



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

## WHAT IS A PARALEGAL? PARALEGAL PRIDE.

*Written by Cathy L. Davis, ACP*

A seasoned paralegal will tell you a paralegal is the person responsible for file organization, collection of documents, reviewing exhibits, reminding attorneys about deadlines (more than once), and, perhaps, writing briefs. A paralegal student, on the other hand, will probably say that a paralegal assists the attorney with any required tasks. And an office administrator may make no distinction between a paralegal and the clerical staff.

Officially, the American Bar Association defines a paralegal as “a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible.” (Adopted by the ABA in 1997.)

While many state paralegal associations are working with their state bar associations to have a definition of the term “paralegal” adopted or a certification program approved, the perennial question of what a paralegal can and cannot do gains new importance. Firms that have employed paralegals for many years may take for granted that paralegals and attorneys are aware of the ethical requirements placed upon the paralegal profession, while the question of ethical guidelines may be something new to firms thinking of hiring its first paralegal.

Paralegals, however, should always be aware of what they can do, and the tasks that they cannot perform, including accepting cases, setting fees or offering legal advice which constitutes unauthorized practice of law (UPL).

Technology for law firms is changing and improving daily and paralegals are often at the forefront advising firms on which technology would best help their firms. Attending paralegal and technology seminars, while providing great networking opportunities, also provides paralegals with a wealth of knowledge to help keep their computer skills updated and to stay current with rule changes and standard forms.

Even seasoned paralegals may find themselves struggling with ethical situations in which the attorney, either knowingly or innocently, has thrust upon them. It is in these times that seeking advice from the managing partner, office manager or someone in [LSPSC] or local paralegal association is wise.

Seasoned paralegals also need to take an active role in continuously educating attorneys, bar associations, the public and new paralegals on the job responsibilities and functions of paralegals and the ethical guidelines which regulate our profession.

*(Continued on Page 17)*

# SPOTLIGHT

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# President's Message

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As I write this article it is hard for me to believe that my year as your State President is almost over. I would like to thank the members of LSPSC for allowing me the opportunity to serve in this role. I have truly enjoyed being your President and can't believe it is over. Thank you to all the past presidents for your guidance and for your patience with me as we pieced our way through the puzzle pieces this year. Thank you for participating in the puzzle piece exercises this year. Please remember that you ARE an important piece of the puzzle to Legal Staff Professionals of South Carolina and to your home Chapters and as a Member at Large. If you were at the Winter Membership Meeting on January 28, 2012 at Nelson Mullins you were able to participate in the puzzle piece exercise I hope you were able to learn how you are viewed by other members as an that we all are truly important to the association and are an integral piece of the puzzle. I will have the puzzle for display at my last meeting in Santee and will complete the final piece to the puzzle. I hope that if you have not been able to attend this year that you will be able to join us in Santee for the Annual Meeting.

Our second member incentive drawing took place at the Winter Meeting in January. This drawing was for any first-timer from each chapter and one member-at-large to attend either the 2012 LSPSC Annual Meeting at the Clark's Restaurant & Inn in Santee, SC OR the 2012 Region 4 Meeting being held at the Chattanooga Choo Choo Hotel in Chattanooga, TN. Although we if not been much participation we did have a drawing and have one winner. Congratulations to Mary Beth Morgan from Greenville you are going to 2012 Region 4 Meeting being held at the Chattanooga Choo Choo Hotel in Chattanooga, TN.

### YOU ARE A PIECE OF THE PUZZLE



What does it mean to be part of a team? It means you are part of a group that has come together to achieve the same goals. All of the pieces — you, the chapters, the members, the board members, and even the families of our members — we must fit together to make the whole puzzle a team. Being part of a team means helping your teammates and members whenever and however you can. Cooperation among all members of the team is critical to achieving our goals. No matter how good you are, there will always be someone who is better than you. We should admire those who are better than us and work even harder to bring our skills up to their level. We should perceive situations like this as a challenge or opportunity, rather than something that may agitate us. Being angry at a teammate will only hurt your performance and, in turn, hurt the team's performance.

*(Continued on Page 11)*

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*(It has been a pleasure serving you over the past three years.)*



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# Officers' Reports



## Immediate Past President / Parliamentarian

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

It was so good to see so many of you at our state membership meeting in January, and I certainly missed those who were unable to attend. As usual, Robin Deming gave us wonderful CLE credits with marvelous speakers. We also enjoyed having Lisa Mitchum, Certified PLS, NALS 2011-2012 Region 4 Director, join us in Columbia for this meeting. Lisa has been a tremendous supporter of LSPSC these past two years, and we hope she will continue to visit us as often as possible!

In case you haven't had a chance to read the January 2012 edition of *the NALS docket*, the hottest topic going on with NALS is the announcement of initiatives to reform and streamline the governance structure of NALS. This process will involve moving to a smaller board, revamping the committee structure, and eliminating the positions of functional and regional directors. A new nomination and election process is currently being drafted, and the first action will be the necessary approval of changes to the NALS bylaws.

As the process moves forward, more information will be provided in the coming months. For a more detailed explanation of these proposals, please go to [www.nals.org/?p=5343](http://www.nals.org/?p=5343). NALS welcomes your questions and comments and asks that members send feedback to [thinktank@nals.org](mailto:thinktank@nals.org).

We are looking forward to a fabulous annual meeting in Santee, hosted by Orangeburg LSP. These ladies are working very hard to give us a memorable weekend, so please show your appreciation by joining us for a wonderful time of education, networking, and just plain fun!

If there any questions about our state governance documents, or your chapter has questions about its governance documents, please feel free to contact me. Thank you for allowing me the opportunity to serve you this past year – it has been a privilege and an honor.

I look forward to seeing you all at our LSPSC Annual Meeting in April!

## President-Elect

**Stephanie A. Saporita, PLS**

It is hard to believe that this year is coming to a close. This year has shown us that we are all essential to our association and that we are all vital to the success of LSPSC. Keeping in mind that we are all an essential piece to the LSPSC puzzle, I hope that each of you will consider joining a committee for 2012-13. Chairing a committee is a great way to help the LSPSC board without having to commit as much time as the board members do. I still have a few positions left to fill so call me soon!

I am also getting ready to attend the NALS Professional Development & Education Conference from March 1-3, 2012. As a reminder, we will be discussing the changes NALS is proposing to the National board structure. Please email me any questions, comments, or concerns regarding the changes at [ssaporita@leathbouchlaw.com](mailto:ssaporita@leathbouchlaw.com). If you would like to read about the recommendations from the NALS Think Tank, please visit <http://www.nals.org/?p=5343>.

I look forward to seeing you everyone in Santee!



# Officers' Reports



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

As always, it was great seeing everyone in Columbia in January at our winter meeting. We had 24 members registered for our Elder Care seminar presented by Robbin Stoddard from A Place for Mom and John Peters from Kroll Background America. We had 28 registered for “Enjoy Life...this is not a dress rehearsal” presented by Marianne Frederick and we collected \$800.00 for the seminar registrations. They were all wonderful speakers and we appreciate all of them for taking time during their weekend to come speak to us.

