



Legal Staff Professionals of South Carolina



SPOTLIGHT

Did You Know You Can Scan Document On Your Phone?

Most people don't realize that you have a few options to use the camera on both Apple and Android smartphones to quickly and easily create PDFs from printed documents.

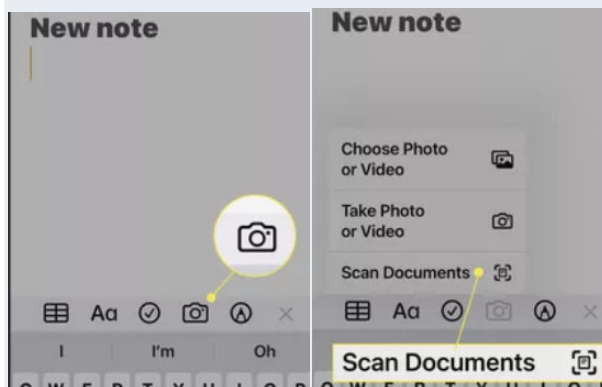
I have taken information from a few articles to tell you how to create PDFs using native apps on an iPhone or Android device, as well as two apps that you can download to accomplish the same task.

iPhone (Notes)

Apple provides a scanner right within the Notes app. This app is free and on every iPhone by default

Open the Notes app and create a new note.

Tap the camera icon, then tap Scan Documents.



Position the phone camera over the document. Notes will focus and capture the image.

If the auto-mode is enabled, your document will scan automatically. If you need to capture a scan manually, tap on the round capture button.


Once captured, you can drag the corners to fit the page. You can then add additional pages or save when done. Tap Keep Scan to continue. Repeat the process for all pages you want to scan. When finished, select Save.

Click the Share icon to email or text the document to yourself.

Android (Google Drive)

Android phones have a simple, built-in way to create PDFs using the camera.

Open the Google Drive app and at the bottom right tap Add, tap the + sign.

Tap the Scan icon . 

Position your camera over the document and take a picture of the document you'd like to scan. To adjust the scan area tap Crop. If you need to retake the photo tap re-scan current page. To scan another page tap add +. When finished tap Done✓.

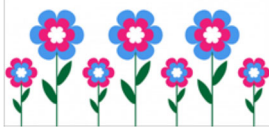
Tap the Crop icon on the bottom right, and move the blue dots to adjust the scan area.

Tap the + symbol again to scan more images or tap the Checkmark to upload your

Continued on page 22

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Spotlight

**Published three times per year by
Legal Staff Professionals of
South Carolina**

**2021-2022 Editors:
Susan Church
Meredith Lazarski, ACP, SCCP**



President's Report

**By Stacy Russo-Strobel, PP, PLS
2021-2022 President**

We Are the Building Blocks of our Association

As we begin to come to an end of our 2021-2022 year, I sit back and reflect on how we maneuvered beautifully through the ups and down of the continuing saga of COVID. Not to say we did not have a hiccup here and there, but it all came together in the end. Slowly, but surely, together we began to build our association up block by block. We started out with 79 members at our Summer Membership Meeting, and we have climbed up to 89 members at the time of our Winter Membership Meeting. That is an amazing jump in that time span. We have had many members engaged in our Members Reward challenge, and it was so good to see that we had so much participation.

It was great to see those members who were able to attend, both in person and virtually, our Winter Meeting at the South Carolina State Museum in Columbia on Saturday, February 5, 2022.

It's still not too late to participate in our Member Rewards Program this year. This contest is retroactive from May 1, 2021, through March 31, 2022. Points are accumulated as a member completes an achievement on the achievement list. The points can be earned in any combination and the total number of points a member can earn is limitless. 1st Prize: Registration & CLE to 2nd Prize: Registration to 3rd Prize: \$75.00 cash for the member to use any way you wish; 4th Prize: Special surprise for anyone participating and achieving a minimum of 100 points. Your efforts will not go unnoticed. Your point tally is due by the 5th of each month. The winning member(s) will be announced on April 8, 2022.

SAVE THE DATE! Our Annual Meeting and Education Conference will be held at the Hilton Greenville from April 22, 2022, through April 24, 2022. Please note that the Hilton Greenville will continue to be abiding by the current state and county COVID-19 procedures. LSPSC will be supplying masks and hand sanitizer for those who need them. We look forward to seeing everyone there!

