Camilla G. Pitman, MMC, PLS |
| President-Elect                          | Meredith Lazarski, ACP      |
| Secretary                                | Jamie I. Early, PP, PLS     |
| Treasurer                                | Sonia L. Hunt               |
| Functional Director of Marketing         | Sharon K. Wotherspoon, PLS  |
| Functional Director of Education         | Lauritza Hill               |
| Functional Director of Certification     | Tara Jean Brown, PP, PLS    |
| Immediate Past President/Parliamentarian | Jan W. Berger, ALP          |

There being an open position on the board for Functional Director of Membership, President Jan ask for any volunteers or nominations from the floor. There being no volunteers or nominations, the position remained open.

President Jan announced the premium for today's meeting was provided by Hilton Head Legals Staff Professionals. She also announced the premium prize for the summer 2015-2016 Membership Meeting will be provided by Legal Staff Professionals of Orangeburg.

The drawing for the promotions contest was then held. The winner of the \$100.00 Visa gift card was Naomi W. Nation, PP, PLS, CLA.

Elaine Sumerel asked how many honorary members LSPSC had. Barbara Akins is the only one.

President Jan then invited everyone to a reception this evening honoring LSPSC past presidents as well as incoming President Camilla G. Pitman, MMC, PLS.

The Premium Prize for the LSPSC Annual Membership Meeting 2014-2015 was then won by Tara Jean Brown, PP, PLS of Legal Staff Professionals of Greenville. It was a beautiful basket of Harry & David goodies provided by Legal Staff Professionals of Hilton Head.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2014-2015 Annual Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Jan at 3:15 p.m.

Respectfully submitted,

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Meredith Lazarski, ACP  
Acting Secretary

Approved:

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Jan W. Berger, ALP  
President

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE  
2015-2016 SPRING MEMBERSHIP MEETING  
APRIL 26, 2015  
COLUMBIA, SOUTH CAROLINA**

The Spring Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2015-2016 was held on Sunday, April 26, 2015, at 10:10 a.m. at The Holiday Inn and Suites on Garners Ferry Road in Columbia, South Carolina.

Call to Order. President Camilla called the first membership meeting of Legal Staff Professionals of South Carolina for the year 2015-2016 to order. She reminded everyone to check in with the Credentials Chairperson, Linda F. Harris. 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 Camilla introduced herself to the membership.

Thought for the Day. President Camilla introduced Susan L. Olmstead, Certified PLS, to give the Thought for the Day. Susan gave a heart-warming lesson on how one woman was able to “Make a Difference” in the life of each starfish she picked up on the beach and threw back into the ocean, having others join her to save all the starfish, which reminded our members of how we can make a difference not only individually but also by encouraging others.

Pledge of Allegiance and Code of Ethics. President Camilla 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 Tara Jean Brown, Certified PP, PLS, Functional Director of Certification. The NALS Code of Ethics was then presented by Lauritza S. Hill, Functional Director of Education.

Welcome. President Camilla welcomed everyone to the Spring Membership Meeting for the year 2015-2016. She thanked the members of Legal Staff Professionals of the Midlands (LSPM) for hosting the LSPSC 50<sup>th</sup> Annual Meeting and Educational Conference and this first membership meeting of 2015-2016. She asked the members of LSPM to stand so they could be thanked by the other members. President Camilla asked for any additional information about check-out time.

President Camilla requested all members attending their first LSPSC membership meeting to stand and give their names, certifications, and chapters. There were four new members, who were from the Midlands and Greenville chapters and had also attended their first LSPSC Annual Meeting on Saturday during this conference weekend. President Camilla then asked if there were any members-at-large in attendance, and there was not. She then recognized the LSPSC Past Presidents in attendance, recognizing Immediate Past President Jan W. Berger, ALP, first.