Robin gave us some wonderful information about the agencies that are available for our seniors. She talked about assisted living communities, retirement communities and skilled nursing homes, among other options and how to go about getting help with placement. She also talked about how to possibly get help for our veteran family members through the Department of Veteran Affairs. At her request, we were happy to donate to the Alzheimer’s Association.

John talked to us about the increasing risk of our seniors for identity theft. He told us that the elderly are among the most vulnerable in our society, which makes them susceptible to becoming identity theft victims. He gave us some great suggestions for reducing incidence of identity theft — old or young — compiled by the Legal Counsel for the Elderly. He has asked that we make a donation to Crossroads Community Church.

Marianne gave us a lively presentation on enjoying life. She discussed the benefits of adding more humor, laughter and play to life. We identified fun tips to create more ‘moments of joy’ and we created an ‘Action Plan’ to enhance health, increase creativity and ‘enjoy’ a more productive life. Now, be truthful. How many of you have a hand taped to your wall so you can pat yourself on the back? The charity for the second presentation is the Children’s Advocacy Center in Spartanburg, South Carolina.

I look forward to seeing you at our annual meeting that will be on Saturday, April 28th in Santee, SC, sponsored by our Orangeburg Chapter. Tanya Gee, Clerk of Court, for the SC Court of Appeals will give a presentation on Appellate Court rules and tips for filing Appellate Court documents. We also will be having some of our own members give a roundtable presentation on where we have come from, where we are now and where we are going. Thanks to Chrisanne Porter from LSPL for heading this up. As a fairly newer member, I am looking forward to learning about history of our association.

This is where I always say, “As always, please let me know if there is something you would be interested in hearing about for our next meeting.” This is my last seminar and I can truly say it has been an honor and privilege being your Education Director for the past two years.

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

Thanks to everyone for the AWESOME items contributed at our January meeting. You all did an outstanding job, and now we’re asking you to do it again! Our theme for the Chinese auction at our annual meeting in Santee will be “spring into summer.” This hopefully will open up a lot of creative ideas from a group of very creative people! As a few suggestions, you can go beach, barbecue, gardening, etc. Remember this is our last fundraiser of the year so we need to go out with a bang!



Hope to see many of you in Santee in April.

## MEMBERSHIP Lois J. Belle, PLS

I know you've heard it before, but I have to say it again – *thank you* for the opportunity to be LSPSC's Functional Director of Membership this year. It has been an honor and a wonderful experience for me. I have enjoyed getting to meet our new members (*sometimes just through email*) and rejuvenating friendships with our seasoned members.

### WELCOME NEW MEMBERS

Please join me in welcoming several new members:

**Katherine Carter** (Midlands)  
**Dee Dee Callison** (Greenville)  
**JoAnne Gregory** (Greenville)  
**Lisa King** (Greenville)  
**Katie Johnson** (Greenville).

Be sure to give a warm welcome to these ladies. Each new member is being mentored by a Past President. But, please don't let that stop you from 'mentoring' your local members.

### MENTORING

Our Past Presidents have really made a difference this year mentoring our newest members. Several of these ladies had two or more mentees. Had it not been for a few members that 'mentored' me, informally as it might have been, I would not be in this position today. Thank you to our Past Presidents who were able to mentor our new members:

**Deborah Brown**  
**Stacy Burke**  
**Jamie Early**  
**Yvonne Fortner**  
**Sonia Hunt**  
**Naomi Nation**  
**Debbie Reynolds**  
**Sharon Wotherspoon.**

As of February 2012, we have 87 members. 13 are new members in our 2011-2012 year. Each chapter is listed below:

**Greenville.....25**  
**Spartanburg .....21**  
**Lowcountry .....19**  
**Hilton Head .....7**  
**Midlands.....7**  
**Orangeburg .....5**  
**Members-at-Large .....3**

Before you know it we will be attending our annual meeting. It looks like we have a really nice place to stay in Santee – thanks to our Orangeburg chapter. I look forward to seeing everyone there in April.

**A lot of people have gone further than they thought they could because someone else thought they could.**

~ Unknown



# Officers' Reports

## Nominations and Elections

**Sharon K. Wotherspoon, PLS**

For those of you in attendance at our January meeting, you have seen and read my report and participated in "filling the positions" we had vacant. For those of you who were unable to attend, my report is "somewhere" here in the *Spotlight*, depending on where Patti could find room for it.



This year was very different from years past and one that I certainly hope is never repeated. We were literally down to the wire and had two open positions on our state board, UNTIL members stepped up.

A HUGE Thank You to Jamie I. Early, PP, PLS and Susan L. Olmstead, PLS for "stepping up to the plate" and accepting nominations from the floor to fill the positions of Secretary and FD Membership. These two wonderful ladies are Past Presidents, meaning they have already gone through the ladder of leadership, but being the leaders they are, they have once again stepped up to show the members that we are all a piece of the puzzle.

I encourage each and every member to be involved on all levels of our association and start now getting ready to accept positions of leadership on local and state levels and later we'll get you to the national level. We can NOT sit back and let others do everything, we ALL need to jump in and be active members and leaders.

My congratulations to our newly elected 2012-2013 LSPSC Officers, I look forward to seeing each of you in Santee for your Installation!! Thank you for being Team Players.

President-Elect:	Lois J. Belle, PLS (Greenville)
Treasurer:	Jan W. Berger, ALS (Columbia)
Secretary:	Jamie I. Early, PP, PLS (Columbia)
FD Membership:	Susan L. Olmstead, PLS (Hilton Head)
FD Education:	Meredith Lazarski, ACP (Hilton Head)
FD Public Awareness/ Marketing:	Gina M. Hall (Charleston)
FD Certification:	Camilla G. Pitman, CMC, PLS (Greenville)

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

**NOTICE is hereby given that the Annual Membership Meeting for 2011-2012  
will be held on Saturday, April 28, 2012 at 1:15 p.m.**

**And**

**NOTICE is hereby given that the Spring Membership Meeting for 2012-2013  
will be held on Sunday, April 29, 2012 at 9:00 a.m.**

**At:**

**Clark's Inn and Resort  
Santee, South Carolina  
(Dress is business attire)**

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

**Legal Staff Professionals of South Carolina**

*/s/ Jan Berger*

**Jan W. Berger, ALS  
Secretary**

# CHAPTER REPORTS



## Hilton Head Legal Staff Professionals

Members of HHLSP enjoyed some holiday cheer at Claude & Uli's in lieu of a December meeting. We also donated \$100.00 to the First Baptist Church Shepherd's Closet in Bluffton and \$100.00 to the Child Abuse Prevention Association in Beaufort. A general meeting was held in January where in we discussed. Afterwards we enjoyed cake and a champagne toast to celebrate our new grandmothers, Susan Olmstead and Betty Parks.