See you in April!



We Are the Building Blocks of Our Association

Member Reward Program

This contest will run from **May 1, 2021 through March 31, 2022**.

Points are accumulated as a member completes an achievement on the following list. The points can be earned in any combination and the total number of points a member can earn is limitless. Any member that accumulates at least 100 points is entitled to the 4th prize.

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

The winning member(s) will be announced on **April 7, 2022**.

Prizes*:	1st Prize:	Registration & CLE to LSPSC's 57 th Annual Meeting and Educational Conference in Greenville
	2nd Prize:	Registration to LSPSC's 57 th Annual Meeting and Educational Conference in Greenville
	3rd Prize:	\$75.00 cash for the member to use any way you wish
	4 th Prize:	LSPSC Board's Choice (it's a surprise... ☐)

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

NOTE: Prizes are not transferrable.

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

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

Stacy Russo Strobel
(843) 460-4895
stacyrusso@gmail.com





Achievement List

Invite an attorney from a non-member firm to speak at your chapter meeting*	50 points
*Add 5 points for every legal secretary/legal assistant/ paralegal he/she brings with him/her	
Give a membership presentation to an office in the legal community that does not have members	50 points
Pass a NALS Certification (or equivalent)	50 points
Enlist a new member	50 points
Attend NALS 70 th National Educational Conference in September 2021 *Either in-person or virtually	50 points
Be a NALS Mentor	50 points
Renew a NALS Certification	30 points
Hold a State Board position	30 points
Serve on a National Committee	30 points
Hold a Local Board position	25 points
Bring a non-member to a state meeting	25 points
Write an article for <i>Spotlight</i>	25 points
Participate in Court Observance Week	25 points
Attend a state membership meeting	25 points
Attend state CLE seminars (both seminars)	25 points
Nominate a member for the NALS Award of Excellence	15 points
Bring a non-member to a local meeting	15 points
Serve on a Local/State Committee	15 points
Send a Scholarship application to a student going into the legal field	10 points
Nominate a member for the LSPSC Award of Excellence	10 points
Post upcoming chapter events on Facebook (locally and on the state page)	10 points
Send a birthday card, thank you card, etc. to a member via first class mail	10 points
Send a birthday card, thank you card, etc. to a potential or non-member via first class mail	10 points
Attend a local membership meeting	10 points

LSPSC Suggestion Board

I would like to see
LSPSC hold a
membership meeting
at a location like...

I think a good idea
for LSPSC
marketing swag
is...

I would like to see
LSPSC offer a CLE on
a topic like... Or in the
area of...

What's the best
thing about LSPSC?

As an organization is
there anything we
should START
doing?

Why did you
become a LSPSC
member?

Why do you stay a
LSPSC member?

As an organization
is there anything we
should STOP
doing?

Send your suggestions to the LSPSC Board via email to:
legalstaffprofessionalssc@gmail.com



President Elect
Katherine R. Helms, PP,
SCCP

OFFICER &
COMMITTEE

In my last report as President-Elect for LSPSC, I want to thank everyone who has encouraged me and given advice on my upcoming role. I look forward to working with the new board, committee chairs, and members to continue making our association awesome!

I look forward to seeing you all in Greenville for our Annual Meeting, CLEs, and Installation of our new officers for the 2022-2023 year.

Immediate Past President
Meredith Lazarski, ACP, SCCP

I hope everyone enjoyed the Winter Meeting at the SC State Museum in Columbia. The changes to the LSPSC Standing Rules that were passed at that meeting will be made and the latest version of the LSPSC Standing Rules will be posted on our website under the “Members Only” section.

It’s hard to believe my time on your LSPSC Board is coming to an end once again. I’ve enjoyed serving again but more importantly, I continue to be forever grateful for the friendships I’ve had made.

I look forward to seeing everyone at our Annual Meeting & Education Conference in Greenville the weekend of April 22nd.

Functional Director of Certification/Education
Traci B. Wolfe, PP

Dear LSPSC family. It seems like only yesterday we were all preparing for one of the hardest things as a community we would ever face. However, things seem to be receding, and I heard on the news the other day, we are transiting from a pandemic to an endemic. I for one am excited to move past all the mask, hand sanitizer and social distancing. Sometimes all we need is a big fat sloppy hug and kiss.