Introduction of LSPSC Officers for 2015-2016. President Camilla introduced the officers of LSPSC for 2015-2016:

|                                       |                                                       |
|---------------------------------------|-------------------------------------------------------|
| Meredith Lazarski, ACP                | President-Elect (Hilton Head)                         |
| Jamie I. Early, PP, PLS, SC-Corporate | Secretary (Midlands)                                  |
| Sonia L. Hunt                         | Treasurer (Orangeburg)                                |
| VACANT                                | Functional Director of Membership                     |
| Sharon K. Wotherspoon, Certified PLS  | Functional Director of Marketing (Midlands)           |
| Lauritza S. Hill                      | Functional Director of Education (Orangeburg)         |
| Tara Jean Brown, Certified PP, PLS    | Functional Director of Certification (Greenville)     |
| Jan W. Berger, ALP                    | Immediate Past President / Parliamentarian (Midlands) |

President’s Remarks. President Camilla discussed her theme of “Make a Difference” for the 2015-2016 year. She stated we are taught at an early age that it’s not “all about you”; but she expounded on how this year needs to be all about “M.E.” as we need to Mentor and Engage to continue to grow, prosper, and make a difference. She discussed having mentors for mentees and about engaging members to stay active and grow. She ended with a quote: “Success is making a difference in the lives of others. Happiness is watching them prosper and grow.”

Business Meeting. President Camilla reminded everyone that any member of LSPSC may make motions, second motions, and enter into discussions. All motions should be reduced to writing, and Jan W. Berger, ALP, Parliamentarian, has forms for that purpose.

Roll Call. President Camilla asked Credentials Chairperson Linda F. Harris, for roll call. Linda reported 31 members present and 16, which was one member over one-half, represented a quorum. Two-thirds of the members present was 22.

Election/Installation. Before continuing with the agenda, President Camilla went into new business involving the vacant position on the board. She had been advised of an interest by a member in filling the office of Functional Director of Membership for 2015-2016. She stated the 30-day call for nominations to this position had been placed on February 20, 2015, with an election date of April 25, 2015, at the LSPSC Annual Meeting. Under the LSPSC Standing Rules Article V(B), a rule may be suspended for a single meeting by a majority vote. President Camilla recommended removing the April 25<sup>th</sup> date from the original 30-day call and thereby allowing nominations and elections at this meeting on April 26, 2015. Upon motion duly made by Deborah League Brown, Certified PLS, and properly seconded by Deborah J. Reynolds, Certified PP, PLS, the members approved the suspension of the date of April 25, 2015, in the original 30-day call for nominations to allow for nominations and elections at the Spring Membership Meeting on April 26, 2015.

President Camilla then reviewed the qualifications of the office of Functional Director of Membership. Stacy R. Russo, Certified PP, PLS, placed the name of Paula M. Taylor, Certified PLS, into nomination for the office of Functional Director of Membership, with a second by Chrisanne T. Porter, Certified PLS. Upon motion duly made by Sonia L. Hunt and properly seconded by Carlene B. Kilgore, Certified PLS, the nominations were closed and Paula M. Taylor, Certified PLS, was elected by acclamation as the LSPSC Functional Director of Membership for 2015-2016. Lois J. Belle, Certified PLS, proceeded with the installation of Paula M. Taylor, Certified PLS, who took the oath as LSPSC Functional Director Membership for 2015-2016. Everyone congratulated Paula in her new position.

Consent Agenda. President Camilla 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 24, 2015. The packet included the 2015-2016 Budget, the 2015-2016 Calendar, and the 2015-2016 Committees. Several members noted corrections that needed to be made with mailing addresses and e-mail addresses. President Camilla stated the corrections would be made and the information provided to the Handbook Chair. There being no other comments or objections, President Camilla declared these items approved, as corrected, by consent.

#### Reports from Elected Officers.

*President Camilla G. Pitman, MMC, Certified PLS.* President Camilla reminded everyone to make sure NALS and LSPSC have their correct contact information 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* is May 15, 2015. President Camilla advised that the LSPSC officers' planning retreat scheduled for June 12-14, 2015, at Jamie's home in Prosperity will be rescheduled for another weekend. She further reported that the 2015-2016 LSPSC Handbook was scheduled to be completed by June, and CDs or jump drives would be sent to each chapter president for distribution of the handbook to the members. President Camilla stated that the nomination submission deadline for the NALS Award of Excellence is May 1. She further reminded the members of the NALS dues hardship waiver found on its website.

President Camilla informed the membership of a member/chapter outreach program for the year. This will involve a grant of \$100 from LSPSC to each chapter that conducts a marketing/membership event and provides a report of such to the board. She stated more information will follow by e-mail and in the *Spotlight*. President Camilla was pleased to report that the board had approved the continuation of the cash incentives at the meetings as currently being done, as well as the Theme Auction and the monetary community charity donation. The board had agreed to discontinue the "Buck-a-Book" fundraiser for lack of participation and interest.