Our guest speaker at our February meeting was Paul Boes of Merrill Lynch. Mr. Boes spoke about Mitchelville, a town built during the American Civil War for escaped slaves, located on what is now Hilton Head Island. It was named for one of the local Union Army generals, Ormsby M. Mitchel and was a population center for the enterprise known as the Port Royal Experiment. Mitchelville represents a jewel within the Gullah/Geechee Cultural Heritage Corridor that forms the root of the African American's contribution to the heritage of freedom in America.

Members of HHLSP are participating again in this year's American Heart Association's Heart Walk, and we have set a team goal to raise funds that are needed for critical cardiovascular disease research and education. We'd greatly appreciate your support. Please visit our team Web page if you'd like to donate at: <http://heartwalk.kintera.org/thelowcountrysc/hhlsp>.

## Legal Staff Professionals of the Lowcountry

Can you believe the year is almost over? I am blown away at how quickly time has flown by. We have accomplished a lot this past year, and I'm very proud of all the members who stepped up to make it happen. We kicked off our year with awesome CLE speakers. In June, Carolina Legal Associates' Terry Kelley, spoke to us about several different topics, such as *Legal Staffing*, *Working Smart-Promote Yourself*, and *How to Avoid Being Laid Off*. Attorney Bill Clifford spoke on the *Economic Forecast for Charleston 2011-2012* in July. *What to do to try to Create a Stress Free Work Environment* was our topic of discussion in September and was facilitated by Dr. Susan Styles. In October, we learned about the *Legal Aspects of Assisted Reproduction* from Attorney Stephanie Brinkley and Attorney Debra Gammons spoke to us about *Ethics* in November. So far, we have had a couple of successful fundraisers. On October 15, 2011, we had an LSPL Garage Sale and raised \$343! We also had a Bake Sale in November during our membership meeting. It was a lot of fun, even though I didn't win Patti's decadent chocolate cake this year. All proceeds went into our LSPL account to be used for 2011-2012 annual expenses, marketing, education and charities. We now have T-Shirts with our Logo printed on the back and on the front pocket area, we have *Taking NALS into tomorrow* . . . When performing any type of community service, fundraiser event, charity event, etc., we wear the shirts. In fact, we wore them during our garage sale and received a lot of interest in who we were. We've had one unfortunate disappointment; our meeting location closed. However, on the upside, we found another meeting place more centrally located, and the food is good too. Sticky Fingers-BBQ, yum!

Our upcoming community service project will focus on domestic violence awareness. At the end of March, we will be hosting a CLE/Bowling Event/Fundraiser for a local charity that assists those in need of a safe haven. I believe this project is going to be a huge success! We've donated to a few other organizations this year, for instance, Support the Troops, Good Will, Halos, and the SPCA. Funny story . . . this past summer my children decided they wanted to help a homeless dog, so we adopted one from the SPCA. As precious as she is, she has managed to destroy quite a few items in our house; particularly, our couch. I'm not kidding, she ate the couch. She's older now and has outgrown some of the chewing. Upon visiting a local shelter, it was brought to our attention that they are in need of volunteers to prepare and serve breakfast to those housed in the family shelter. LSPL is in the process of signing up to volunteer once a month. Wow, looking back, we have been busy little bees.

Thank you all. I look forward to doing even more next year!



# CHAPTER REPORTS

## Legal Staff Professionals of Greenville

LSPG has been very blessed this year with wonderful events and opportunities for learning. We are also growing, with several new members joining us this year.

Many members attended the Winter Membership meeting in Columbia. Functional Director of Education Robin Deming outdid herself with the engaging seminars. Much needed information was obtained from the Elder Care seminar, and several members mentioned following up with their own families on some of the issues the speaker addressed. "Enjoy Life, This is Not a Dress Rehearsal" was a refreshing way to remember what we are really supposed to be doing. All work and no play is not good for Jack or Jill! Is anyone working on a humor notebook yet? Thank you LSPM for all you do to make our meetings so pleasant.

Our latest endeavor in Greenville was the How to Get Along Better with Your Coworkers workshop on February 16 at the Poinsett Club. Beth Beutler, owner of Hope Unlimited and blog author of [www.teambuildingstrategy.co](http://www.teambuildingstrategy.co), presented the seminar, which explains personality types and building relationships. I wonder if you can guess who among us are party lights and who are candles? Or even flashlights? We had a marvelous crowd, and over half of the attendees were guests, which played directly into one of our goals. We are working hard to become better known in the legal field, and in the community at large. It seems that we are reaching more people and piquing interest in what LSPG is all about.

Next month we will be gearing up for our election of new officers and look forward to seeing who will step forward into the giant footprints left by our current and past officers. We have many capable leaders in our chapter, as well as a lot of fledglings in the wings. I encourage everyone in every chapter to consider where you can use your talents to further the causes of this great association.

We will see you all soon at the Annual Meeting in Santee. Make your travel plans now. It won't be nearly as much fun if you are not there.



## Legal Staff Professionals of Orangeburg

We are all looking forward to hosting the upcoming Legal Staff Professionals of South Carolina Annual Meeting which will be held on April 27, 2012 through April 29, 2012 at Clark's Inn and Restaurant, 114 Bradford Blvd., Santee, South Carolina, [clarksinnandrestaurant.com](http://clarksinnandrestaurant.com). The room rate per night will be \$65.00 plus tax per room. Reservations for rooms must be made by calling 803-854-2141 and asking for one of the rooms that are in the name of Mary Kay Oliver. Your room reservation will be transferred out of my name and put in your name. There will be no vendors allowed at our meeting, but Clarks' Restaurant has a very nice gift shop and there are lots of shopping opportunities in the area.

Santee is located in Orangeburg County and we think you will all enjoy exploring the area and the shopping. There are several golf courses in Santee as well as a state park.

Start making your plans to attend. We are looking forward to seeing everyone in Santee at the Annual Meeting.



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

I hope that you have considered being a part of the puzzle, and feel led to join one of our wonderful committees when asked this year. Each one of us has unique ideas and talents that are needed to come together for the good of the Association. You are needed to continue to help us grow and continue the momentum in accomplishing all that we have done. Thank you to all my Committee chairs and to my wonderful Board for all that each of you did this year. I really appreciate your hard work and dedication to the association.

Lastly, I would like to thank the Board and the members for thinking of me during my recent surgery. While I was home trying to recuperate I received cards, text messages, prayers, a lovely meal and flowers from the Board and the Members. I am truly blessed to have met such wonderful ladies that I am honored to call friends. Thank you very much for that.



Thank you once again for allowing me to serve as your President this year. I am truly honored to have served as your President this past year.

## COMMUNITY PROJECTS

We will be accepting contributions to DJJ (Department of Juvenile Justice) Acteens (girls) Program at our Annual Meeting, April 27, 2012, in Santee, SC.

April Fogle, who attends Calvary Baptist Church in Neeses, South Carolina, is a volunteer who heads this worthwhile program for girls who are incarcerated.