Spring is fast approaching, and with Spring, comes new life. Now is a great time to take a good deep breath and access the changes that have occurred. Time to think about what is important to you. Is this the time to get that certification? Maybe you have been a visitor for a while, and it is finally

time to join our organization. Whatever your next steps are, we support you. As you are aware, NALS exams are being hosted by Prolydian. To ensure you are properly prepared, you will need the following: Browser, with pop-up disabled, webcam or microphone, desktop, or laptop, macOS x 10.5 or higher, Windows Vista or higher, and internet speed must be at least 2 Mbps. Please visit NALS/onlineExam/Process for additional information to help you succeed in the exam process.

Additionally, as a member of our organization, you can earn CPE credits through attending Annual Meetings, and monthly meetings held by each chapter. Please check out your local chapters schedule and take that step in getting your CPE journey started. Obtaining your certification demonstrates commitment, and it will provide may opportunities to slingshot your career in the legal field.

LSPSC offers free, to our members study materials for the exams. Furthermore, once registered through NALS, you will gain access to study resources like the Gregg Reference Manual, Rotunda’s Black Letter Outline on Professional Responsibility and The Bluebook to help you properly prepare for the exams. These Certifications are recognized by numerous government and academic institutions. By obtaining one of our certifications, you can show your employer and yourself, that you are determined to stand out in your career and will do what it takes.

Our certification numbers to date are:
3 ALPs, 12 PLs, 4 CLPs, 16 PPs, and 15 SCCPs and 1 SC-Corp. Remember to update your NALS’s profile with your current certifications and log your CPE hours with NALS and the SC Bar. You must recertify every five years.

“It’s only after you’ve stepped outside your comfort zone that you begin to change, grow, and transform.”
— Roy T. Bennett

Annual Meeting Report

Tara Jean Brown, PP, PLS, SCCP

Lois J. Belle, ACP

Be a Trailblazer with Legal Staff Professionals of South Carolina

Make plans NOW to attend:

57th Legal Staff Professionals of South Carolina Annual Meeting and Educational Conference.

The meeting will be held at the HILTON GREENVILLE on Haywood Road from Friday, April 22 through Sunday, April 24, 2022, hosted by Legal Staff Professionals of Greenville. It will be a wonderful weekend of education, networking, friendship, and fun. A 'shuttle' will be available for those who want to venture out to downtown Greenville (3 miles away) or just a quick trip to the Haywood Mall (less than 1 mile away).

Plan to join us on Friday night as we welcome you to Greenville. We'll be gathering in the Overlook Lounge on the 9th floor for fun, food (real food, not just appetizers), drinks (yes, all types of beverages including adult beverages) and fellowship starting at 6:00 p.m. This will be at no additional cost to you. Watch for more information or email Tara (tara@davidgreeneattorney.com) or Lois (LJBelle102@gmail.com) if you have any questions.

We are asking each chapter to participate by securing items for the goodie bags, sponsors, vendors, etc. See the information in this issue of Spotlight. If you need more information, please do not hesitate to reach out to Tara Brown or Lois Belle.

Are you getting excited yet? Greenville is getting excited to host this meeting. Lots of planning is in place with more to come. You won't want to miss out! See you soon!

Award of Excellence Report

Jasmine Williams, co-chair

Lauritza S. Hill, co-chair

(803) 707-4059

lauritza@sclegal.org

Please be reminded to send in an Award of Excellence nominee from your chapter by March 1, 2022.

The judges were approved and named at the winter

meeting. They are Thomas Sims, Jr., Paralegal of South Carolina Legal Services, Evangle Pendarvis-Snell, Office Manager for Johnson Toal and Battiste, PA, and Tracy Conner, Paralegal of the Anderson Law Firm and Bamberg Legal, LLC.

There are a lot of worthy Award of Excellence candidates throughout our organization. We hope to receive at least six or more applications to forward to the judges. Jasmine and I look forward to processing each nominee's application. Please send all applications to jazzylegal803@gmail.com.

Please feel free to contact me if you have any questions. Be safe everyone.

Finance Committee

Sonia L. Hunt and

Jamie I. Early, Certified PP, PLS-SC Corporate, SCCP



As the 2021-2022 LSPSC year is coming to an end, which also means that President Stacy's year is starting to "wrap up," we thought it would be fun to do an "ALL WRAPPED UP" theme. In order for this to work, here are a few things you will need to do to help with the last Finance Project of the year.