*President-Elect Meredith Lazarski, ACP.* Meredith advised that she will be contacting the chapters in the next week or so for suitable dates in July or August for the annual state officers' visitation. She also reminded the

chapters to submit their community service reports.

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

*Treasurer Sonia L. Hunt.* Sonia noted the 2015-2016 Budget has two line items which have been struck. She stated these items were no longer in use.

*Immediate Past President Jan W. Berger, ALP.* Jan had no report and thanked everyone for their support of her as President this past year.

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

*Annual Meeting 2016 [Legal Staff Professionals of Greenville (LSPG)].* A. Yvonne Fortner, Certified PP, PLS, had no report other than to state LSPG will attempt to have next year's annual meeting in downtown Greenville.

*Award of Excellence.* Jimi L. Bullard, ALP, and Ann Marie Minerva, PP, BS, were not present - no report.

*Certification.* Tara Jean Brown, Certified PP, PLS, stated that she had reported on the NALS certification task force at the meeting yesterday. She stressed that certification is important, and she recommended it to all members.

*Community Projects.* Susan L. Olmstead, Certified PLS, stated all information on the next meeting's charity would be published in the *Spotlight*.

*Continuing Legal Education.* Lauritza S. Hill stated she will be working on the seminars for the next meeting and asked the members to send her topics of interest. She further reminded the members of the free webinars on the NALS website.

*Credentials.* Linda F. Harris had no report.

*Employment.* Deborah League Brown, Certified PLS, stated she will disseminate all job opportunities as she receives them.

*Finance.* Mary Brant reported that the committee members already have an idea for the Theme Auction at the next meeting, and it involves the acronym "LSPCO."

*Financial Review.* Deborah J. Reynolds, Certified PP, PLS, stated the committee has no report yet.

*Handbook.* Debra H. Bailey, Certified PLS, advised everyone that May 15, 2015, is the deadline for submission of chapter rosters and meeting information so that the LSPSC Handbook would be ready by June for the officers' retreat. She stated she would send the format to each chapter president to update the rosters and, once completed, will load the handbook on thumb drives for each chapter's dissemination.

*Historian.* Jan W. Berger, ALP, reported that she is working on this past year's history for the LSPSC Handbook.

*Marketing.* Sharon K. Wotherspoon, Certified PLS, thanked Meredith Lazarski, ACP, on the wonderful job she has done with marketing LSPSC through social media. She advised members that articles are due by May 8, 2015 for the *Carolina Paralegal News* and reminded them of monogrammed items left for sale. Sharon stated that individual items may be monogrammed with the logo for \$10 each and that the LSPSC 50<sup>th</sup> anniversary pins and logo lunch bags may be purchased for \$5 each. She noted the Belk Sale Day is May 2, in which several chapters are participating as a fundraiser. Sharon also reminded the members that, per the LSPSC Standing Rules, each chapter needs to obtain at least one ad for the *Spotlight* each year.

*Membership.* Paula M. Taylor, Certified PLS, thanked the membership for electing her as Functional Director of

Membership. She commented that it would be good for LSPSC to not only attract new members, but to also make sure we provide what we have offered when they join. Tara further commented that Tulsa is always an exciting place, full of energy. The slogan with NALS this year is "The Wow is Now," and they are asking chapters to do what it takes to not only increase, hopefully by 10%, but to also keep members. She discussed a number of membership ideas that she took away from the Tulsa Education Conference which she will share with Paula.

*NALS Foundation.* Stacy R. Russo, Certified PP, PLS stated the deadline for the next NALS Foundation Grant is June 1, 2015.

*Nominations and Elections.* Naomi W. Nation, Certified PP, PLS, CLA, stated the committee has no report yet but would encourage every member to consider running for an office.

*Publication.* A. Yvonne Fortner, Certified PP, PLS, had no report but reminded everyone of the deadline of May 15, 2015, for submission of reports and articles for the June issue of the *Spotlight*.

*Scholarship.* Kerry Ann Waldrop had no report.

*Scrapbook.* Lois J. Belle, Certified PLS, reminded members of the login information for the LSPSC Snapfish account where members could upload pictures to be shared and used for the scrapbook.

*Standing Rules and Bylaws.* Jan W. Berger, ALP, stated she is always reviewing the corporate documents and will be working on any needed changes.