Please make all checks payable to Calvary Baptist Church

### ITEMS NEEDED:

Combs/Brushes  
Deodorant  
White Socks  
White T-Shirts (Large)  
Magazines (For Teens)  
Board Games  
Postage Stamps  
Tooth Brushes  
Shampoo  
Note Cards/Writing Tablets

## Dram Shop / Liquor Liability

**Expert:** Elizabeth A. Trendowski

Investigates alcohol-involved injuries related to:



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

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

## Architecture / Premises Safety

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

Investigates cases related to:



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

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

## Construction Injuries

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

Investigates accidents and injuries relating to:



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

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

## Toxicology

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

Addresses toxicology issues and injuries related to:



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

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

## Hazardous Materials

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

Evaluates cases involving environmental management systems:



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

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

## Land Development

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

Investigates cases related to:



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

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

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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
47<sup>th</sup> ANNUAL MEETING AND EDUCATIONAL CONFERENCE**

**April 27-29, 2012**

Hosted by Orangeburg Legal Staff Professionals  
Clark's Restaurant & Inn  
114 Bradford Boulevard  
Santee, South Carolina 29142

2012 Annual Meeting Registration Form

**(Deadline April 9, 2012)**

(Late fee charged if postmarked after April 9, 2012)

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

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Chapter: \_\_\_\_\_

Current Office(s) held: \_\_\_\_\_

I WILL ATTEND:

\_\_\_\_\_ \$125.00 Full Registration (including all meals and meetings)

**Banquet Meal Choice:** (Please check)

Prime Rib \_\_\_\_\_ OR Honey Glazed Grilled Salmon \_\_\_\_\_

**Lunch Choice:** (Please check)

Chicken salad croissant \_\_\_\_\_ OR Smoked Turkey Delight \_\_\_\_\_

\_\_\_\_\_ \$ 15.00 Annual Meeting Only (Saturday)

\_\_\_\_\_ \$ 25.00 Breakfast (Saturday and Sunday)  
(Each day price)

\_\_\_\_\_ \$ 30.00 Lunch Saturday (Guest)

**Choice:**

Chicken salad croissant \_\_\_\_\_

**OR**

Smoked Turkey Delight \_\_\_\_\_

\_\_\_\_\_ \$ 50.00 Banquet Guest  
Choice: Prime Rib \_\_\_\_\_ OR  
Honey Glazed Grilled Salmon \_\_\_\_\_

\_\_\_\_\_ \$ 15.00 Spring Membership Meeting Only (Sunday)

\_\_\_\_\_ \$ 10.00 Late fee charged if postmarked after April 9, 2012

\$ \_\_\_\_\_ **TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND"**

**Mail to:** Ms. Sonia Hunt  
LSPSC Annual Meeting  
Post Office Drawer 329  
Orangeburg, SC 29116-0329



**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

47<sup>th</sup> Annual Meeting and Educational Conference  
April 27 - 29, 2012

Clark's Inn  
114 Bradford Blvd.  
Santee, South Carolina 29142

**REGISTRATION FOR SPONSORS AND ADVERTISERS  
ANNUAL MEETING PROGRAM  
LSPSC Tax ID 57-6028986**

**CHECK ALL THAT APPLY:**

Annual Meeting Sponsorship

_____	Platinum Sponsor (full-page ad)	\$350
_____	Gold Sponsor	250
_____	Silver Sponsor	100
_____	Bronze Sponsor	50

Function Sponsorship (includes function recognition and acknowledgment in program)

_____	Friday Night Welcome party	\$300
_____	Saturday Night Banquet Entertainment	200
_____	Saturday Meeting Breaks	200

Advertisement in Program

_____	Full page advertisement	\$100
_____	Half-page advertisement	75
_____	Quarter page advertisement	50
_____	Business card advertisement	25

- \_\_\_\_\_ Camera-ready ad enclosed
- \_\_\_\_\_ Camera ready ad emailed/mailed

TOTAL PAYABLE TO "LSPSC ANNUAL MEETING FUND" \$ \_\_\_\_\_

**Deadline April 6, 2012**

MAIL FORM, AD AND CHECK TO: Ms. Mary F. Brant  
Horger Barnwell & Reid, LLP  
PO Drawer 329  
Orangeburg, SC 29116-0329  
mbrant@hbrllp.com

\*\*\*\*\*

**Goodie Bags for all members (filled with YOUR advertising items) :**  
Pens, mugs, markers, notepads, letter openers, etc. 50 of each item

Mail your items to: Ms. Mary F. Brant, Horger, Barnwell & Reid, LLP, PO Drawer 329, Orangeburg, SC 29116  
or bring by office at 1459 Amelia Street, Orangeburg, SC

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
CONTINUING LEGAL EDUCATION SEMINAR  
SATURDAY, APRIL 28, 2012  
NELSON MULLINS RILEY SCARBOROUGH LLP  
COLUMBIA, SOUTH CAROLINA**

**Deadline for Registration (with any handouts): April 23, 2012  
(Registration is accepted after April 28, 2012 but without any handouts)  
No refunds for cancellation after April 23, 2012**

10:00 a.m. – 11:00 a.m.

**TOPIC:** South Carolina Court of Appeals – Court Rules and Tips for Filing

**SPEAKER:** Tanya Gee, Clerk of Court

Ms. Gee is the Clerk of Court and chief staff attorney for the South Carolina Court of Appeals. She will give a presentation on appellate court rules and tips for filing appellate court documents. After graduating from law school and before becoming the Clerk of Court, Ms. Gee worked as a law clerk for SC Court of Appeals Chief Judge Kaye Hearn.

11:15 a.m. – 12:45 p.m.

**TOPIC:** Then and Now

**SPEAKER:** Chrisanne Porter, PLS with Various Cast of Characters

Ms. Porter and the others who will be presenting have had a number of years of experience in our Association and will take us from “then to now.”

---

I will be attending the following seminar(s):

“SC Court of Appeals – Court Rules” \_\_\_\_\_

“Then and Now” \_\_\_\_\_

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

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

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

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

**FEE ENCLOSED:**

Member \$20 for one \_\_\_\_\_ \$30 for both \_\_\_\_\_

Nonmember \$25 for one \_\_\_\_\_ \$40 for both \_\_\_\_\_

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

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

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

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

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
ANNUAL MEETING AND EDUCATIONAL CONFERENCE**

**April 27 – 29, 2012**

**Hosted by Legal Staff Professionals of Orangeburg  
Clark's Inn & Restaurant  
Santee, South Carolina**

**FRIDAY, APRIL 27**

- 2:00 p.m. to 4:00 p.m.      Outgoing Executive Committee Meeting  
4:00 p.m. to 6:00 p.m.      Incoming Executive Committee Meeting  
6:00 p.m. to 8:00 p.m.      Welcome Reception and Early Registration

**SATURDAY, APRIL 28**

**(All meetings and banquet will be held in large meeting/dining room located next to the lounge/bar.  
Breakfast and luncheon will be held in a smaller dining room.)**