- Make sure your donation for the theme auction is wrapped in a box or a bag.
- Attach a label with a clue as to what the gift could be (i.e. this item comes with many "pieces").
- At the bottom of your clue, please put whether your item is to be placed on the \$1.00 table or the \$0.50 table.

Thank you for your participation in the Summer Theme Auction and the Winter Theme Auction. We are hoping that with this one we will be able to push over the amount needed to meet the 2021-2022 Finance Budget for the year. It has been fun seeing the items that have been donated all year and you have gone above and beyond.

Legal Staff Professionals of the Lowcountry will be providing the Premium Prize for Annual Meeting.

Lastly, we want everyone to have fun as you choose your items, wrap them up, and come up with a clue as to what the package holds! We look forward to seeing everyone in Greenville.

Handbook Committee

Jamie I. Early, Certified PP, PLS-SC Corporate, SCCP

Meredith Lazarski, ACP, SCCP

If you've never looked at our LSPSC Handbook, you're missing out! This resource is filled with useful information about our association, and it's at your fingertips on the lpsc.org website under the Members Only page.

Please note the new members below since the last report, as well as updates to current members' information:

Welcome new members:

LSPL

Melissa Ford
Veritext Legal Solutions
mford@veritext.com

LSPO

Keisha Shuler-Johnson
South Carolina Legal Services
126 Associate Parkway
Orangeburg, SC 29118
Office (803) 533-0116
Cell (803) 857-1129

LSPG

Jessica Dillard
ChaceLaw Limited Company
481 Garlington Road, Suite A
Greenville, SC 29615
Office (864) 268-8244
Cell (864) 363-4247
jessica@chacelaw.com

LSPG and LSPM

Terry Rouse
Veritext Legal Solutions
Office (864) 346-0974
trouse@veritext.com

LSPM

Tammie Jackson
Burnette Shutt & McDaniel
912 Lady Street, Suite 200
Columbia, SC 29201
Office (803) 904-7921
tjackson@burnetteshutt.law

LSPM

Glenda Montgomery

Burnette Shutt & McDaniel
912 Lady Street, Suite 200
Columbia, SC 29201
Office (803) 904-7918
gmontgomery@burnetteshutt.law

Current member updates:

HHLSP

Susan L. Olmstead, PLS
PO Box 3466
Bluffton, SC 29910
susanolmstead369@gmail.com

LSPL

Amy S. Baker, CP, SCCP
Brinkley Law Firm, LLC
1 Carriage Lane, Bldg. F, Suite 100
Charleston, SC 29407
Cell (843) 277-9009

LSPL

Nita Sheree Matthews, PLS, CLP
McLeod Physician Associates
506 East Cheves Street, Suite 202
Florence, SC 29506-2616
Office (843) 777-5591
Cell (843) 992-9711

LSPL

Chrisanne T. Porter, PLS
948 Anchor Road
Charleston, SC 29412
chasgirl15@comcast.net

LSPG

April Gibson
jharris@spartanburgcounty.org

Judith Morgan-Glenn
djglenn92@msn.com

Lynn Visser
lvisser94@gmail.com

LSPM

LaDonna Beeker is now
LaDonna Falvey

Mattie Caughman is now
Mattie Taylor

We look forward to seeing you all in Greenville at the annual meeting in April! Happy Spring!



NALS Foundation
Cheryl LeGrand

You can support the NALS Foundation by choosing them as a charity if you join AmazonSmile!

Donations can be made [online](#) or mailed to:
NALS Foundation
3502 Woodview Trace, Ste 300
Indianapolis, IN 46268

Nominations Committee
Susan Olmstead

In accordance with the Standing Rules of Legal Staff Professionals of South Carolina, Notice of Vacancy for the 2022-2023 offices of Treasurer and FD of Certification/Education was provided to the membership. This means that all individuals nominated for these positions declined their nomination. A call for nominations for these positions was taken from the floor at the Winter membership meeting which was rescheduled for Saturday, February 5, 2022, in Columbia, South Carolina. Susan L. Olmstead, Certified PLS was nominated and approved by acclamation for the office of FD of Certification/Education. There were two nominations for the office of Treasurer: Sonia Hunt and Tara Jean Brown, PLS PP SCCP. Ballots for the office of Treasurer were emailed to the membership on or before February 9, 2022, with the requirement that the ballots be returned by February 16, 2022, to committee chair. The ballots were counted, verified and the result submitted to the LSPSC Board. See slate of officers on page 10.