*Technology.* A. Yvonne Fortner, Certified PP, PLS, was pleased to report that Katie Johnson will be helping her with the website. She stated that the password to the secure member section of the LSPSC website would be changed in the usual way as done each year.

Upcoming Meetings. President Camilla announced future meetings as follows:

*LSPSC Summer Membership Meeting.* August 22, 2015; Nelson Mullins Riley & Scarborough in Columbia, SC.

*NALS 64<sup>th</sup> Annual Education Conference and National Forum.* October 8-10, 2015; Westgate Las Vegas Resort & Casino in Las Vegas, NV; Room rates and fees included in the agenda.

*LSPSC Annual Meetings.* President Camilla announced the hosting chapters for the LSPSC Annual Meetings through the year 2021 as listed in the agenda.

Additional Business. President Camilla announced that the Premium Prize for the LSPSC Summer Membership Meeting would be provided by Legal Staff Professionals of Orangeburg. She asked if there was any other business, and then asked Jan to step up to the front of the podium. President Camilla then presented Jan as Immediate Past President with the outgoing President's Plaque. Jan sincerely thanked the members for a wonderful year and all their support.

Adjournment. There being no further business to come before the meeting, and there being no objection, the 2015-2016 Spring Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Camilla at 11:20 a.m.

Respectfully submitted,

\_\_\_\_\_  
Jamie I. Early, Certified PP, PLS, SC-Corporate  
LSPSC Secretary 2015-2016

Approved:

\_\_\_\_\_  
Camilla G. Pitman, MMC, Certified PLS  
LSPSC President 2015-2016





## **NALS AFFINITY PROVIDERS**

### **Benefits For Members**

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

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

# LSPSC OFFICERS 2015-2016

President ..... Camilla G. Pitman, MMC, PLS (Greenville)  
 President-elect..... Meredith Lazarski, ACP (Hilton Head)  
 Secretary ..... Jamie I. Early, PP, PLS (Midlands)  
 Treasurer ..... Sonia L. Hunt (Orangeburg)  
 Functional Director – Certification ... Tara J. Brown, PP, PLS (Greenville)  
 Functional Director – Education ..... Lauritza S. Hill (Orangeburg)  
 Functional Director – Marketing..... Sharon K. Wotherspoon, PLS (Midlands)  
 Functional Director – Membership.... Paula M. Taylor, PLS (Lowcountry)  
 Immediate Past President..... Jan W. Berger, ALP (Midlands)

# LSPSC COMMITTEE CHAIRS 2015-2016

|                            |                                                                            |
|----------------------------|----------------------------------------------------------------------------|
| Annual Meeting 2015        | A. Yvonne Fortner, PP, PLS / Cathi P. Tankersley                           |
| Award of Excellence        | Jimi L. Bullard, ALP / Ann Marie Minerva, PP, BS                           |
| Certification              | Tara J. Brown, PP, PLS                                                     |
| Community Projects         | Susan L. Olmstead, PLS / Betty Parks                                       |
| Continuing Legal Education | Lauritza S. Hill                                                           |
| Credentials                | Linda F. Harris / Deanne B. Moore                                          |
| Employment                 | Deborah League Brown, PLS / Cathy Boggs                                    |
| Finance                    | Mary Brant / Mary Kay Oliver                                               |
| Financial Review           | Deb Reynolds, PP, PLS / Cindy Powell / Darlene Lewis, PP, PLS              |
| Handbook                   | Debra H. Bailey, PLS / Linda W. Wilson, PLS / Michelle Dender              |
| Historian                  | Jan W. Berger, ALP                                                         |
| Marketing                  | Sharon K. Wotherspoon, PLS                                                 |
| Membership                 | Paula M. Taylor, PLS                                                       |
| NALS Foundation            | Chrisanne T. Porter, PLS / Stacy R Russo, PP, PLS                          |
| Nominations and Elections  | Naomi W. Nation, PP, PLS, CLA / Patti E. Bacon /<br>Carlene Kilgore, PLS / |
| Publication                | A. Yvonne Fortner, PP, PLS                                                 |
| Scholarship                | Kerry Ann Waldrop / Deborah League Brown, PLS                              |
| Scrapbook                  | Lois J. Belle, PLS                                                         |
| Standing Rules and Bylaws  | Jan W. Berger, ALP                                                         |
| Technology                 | A. Yvonne Fortner, PP, PLS / Katie M. Johnson                              |



## LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2015 – 2016 CALENDAR

### MAY 2015

- 1 Deadline for NALS Award of Excellence Nomination
- 8 *Carolina Paralegal News* Deadline (May)
- 15 Deadline for LSPSC Chapter Rosters to NALS
- 15 LSPSC Handbook Deadline
- 15 Deadline for LSPSC *Spotlight* (June)
- 26 NALS Closed for Memorial Day

### JUNE 2015

- 1 Deadline for NALS Foundation Grant
- 7 NALS ALP Examination Date (National)
- 26-27 LSPSC Officer Retreat in Columbia

### JULY 2015

- 1 Early Registration Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 4 NALS Closed for Independence Day
- 10 *Carolina Paralegal News* Deadline (July)
- 15 NALS September ALP/PLS/PP Exam Application Due

### AUGUST 2015

- 1 Regular Registration Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 1 NALS September ALP/PLS/PP Exam Application Due
- 14 Registration Deadline for LSPSC Summer Membership Meeting in Columbia
- 21 LSPSC Summer Board Meeting in Columbia
- 22 LSPSC Summer Membership Meeting in Columbia

### SEPTEMBER 2015

- 1 Deadline for NALS Foundation Grant
- 7 NALS Closed for Labor Day
- 11 *Carolina Paralegal News* Deadline (Sept.)
- 15 Deadline to file IRS Form 990N
- 15 Hotel Reservation Deadline for NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV (October 8-10, 2015)
- 28 NALS ALP/PLS/PP Examination Date

### OCTOBER 2015

- 8-10 NALS 64<sup>th</sup> Education Conference & National Forum in Las Vegas, NV
- 10-14 NALS Court Observance Week
- 15 NALS December ALP Exam Application Due
- 24 National *MAKE A DIFFERENCE* Day

### NOVEMBER 2015

- 1 Call for Nominations of LSPSC Officers for 2016-2017
- 6 *Carolina Paralegal News* Deadline (Nov)
- 15 Close of Nominations of LSPSC Officers for 2016-2017

- 25 Acceptance and Qualification Forms for 2016-2017 Officer Nominees sent to local chapters
- 15 Deadline for LSPSC *Spotlight* (December)
- 26-27 NALS Closed for Thanksgiving

### DECEMBER 2015

- 1 Early Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2016)
- 1 Deadline for NALS Foundation Grant
- 5 Deadline to return of Acceptance and Qualification Nominee Forms to LSPSC for 2016-2017 officers
- 6 NALS ALP Examination Date (National)
- 21-1/1 NALS closed for Holidays

### JANUARY 2016

- 9 *Carolina Paralegal News* Deadline (Jan.)
- 15 NALS March ALP/PLS/PP Exam Application Due
- 15 Regular Registration Deadline for NALS Professional Development and Education Conference in Tulsa, OK (February 2015)
- 15 Distribution of Applications for LSPSC Scholarship Award for 2016-2017
- 15 Distribution of Applications for LSPSC Award of Excellence for 2016-2017
- 15 Registration Deadline for LSPSC Winter Membership Meeting in Columbia
- 29 LSPSC Winter Board Meeting in Columbia
- 30 LSPSC CLE Seminars and Winter Membership Meeting in Columbia

### FEBRUARY 2016

- 5 Distribution of Ballots to Elect LSPSC 2016-2017 Officers
- 9 Deadline for LSPSC *Spotlight* (March)
- 25-27 NALS Professional Development and Education Conference in Tulsa, OK
- 28 Deadline to submit Applications for Scholarship Award

### MARCH 2016

- 1 Deadline for NALS Foundation Grant
- 10 *Carolina Paralegal News* Deadline (March)
- 15 Deadline to submit Applications for LSPSC Award of Excellence
- 26 NALS ALP/PLS/PP Examination Date

### APRIL 2016

- 10 Registration Deadline for LSPSC Annual Meeting hosted by LSP Greenville Chapter
- 15 NALS June ALP Exam Application Due
- 22 LSPSC Annual (Outgoing) Board Meeting and Spring (Incoming) Board Meeting in Greenville
- 23 LSPSC Annual Education Conference and 2016-2017 Officer Installation in Greenville
- 24 LSPSC Spring Membership Meeting in Greenville

# 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.



Happy 4th of July!

**LEGAL STAFF PROFESSIONALS OF  
SOUTH CAROLINA**

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**TO:**