- 8:00 a.m. to 9:30 a.m.      Breakfast  
9:30 a.m. to 10:00 a.m.      Registration; Chinese Auction Ticket Purchase  
10:00 a.m. to 11:00 a.m.      Seminar – Tanya Gee, Clerk of Court, SC Appellant Court  
11:00 a.m. to 11:15 a.m.      Break; Chinese Auction Ticket Purchase  
11:15 a.m. to 12:45 p.m.      Seminar – Chrisanne T. Porter, PLS and Various Other  
Characters on Then and Now  
12:45 p.m. to 1:45 p.m.      President-Elect's Luncheon  
1:45 p.m. to 3:00 p.m.      Annual Meeting and Chinese Auction  
  
6:00 p.m.                      President's Reception/Cash Bar  
7:00 p.m.                      Banquet and Installation of 2012-2013 Officers

**SUNDAY, APRIL 29**

- 8:00 a.m. to 9:00 a.m.      Breakfast  
9:00 a.m. to 10:00 a.m.      Spring Membership Meeting

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ALL ROOM RESERVATIONS SHOULD BE MADE DIRECTLY WITH CLARK'S INN AND RESTAURANT (803) 854-2141 BY APRIL 9, 2011. THE ROOM RATE IS \$65 PER NIGHT, PLUS APPLICABLE TAXES.

**REFERENCE MARY KAY OLIVER. RESERVATIONS CAN ONLY BE MADE BY CALLING THE HOTEL.**

(Article, continued from Page 1)

We cannot rely on others to be knowledgeable in this regard. We must be persistent with this education so that the paralegal profession will continue to grow unhampered by ethical snarls. Opportunities for paralegals to work with state and local bar associations will be enhanced by our clear understanding of what we do — and making sure others understand as well.

When asked what we do for a living we may sometimes be guilty of responding that we are “just” a paralegal. Then, we may be asked why we haven’t gone to law school to become a lawyer. Responding to that question can go in many directions, but all our answers should be grounded in the sure knowledge that what we do is important in its own right. Paralegals are the backbone of the attorney’s practice, making sure that deadlines are met, depositions are summarized, documents are organized and labeled, and all contacts are up to date. Ours is a proud profession.

We can also be proud of our membership in [LSPSC]. Being part of a local, state and national association that strives to improve education and training for paralegals is an important training ground for all of us. This, in turn, makes us more valuable to our employers. Expressing pride in association membership shows a healthy regard for something larger than ourselves. This kind of pride actually demonstrates a kind of wholesome humility.

Paralegals can also be proud of the *pro bono* projects in which they are involved. [LSPSC] supports different causes, whether blood drives, fund-raising walks for disease research, Christmas toy drives for needy families, or other types of charitable activities.

Legal assistants also have opportunities to train and mentor students aspiring to be paralegals. Most of us are qualified to be guest speakers, and many of us could be adjunct faculty members in academic paralegal programs. An experienced paralegal can give back in a multitude of ways.

While many states [including SC] are struggling with matters of paralegal certification and regulation, we must remember that it is more important to conduct ourselves with the utmost care and concern for the ethical principles that underscore our profession—integrity, reliability and respect.

It adds up to paralegal pride.

Cathy L. Davis is a certified paralegal with Wilkerson & Bryan, PC, Montgomery, AL, where she specializes in telecommunications, administrative law and corporate law and has a Master’s Degree in Criminal Justice.



engage  
inspire  
enhance  
promote



## MAGNETIC NAME BADGES

I had several members indicate that they wanted to order the magnetic name badges. The badges are bur-nished gold with black lettering. Any members who are interested in getting a name badge with their chapter name and/or state association name, please send me the below order form, along with your check,

made payable to  
**Larry's Trophies**  
in the amount of  
**\$5.83 (\$5.50 plus \$0.33 tax)**  
(price went up 50 cents and applicable tax)

for each badge ordered. You may want to order one with your local chapter name and one with the state association name. Deadline to receive orders is **April 10, 2012**, so I will have enough time to place orders and have the badges available at our Summer Meeting in Columbia.

Name badges will look something like these:

<b>Deborah League Brown Certified PLS</b>	<b>Deborah League Brown Certified PLS</b>
<b>Spartanburg County Legal Staff Professionals</b>	<b>Legal Staff Professionals of South Carolina</b>

Please legibly print or type your order form so the engraver can read it.

The engraver will put EXACTLY WHAT YOU SHOW ON THIS FORM.

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

Legal Association(s)  
Certification(s), if any: \_\_\_\_\_  
(if there is no certification, then the name badge will be only 2 lines – name and chapter)

Chapter or Association: \_\_\_\_\_

Please mail to: Deborah League Brown, Certified PLS  
Post Office Drawer 451  
Spartanburg, SC 29304-0451

If you have any questions, please contact me at 864/699-5655 (direct work #) or  
[deborahbrown@butlermeans.com](mailto:deborahbrown@butlermeans.com)

# Rise to the Challenge

Womble Carlyle congratulates the incoming 2011-2012 state officers.



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

WOMBLE CARLYLE SANDRIDGE & RICE, PLLC 0411\_6477

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**INNOVATORS AT LAW**

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

**Eligibility Requirements:** Must be a member of the tri-level association  
Must be active in the legal profession in accordance with the By-laws and Standing Rules of LSPSC  
Must have a minimum of three years service to a local chartered chapter, LSPSC, or NALS

**Deadline:** March 15, 2012

**Submit to:** Sharon K. Wotherspoon, PLS  
LSPSC Award of Excellence Chairperson  
Post Office Box 11070  
Columbia, South Carolina 29211-1070

Telephone: (803) 255-9242 (o)  
Telephone: (803)438-0343 (h)  
Facsimile: (803) 255-9333  
E-mail: Sharon.wotherspoon@nelsonmullins.com

Nominee: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_

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

Local Chapter Affiliation: \_\_\_\_\_

Date: \_\_\_\_\_ Date Received by LSPSC Chairperson: \_\_\_\_\_

1. Experience and Achievements (NALS, LSPSC and Local Chapter)

- A. Years of Experience in legal profession: \_\_\_\_\_
- B. Years of membership in NALS: \_\_\_\_\_
- C. List of elected or appointed positions held in a local chapter:
  
- D. List all elected or appointed positions held in LSPSC:
  
  
- E. List all elected or appointed positions held at the national level:

**(Continued on Page 20)**



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

Page 2 of 2

2. Professional Achievements (including years attained)

A. Professional Designations/Certifications:

B. Awards or recognitions received from any level of the tri-level organization

C. Recommendation (250-word limit)

I believe the above-named person should be considered for the LSPSC Award of Excellence for the following reasons:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

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

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

\_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**  
**2011-2012 BOARD OF DIRECTORS WINTER BOARD MEETING MINUTES**  
**JANUARY 27, 2012**  
**HOLIDAY INN, COLUMBIA, SOUTH CAROLINA**

The third regularly scheduled meeting of the 2011-2012 Board of Directors of Legal Staff Professionals of South Carolina was called to order by President, Tara Jean Brown, Certified PP, PLS on Friday, January 27, 2012, at 3:25 p.m. at the Holiday Inn, Columbia, SC.