Scholarship Report
Debra H. Bailey, CLP

Each year our Association presents the Norma F. George, PLS Scholarship Award of \$1,000 to a candidate seeking a career in the legal field who have a need for financial support.

Applications were mailed to several higher education schools and colleges that offer relevant programs throughout South Carolina in January 2022. Deadline for return of applications was March 1, 2022.

Members are encouraged to share the scholarship application with anyone who qualifies. The qualifications for the scholarship and our application is available on the LSPSC website. Applications will be reviewed in March and the annual award will be announced at our LSPSC

Annual Meeting in April.

Spotlight
Editors: Susan Church and Meredith Lazarski, ACP, SCCP

If you have anything you would like to add to Spotlight, please send a copy to President Stacy Russo Strobel stacyrusso@gmail.com, Meredith Lazarski mlazarski@haleandhalelaw.com and Susan Church susanchurch30@outlook.com for consideration.

Technology Report
Tara Jean Brown, PP, PLS, SCCP
Katie Johnson

The Legal Staff Professionals of South Carolina website has been updated as well as the member only page. The Scholarship Form, Award of Excellence form and all forms relating to the 57th Annual Education and Membership Conference are posted on the forms page. Please be reminded that if you are a Committee chair and you have forms that need to be posted please send them to me. I am happy to post them to the website. If you have any problems accessing a page on the website or logging into the Members Only site please email me.

If you see anything that needs to be updated or changed please don't hesitate to send me an email.

I hope that you continue to stay safe. Look forward to seeing everyone in Greenville for the Annual Education and Membership Conference.



SLATE OF OFFICERS
Legal Staff Professionals of South Carolina
2022- 2023

ELECTED OFFICE	NOMINEE/CANDIDATE	NOTE
President	Katherine Helms, PP, SCCP khelms@samuelslawfirm.net ; helmsdaka@aol.com	
President-Elect	Traci B. Wolfe, PP twolfe@burnetteshutt.law	Acclamation
Treasurer	Sonia Hunt slhunt1963@gmail.com	Ballot
Secretary	Jamie L. Early, PP, PLS-SC Corporate, SCCP jpie1802@gmail.com	Acclamation
F.D. – Membership/Marketing	Cheryl LeGrand clegrand@barnwell-whaley.com	Acclamation
F.D. – Certification/Education	Susan L. Olmstead, PLS Susanolmstead369@gmail.com	Acclamation



**Notice To All Members
LSPSC Annual Meeting and
Spring Membership Meeting
Greenville, South Carolina
April 22-24, 2022**

**NOTICE To All Members Of
LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

**NOTICE is hereby given that the 2021-2022 57th ANNUAL MEETING
will be held on Saturday, April 23, 2022, at 1:45 p.m.**

At:

**HILTON GREENVILLE – *Blue Ridge Room*
45 W. Orchard Park Drive
Greenville, SC 29615**

(Dress is business attire)

Exact meeting information is available on the meeting registration form.

Legal Staff Professionals of South Carolina

Lois J. Belle

**Lois J. Belle, CLP
Secretary**

**NOTICE To All Members Of
LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

**NOTICE is hereby given that the 2022-2023 SPRING MEMBERSHIP MEETING
will be held on Sunday, April 24, 2022, at 9:00 a.m.**

At:

**HILTON GREENVILLE – *Blue Ridge Room*
45 W. Orchard Park Drive
Greenville, SC 29615**

(Dress is business attire)

Exact meeting information is available on the meeting registration form.

Legal Staff Professionals of South Carolina

Lois J. Belle

**Lois J. Belle, CLP
Secretary**

**Legal Staff Professionals of South Carolina
57TH ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 22-24, 2022**

REGISTRATION FOR SPONSORS AND ADVERTISERS

ANNUAL MEETING PROGRAM

Distributed to NALS Members from Charleston, Columbia, Greenville,
Hilton Head Island, and Orangeburg

LSPSC TAX ID# Available upon request

Hilton Greenville – 45 W. Orchard Park Drive - Greenville, South Carolina

Annual Meeting Sponsorship (includes advertisement in program):