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

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

**OFFICERS' REPORTS:**

**Secretary – Jan W. Berger, ALS**

The Consent Agenda will be distributed at the Winter membership meeting on Saturday, January 28, 2012 during registration to give members time to review prior to the membership meeting. Consent Agenda will include the Summer Board and Membership Meeting Minutes; the Treasurer's Second Period Report, as well as any Committee Reports received. Jan will remind members to submit committee and chapter reports on time or they need to bring copies to the meeting. All original reports should be submitted to the secretary for the permanent records.

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

Elisa distributed the Second Period Treasurer's Report to Board members. Elisa will have envelopes prepared for the Cash Incentives Awards. It was noted that all Chinese Auction monies will be counted with the President and Finance Chairperson at each meeting.

Elisa next informed the Board that the IRS Form 990 filing has been completed by each chapter.

**President – Tara Jean Brown, Certified PP, PLS**

Stephanie Saporita and Elisa Chaney volunteered to review the minutes of the January 27, 2012 Board meeting and the January 28, 2012 Winter membership meeting.

Tara next discussed the following items to be approved by the Board for the Winter meeting: Minutes of the Summer Board meeting; Minutes of the Summer Membership Meeting; and the Treasurer's Second Period Report. A motion to approve was made by Jamie Early, Certified PP, PLS and a second was made by Camilla Pitman, CMC, Certified PLS. The motion carried. Tara informed the Board that she attended the 2011 NALS 60<sup>th</sup> Annual Conference in Cincinnati, OH October 11-13, 2011. It was a great conference filled with CLE and marketing opportunities.

Tara reminded the Board of the following NALS deadlines: Foundation Grants (Education and Certification): March 1 and June 1, 2012.

The deadline for the March 2012 *Spotlight* is February 20, 2012. Please send all information to Patti Byers, Editor, by the deadline.

The Region IV Conference will be held at the Chattanooga Choo Choo Hotel in Chattanooga, TN from July 13-15, 2012. We will poll the membership at Saturday's meeting to see if they want to hold our Summer 2012 Membership meeting in conjunction with the Region IV meeting.

## Page 2 of 3

Tara next discussed Community Service. SCAADVASA is the chosen service project for the Winter meeting. The Orangeburg Chapter will choose the Annual Meeting Community Service Project since they are hosting the meeting in April. The State Association will contribute \$100 at each meeting towards the community service project advertised for that meeting.

Tara will also ask individual chapters to continue their community service projects. Chapters may continue to submit reports for inclusion in the membership meeting packets.

Tara next discussed fundraisers. We will continue with our Chinese Auction in April. We will also continue Buck-a-Book in April. Members can donate books/movies/CDs, as well as purchase books at these meetings.

Tara next reminded the Board of her member incentive program of LSPSC Bucks. These can be used for any LSPSC sponsored events, except Annual meeting registration. Two members in attendance will win \$5 each.

Tara next discussed the Annual Meeting forms for approval: Meeting Agenda, Program Ads, Registration Form with script ticket price, and Hotel Contract, as emailed to the Board. Some suggestions were made regarding the forms and this information will be given to Mary Kay Oliver, Annual Meeting Chairperson, for the Orangeburg Chapter. At present, 15 rooms are reserved at Clark's Inn, Santee, SC. Breakfast is included with the script ticket price. The hotel has a pool, garden room, lounge, etc, and there are several opportunities to shop and sight-see in the area. A motion was made to approve the Annual Meeting forms, script ticket price, and Contract as emailed to the Board, with a few changes. A second was made to the motion. Motion passed.

Tara next discussed the First Time Member Incentive – Drawing for Early Bird Registration to either a State Annual Meeting or Region Meeting. The winner of the drawing was Mary Beth Morgan for the Region Meeting. Congratulations to Mary Beth!!

Tara next discussed the NALS Docket Article and Board members expressed their concerns about the change in governance. This will be discussed at tomorrow's Membership Meeting. Tara next discussed “Then” items to continue: Invitation to past Presidents to display their President Scrapbooks at Annual meetings. Tara will remind any past Presidents in attendance to bring their scrapbooks to Annual Meeting in April.

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

Stephanie will continue to request reports from individual chapters on their community service involvement for each state meeting. She has emailed President-Elects from each chapter for their report.

Stephanie reported on the 2012-2013 Nominations/Elections and the fact that we have 2 Board positions with no candidates running for office: Secretary and Functional Director – Membership. Stephanie also noted that she is hard at work filling Committee positions for her term as President. The dress for her Installation Ceremony is business dress and will ask that no one wear denim. Discussion was held on the Officer's Retreat, normally held in June. Officer visitation during Stephanie's term was briefly mentioned. The 2012-2013 Budget will be discussed after the dinner break.

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

Lois will lead the Pledge of Allegiance at the Winter Membership Meeting on Saturday, January 28, 2012. Lois will remind members of the NALS waiver of dues option for those unemployed. This waiver is for one (1) year.

Lois then updated the Board on the total membership numbers for SC: Lowcountry, 19; Midlands, 7; Greenville, 24; Hilton Head, 7; Orangeburg, 5; Spartanburg, 21, and MALs, 3. The \$100 ATM grant from NALS was used to market our association at the SCALA Conference in Columbia August 18, 2011 at the Columbia Metropolitan Convention Center. Jamie I. Early, Certified PP, PLS, submitted a report to NALS and copied Lois. It was noted that the Midlands chapter gained one (1) new member from the SCALA conference exposure.



Lois next advised the Board on the Mentor/Mentee program where new members are assigned a mentor. Several past Presidents have agreed to be mentors for new members. A mentee is matched with a mentor from a different chapter. Have received some feedback and mentees are happy to have a member from another chapter contact them. This is definitely a worthwhile program

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

Fran will remind members at the Winter Membership meeting of the CPN and *Spotlight* deadlines. She will also remind members to stay current by looking at our LSPSC Facebook page. Spotlight ad procedures and Happy Grams will be reviewed as well. Fran noted that most of *Spotlight* ads will expire after the March publication. She will ask members to secure ads for future publications.

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

Robin will read the Code of Ethics at the Summer Membership meeting on Saturday, January 28, 2012. Robin will also give a report on CLE attendance, topics and guest speakers, money collected from the seminars and announce the speakers' charities of choice for a donation to be made from our association. Robin is also working on speakers for the Annual Meeting in April and solicited help from the Board.

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

Camilla will be unable to attend the membership meeting and has a report in the Officer Reports packet. The next application/certification exam date is March 3, 2012, but the deadline to register (January 1, 2012) has passed. At present, there is no extension of the registration deadline. Exam sites and administrators have been confirmed throughout the state. Camilla noted that there are three (3) individuals from our state who are taking an exam in March. She will also remind members of the CLE on-line learning available, as well as the new specialty certifications available.

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

Jamie noted that the Bylaws and Standing Rules changes approved at the Summer meeting in August 2011 have been published on the LSPSC website.

**2012-2013 Budget**

Stephanie led the discussion of the budget for 2012-2013 year. The draft budget will be reviewed again at the Spring Income Board meeting and presented to the members at the Spring 2012 Membership Meeting for approval.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

*Jan W. Berger, ALS,*  
Secretary

Approved:

*Tara Jean Brown, Certified PP, PLS*  
President

**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA  
MINUTES OF THE 2011-2012 WINTER MEMBERSHIP MEETING  
J A N U A R Y 2 8 , 2 0 1 2  
COLUMBIA, SOUTH CAROLINA**

The Winter Membership Meeting of the Legal Staff Professionals of South Carolina for the year 2011-2012 was called to order by President, Tara Jean Brown, Certified PP, PLS on Saturday, January 28, 2012 at 1:45 PM.

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

All of the past Presidents in attendance were acknowledged. Region IV Director, Lisa Mitchum, Certified PLS, was also recognized and thanked for her service to South Carolina and Region IV. Elaine Sumerel, Certified PLS, member-at-large and a NALS Past President, was recognized. There were no first time attendees at the meeting.

The officers of LSPSC for 2011-2012 were introduced: President-Elect, Stephanie A. Saporita, Certified PLS; Functional Director-Membership, Lois J. Belle, Certified PLS; Functional Director-Marketing, Frances C. Powell, Certified PP, PLS; Functional Director-Education, Robin C. Deming; Functional Director-Certification, Camilla G. Pittman, CMC, Certified PLS (who was not in attendance due to a family commitment); Treasurer, Elisa V. Chaney, Certified PP, PLS; Secretary, Jan W. Berger, ALS; and Immediate Past President, Jamie I. Early, Certified PP, PLS.

### **President's Remarks**

President Tara continued her theme of "we all are a piece of the puzzle." Tara gave us puzzle pieces with a member's name on it and asked members to write something about that person on the puzzle piece. Jan Berger shared the comments and it was a great exercise in showing the membership that we all are truly important to the association and are an integral piece of the puzzle.

### **Business Meeting**

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

Myra Culbertson, Credentials Chairperson, reported that there were 29 members present and 15 represent a quorum. Twenty (20) members represented two-thirds. Myra declared a quorum present.

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

The first incentive drawing was held and Deborah L. Brown, Certified PLS, won \$25.00.

**Reports from Elected and Appointed Officers**

**President: Tara Jean Brown, Certified PP, PLS**

President Tara made members aware of the following information: Make any address changes with NALS and this change will feed back to the State and local chapters. Reported on her attendance at the 60<sup>th</sup> Annual Education Conference and National Forum in Cincinnati, OH in October 2011. Great CLE was provided in each of the new tract areas. NALS Foundation Grant deadlines are March 1, 2012 and June 1, 2012. *Spotlight* deadline is Monday, February 20, 2012. Please make every attempt to submit your articles/materials on time.

The 2012 Region IV Conference will be held at the Chattanooga Choo Choo in Chattanooga, TN from July 13-15, 2012. Several members will be attending. Discussion was held as to whether we would hold our Summer Membership Meeting in conjunction with the Region meeting. Due to some conflicts of members not able to attend the Region IV meeting, the Summer meeting will be held in Columbia during August (date to be determined).

Community Service items from today's meeting will be donated to SCCADVASA and the State Association will also make a \$100 monetary contribution. Reports on service projects from individual chapters were included in the Committee/Officer Reports packet. Members were thanked for their service in their communities.

Fundraising efforts will continue at the Annual Meeting in April with the Chinese Auction and Buck-a-Book. LSPSC Bucks incentives will continue and these dollars can be used for any LSPSC sponsored event (cannot be used for Annual Meeting registration). Stacy Burke, Certified PP, PLS was the winner of the first drawing for \$5 LSPSC bucks.

The Board is reviewing the Annual Meeting Registration and Vendor Forms which will be published in the March edition of the *Spotlight*. Past Presidents attending the upcoming Annual Meeting in Orangeburg, SC were asked to bring their President's Books for display during the weekend.

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

Stephanie informed members that she will attend the NALS Professional Development and Education Conference in Tulsa in March. As incoming President, Stephanie noted she is working on committee assignments and preparing for her installation in April at the Annual Meeting.

**Secretary: Jan W. Berger, ALS**

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

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

Elisa discussed details of the report and noted that the Board had approved the Treasurer's Report at the Board Meeting on January 28, 2012. The Treasurer's Report was then approved by the membership.

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

Jamie opened discussion regarding the NALS docket Article concerning restructuring the governance within NALS. Lisa Mitchum commented about the thought process behind the restructuring as she is a member of the "Think Tank" task force that has been discussing this idea for over a year. Many members voiced concerns regarding the changes. Members were encouraged to pass along their comments/concerns to Lisa.

**Annual Meeting 2012 (Orangeburg): Mary Kay Oliver**

Mary Kay updated members on the Annual Meeting to be held in Santee, SC the weekend of April 27-29, 2012 at Clark's Inn and Resort. Room rates are \$65.00 per night. When making reservations, please call the hotel directly (do not reserve on-line) and inform the reservations clerk that you want to reserve a room in the LSPSC block of rooms under the name of Mary Kay Oliver. This will get you the conference room rate. Registration forms will be available in the March issue of the Spotlight.

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

Sharon encouraged nominations for this award. Deadline for applications is March 15, 2012. Sharon will forward the nomination form to Chapter Presidents to disseminate to the members.

**FD-Certification: Camilla G. Pittman, CMC, Certified PLS**

Camilla was unable to attend the membership meeting; her report was published in the Officer and Committee Reports Packet. Three people will be taking the PLS exam in March.

**Community Projects: Jimi Bullard, ALS**

The stated charity for donations from the Winter Meeting was SCCADVASA. Members donated needed items, as well as financial donations. The Columbia Chapter will take these donations to SCCADVASA on behalf of the state association. Thank you to all who participated.

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

Robin thanked everyone for their support in preparing for the CLE today which was a big success. The seminar on Elder Care by Robin Stoddard had 24 members in attendance. The seminar on Life is not a Dress Rehearsal, by Marianne Frederick, had 28 members in attendance. Robin informed members that the Past Presidents will make a presentation at Annual Meeting in April. The other CLE presentation is still to be determined.

**Credentials: Myra Culbertson** No report.

**Employment: Tammela Suggs, Certified PLS** No report.

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

Carlene announced that the Finance Committee had collected over \$600.



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

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

**Handbook: Deborah L. Brown, Certified PLS**

Changes to the handbook were included in the Officer's and Committee Reports packet. Deborah reminded members to keep advising her of any changes to the Handbook.