_____	Diamond Sponsor (includes full-page program ad, one-year website link, one-year Spotlight ad (\$125 Value) AND either a dinner for two at the Saturday night banquet (\$100 value) OR one Annual meeting Registration (\$125 value).....	\$500
_____	Platinum Sponsor (full-page ad and website link).....	\$300
_____	Gold Sponsor (half-page ad).....	\$200
_____	Silver Sponsor (quarter-page ad).....	\$100
_____	Bronze Sponsor (eighth-page ad).....	\$50

Function Sponsorship (includes function recognition and acknowledgement in program):

_____	Saturday Luncheon.....	\$300
_____	Saturday Night Banquet.....	\$250
_____	Saturday Meeting Breaks.....	\$200

Advertisements 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

EXHIBITORS: SATURDAY MEETING 8 A.M. TO 1 P.M. \$25

Name: _____ Exhibit Type: _____

Door Prize Item: _____



Scan. Pay. Go.

2020 04 08

Deadline:

April 11, 2022

PAYABLE TO "LSPSC ANNUAL MEETING FUND" \$ _____

Mail form, ad, and check to: Jessica Costlow at Greene Law Firm

11 McGee St., Greenville, SC 29601

Phone: (864) 271-7940

Goody Bags will be distributed to all members in attendance, filled with YOUR advertising items. **Please send 30 of each item.** Contact **Jessica Costlow** at **(864) 271-7940** if questions. Please, mail your items to her at **11 McGee St., Greenville, SC 29601.**



Legal Staff Professionals
Of Greenville
Invite You to a

WELCOME PARTY

Friday, April 22, 2022
6:00 p.m. until . . .

HILTON GREENVILLE
Overlook Lounge (9th Floor)

Food & Beverages provided

*(See Annual Meeting report In
Spotlight for further details)*

**Rooted in the Past . . .
Trailblazing with LSPSC into the Future**

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
57th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
APRIL 22-24-2022

Hosted by Legal Staff Professionals of Greenville
HILTON GREENVILLE
45 W. Orchard Park Drive, Greenville, SC 29615

REGISTRATION

(Does Not Include CLE Registration)

Deadline for Registration/Must Be Postmarked By: **April 8, 2022**
Late Fee Charged after Deadline: \$10.00 / **No Refund after April 8, 2022**
Virtual Deadline April 20, 2022

Name: _____ Nickname for Badge: _____
Address: _____ Phone Number: _____
Email Address: _____ Chapter: _____
Current Office(s) Held: _____

I WILL ATTEND:

_____ \$110.00	Full Registration (<i>Does not include CLE registration</i>) (<i>covers all meetings; Saturday's lunch & banquet</i>)
_____ 15.00	Annual Meeting Only (Saturday) _____ In-Person or _____ Virtual
_____ 30.00	Saturday Lunch/Guest
_____ 50.00	Saturday Evening Banquet/Guest (<i>inform of dietary restriction</i>)
_____ 15.00	Spring Membership Meeting Only (Sunday) _____ In-Person or _____ Virtual
_____ \$10.00	Late Fee Charge after April 8, 2022
_____ TOTAL	

PLEASE MAKE CHECK PAYABLE TO "LSPSC ANNUAL MEETING FUND"



Scan. Pay. Go.

Mail to: Jessica Costlow
Greene Law Firm, PA
11 McGee Street
Greenville, South Carolina 29601
costlowj24@gmail.com

FOR ROOM RESERVATIONS CALL HILTON GREENVILLE
AT 864-232-4747 **BY April 1, 2022, NOON.**
ROOM RATE: \$129.00 PER NIGHT PLUS APPLICABLE TAXES [breakfast included in room rate].

REFERENCE: LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA

LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
57th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
APRIL 22-24-2022

Hosted by Legal Staff Professionals of Greenville
HILTON GREENVILLE
45 W. Orchard Park Drive, Greenville, SC 29615

**BE A TRAILBLAZER WITH
LSPSC**

SCHEDULE OF EVENTS

FRIDAY, APRIL 22:

2:00 p.m. to 4:00 p.m. 2021-2022 Outgoing Board Meeting – *Woodruff Room*
4:00 p.m. to 6:00 p.m. 2022-2023 Incoming Board Meeting – *Woodruff Room*
6:00 p.m. to 11:00 p.m. **WELCOME PARTY! & Registration** – *Overlook Lounge-9th Floor*