**Historian: Jamie I. Early, Certified PP, PLS**      No report.

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

Fran passed out a Member Survey and asked members to complete and return to her for submission to Carolina Paralegal News. This is a wonderful opportunity to spotlight our members in another professional publication. The second incentive drawing was held and Sharon Wotherspoon, Certified PLS, won \$75.00.

**Membership: Lois J. Belle, Certified PLS**

Lois gave the status of the membership numbers for LSPSC as given to her by NALS. We have 4 new members since August 2011. Our association ranks in the top 10 in member retention of 84.71%.

**NALS Foundation: Naomi W. Nation, Certified PP, PLS, CLA**      No report.

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

Sharon presented the slate to the Board at the Board Meeting on January 27, 2012 and a copy of her report was included in the Officer's and Committee Reports packet. At the close of nominations, two board positions were unfilled: Secretary and Functional Director of Membership. All other offices had one individual who agreed to run for that position. Sharon suggested that nominations for these positions be made from the floor to fill these positions.

At this time, elections were held for the 2012-2013 Board of Officers. President Tara opened the floor for nominations for the office of Secretary. On the third and final Call for Nominations, a motion to nominate Jamie I. Early, Certified PP, PLS, for the office of Secretary was made by Sharon Wotherspoon. A second was made by Elisa Chaney. A motion was then made to close nominations by Stacy Burke. A second was made by Debbie Reynolds. Nominations were closed. Jamie agreed to run for this office and was deemed a member in good standing.

President Tara opened the floor for nominations for the office of Functional Director-Membership. On the second Call for Nominations, a motion to nominate Susan L. Olmstead, Certified PLS for the office of Functional Director-membership was made by Meredith Lazarski. A second was made by Sharon Wotherspoon. After the third and final call, hearing none, a motion was then made to close nominations by Stacy Burke. A second was made by Elisa Chaney. Nominations were closed. Susan agreed to run for this office and was deemed a member in good standing.

## Page 5 of 6

At this time, a motion was made to accept the 2012-2013 Slate of Officers for LSPSC by acclamation by Sharon Wotherspoon. A second was heard by Stacy Burke. After voting, the motion carried. Congratulations to the newly elected LSPSC officers!

### **Publications Editor: Patti Bernier Byers**

The deadline for the March 2012 Spotlight publication is February 20, 2012. President Tara asked members to get all articles and reports to Patti before the deadline.

### **Scholarship: Sarah Wallace**

Sarah was unable to attend the meeting and President Tara reported that the scholarship packages will be sent to all Chapter Presidents for dissemination to area schools

### **Scrapbook: Chrisanne T. Porter, Certified PLS**

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

**Standing Rules and Bylaws:**        **Jamie I. Early, Certified PP, PLS**        No report.

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

Yvonne asked members to submit any news, pictures, local publications and ads for publishing to the website.

President Tara reminded members of upcoming meetings and noted that the Charleston chapter is responsible for the premium prize for the annual meeting in Orangeburg.

### **Upcoming Meetings:**

NALS Professional Development and Education Conference, March 1-3, 2012  
Double Tree Warren Place, Tulsa, OK

LSPSC Annual Membership Meeting – April 27 - 28, 2012  
Clarks Inn and Resort, Santee, SC

LSPSC Spring Membership Meeting – April 29, 2012  
Clarks Inn and Resort, Santee, SC

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

LSPSC Summer Membership Meeting – date to be determined  
Nelson Mullins Riley & Scarborough, Columbia, SC

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

**Annual Meeting Sites:**

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

The third incentive drawing was held and Ponda Caldwell, Certified PLS, won the \$50 prize.

The second LSPSC Bucks drawing was held and Chrisanne Porter, Certified PLS, won the \$5 LSPSC bucks.

The Premium Prize for the Winter Meeting was provided by Spartanburg County LSP and the lucky winner of the beautiful hand made basket of goodies was Sharon Wotherspoon, Certified PLS.

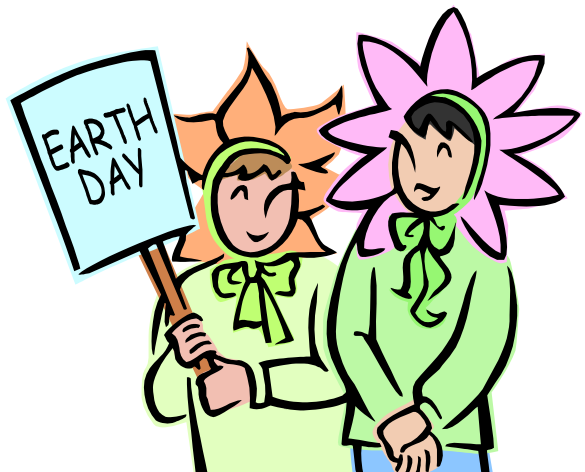
There being no further business to come before the membership, and no objection, the Winter Membership Meeting of LSPSC of 2011-2012 was adjourned at 3:50 p.m.

Respectfully Submitted,

*Jan W. Berger, ALS*  
Secretary

Approved:

*Tara Jean Brown, Certified PP, PLS*  
President



# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

## 2011-2012 ELECTED AND APPOINTED OFFICERS

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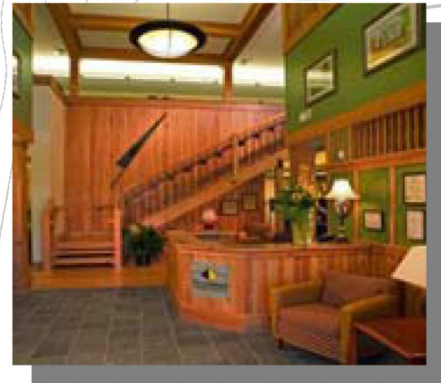


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<p>Charleston County Finance Dept.                      4045 Bridge View Drive, Suite A-225                      North Charleston, SC 29405                      Email: cporter@charlestoncounty.org</p>	<p><b>NAME Chrisanne T. Porter, PLS</b>                      Office (direct) 843/958-4618                      Telefax 843/958-4615                      Home 843/795-9695                      Cell 843/514-1260</p>
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## 2011-2012 COMMITTEE CHAIRS

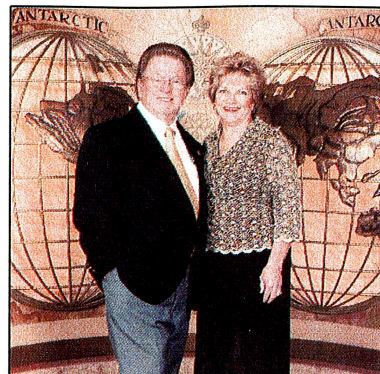
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# LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA 2012 CALENDAR

## MARCH 2012

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

## APRIL 2012

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

## MAY 2012

Nothing Scheduled

## JUNE 2012

Nothing Scheduled

## JULY 2012

- 13-15 NALS Region 4 Conference, Chattanooga, TN

# 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.



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**Charleston, SC 29402**

**TO:**