SATURDAY, APRIL 23:

8:00 a.m. to 9:00 a.m. Registration [*Breakfast on your own*] – *Blue Ridge Room*
9:00 a.m. to 10:30 a.m. CLE: **EDR Matter**
Judge A. Marvin Quattlebaum, Jr.
10:30 a.m. to 10:45 a.m. Break and Theme Auction Ticket Purchase
10:45 a.m. to 12:15 CLE: **Criminal Matters**
D. Josev Brewer, Esquire
12:30 p.m. to 1:30 p.m. President-Elect's Luncheon – *Bistro 45*
1:30 p.m. to 1:45 p.m. Break and Theme Auction Ticket Purchase
1:45 p.m. to 3:45 p.m. Annual Meeting and Theme Auction – *Blue Ridge Room*
Auction Theme: "All Wrapped Up"
6:00 p.m. 2022-2023 President's Reception (*Cash Bar*) – *Blue Ridge Room*
7:00 p.m. Banquet and Installation of 2022-2023 Officers

SUNDAY, APRIL 24:

8:00 a.m. to 9:00 a.m. [*Breakfast on your own*]
9:00 a.m. to 11:00 a.m. Spring Membership Meeting – *Blue Ridge Room*

ALL ROOM RESERVATIONS SHOULD BE MADE BY CALLING HILTON GREENVILLE AT
864-232-4747 **BY April 1, 2022, NOON.**

ROOM RATE: **\$129.00** PER NIGHT PLUS APPLICABLE TAXES [breakfast included in room rate].

REFERENCE: **LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA**

*Seminars are approved for a total of 3.00 CPE (Continuing Paralegal Education) credits by the
South Carolina Paralegal Certification Board of the South Carolina Bar*

Legal Staff Professionals of South Carolina
57th ANNUAL MEETING AND EDUCATIONAL CONFERENCE
April 22-24, 2022
 Hosted by Legal Staff Professionals of Greenville
HILTON GREENVILLE – 45 W. Orchard Park Drive
 Greenville, South Carolina 29615

Deadline for In person Registration: Friday, April 8, 2022
NO REFUNDS After Friday, April 8, 2022

Deadline for Online Registration: Wednesday, April 20, 2022, 5:00 p.m.

CONTINUING LEGAL EDUCATION

(Does not include Conference Registration)

Saturday, April 23, 2022

9:00 a.m. – 10:30 a.m. TOPIC: Employment Dispute Resolution [EDR Matters]

Speaker: A. Marvin Quattlebaum, Jr.

Judge Quattlebaum is a United States Circuit Judge of the United States Court of Appeals for the Fourth Circuit. He will be talking with us about EDR Matters, which cover discrimination, harassment, abuse, wrongful conduct, whistleblowers, etc. in the workplace.

10:45 a.m. – 12:15 p.m. TOPIC: Criminal Matters

Speaker: D. Josev Brewer, Esquire

Joe Brewer is a former federal prosecutor whose practice focuses on federal and state criminal defense, complex business litigation, personal injury, employment and appeal.

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

I will be attending the following seminars:

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>VIRTUAL</u>
_____ EDR Matters	_____ \$20 for one CLE	_____ \$25 for one CLE	_____
_____ TBD	_____ \$30 for both CLEs	_____ \$40 for both CLEs	_____

TOTAL AMOUNT: \$ _____

NAME: _____ CERTIFICATIONS: _____

PHONE #: _____ EMAIL: _____

Couple of options for payment: PayPal QR code below, PayPal account LSPSCAnnualMeeting.com, or make check payable to: **Legal Staff Professionals of South Carolina** and return completed form to:



Scan. Pay. Go.

Tara Jean Brown, Treasurer
 Greene Law Firm, PA
 11 McGee Street
 Greenville, SC 29601
tara@davidgreeneattorney.com

*Legal Staff Professionals of South Carolina is an affiliate of NALS...the association for legal professionals – dedicated to enhancing the competencies and contributions of members to the legal services profession.
 Seminars qualify for a total of 3.00 CPE credits by the South Carolina Paralegal Certification Board.*

OUR COMMUNITY

I would like to say thank you to all the members who donated items in Columbia at the Winter Meeting. We had a great response and collected several boxes of items for Pawmetto Lifeline. Thank you for being so wonderful.

*Our next collection will be at the 57th Annual Meeting and Educational Conference Meeting in Greenville! Everyone, please make plans to be there to share in such a great and worthy cause. We will be donating items to **Harvest Edge Foster Home**.*

*Harvest Edge is founded by David & Kim Bullard (son and daughter-in-law of longtime member, Jimi Bullard), and commits to equip each child for tomorrow by providing the security of a loving home, meeting daily needs, and building foundational strengths through a nurturing, and healthy environment. **In SC, there is a desperate need for sibling care. Harvest Edge helps fill this void, as a childrens' "gathering home" in the Upstate for sibling groups ages 5-10.***

***Please see the attached "Wish List" from Harvest Edge**, on page 18 of Spotlight. **Monetary donations may be made to Harvest Edge.** Please bring your donations to the Annual Meeting in Greenville and if you are not planning to attend the Annual Meeting send your donations with another member from your chapter.*

Any input you have will be greatly appreciated. Please free feel to contact me at nicolemccune76@yahoo.com with any questions, concerns or comments that you may have. Thank you for your anticipated involvement in this great cause.

*Nicole McCune
Community Projects Chairperson*



Community Service Project – Annual Meeting



“ It is our greatest opportunity and challenge to pour love and stability into a hurting child and to provide the “best” sibling care during their separation from home.

We are pleased to announce that Harvest Edge will be our Charity for Legal Staff Professionals of South Carolina 57th Annual Meeting and Educational Conference to be held in Greenville, SC on April 22-24, 2022 at the HILTON Greenville.

(See article for more details under Community Service Projects in this issue of Spotlight.)

W I S H L I S T

- White twin sheets
- White bath towels, hand towels, washcloths
- Bookbags (items for bookbags)
 - Toothbrush, toothpaste, floss, comb and brush, small mirror, soap, shampoo, nightlight, stickers, small stuffed animal, coloring books, washable markers, small plain M&Ms
 - Ages 5-10 – Girls – Frozen, Disney Princess, Solid Color items (above); Boys – Paw Patrol, Nintendo, Solid Color

***Monetary donations for your tax-deductible contribution to:
Harvest Edge, 3504 Hwy 153, PMB 261, Greenville, SC 29611***

Chapter Reports

Legal Staff Professionals of Greenville

Tara Jean Brown, PP, PLS, SCCP
LSPG 2021-2022 President

Greenville has continued to work hard on planning for the 57th Annual Meeting And Educational Conference being held in Greenville April 22-24, 2022. Please see the registration forms on pages 14-16. We hope everyone will come to Greenville and participate. We have a great conference planned and need all the Trailblazers from all the chapters of LSPSC to come to Greenville and join us.

Our Lunch and Learns included the following speakers:

In December, LSPG member Jimi Bullard's daughter-in-law, Kim Bullard shared information with our group about an endeavor by her and husband, David Bullard, to open a home called Harvest Edge for children who are in foster care in the upstate. It is a unique gathering home with a goal of keeping siblings together while in foster care. We have adopted Harvest Edge as our Charity for 2022.

In January, our very own, Terri Coker, ACP, SCCP, presented a CLE entitled "Ethics - Before you leave the scene, clear your desk and screen". Her presentation touched on the many aspects of client confidentiality, working remotely and our responsibility as legal professionals. Thanks Terri for a great presentation!

In February, attorney Steve Shaw spoke to us on "Probate and Estate Planning". He also answered any questions we had concerning probate and estate planning.

We would like to welcome our newest member Terry Rouse from Veri-Text. At our February luncheon Terry Rouse and Jessica Dillard from ChaceLaw were pinned. We are so glad to have these new members join us and we look forward to getting to know them better.

We look forward to seeing everyone at the Annual Meeting and Educational Conference in Greenville.



Jessica Dillard and Terry Rouse were pinned at the LSPG luncheon in February

Hilton Head Legal Staff Professionals **Meredith Lazarski, ACP SCCP, President**

HHLSP's annual holiday celebration was held on December 15, 2021 at Frankie Bones on Hilton Head Island. Members enjoyed good food and joyous fellowship.

Our February meeting was hosted by Strauss Global on Hilton Head Island. Our guest speakers were Attorneys Cathy West Olivetti and Jill Kroamer of Olivetti, McCray & Withrow, LLC of Hilton Head Island. Ms. Olivetti and Mr. Kroamer spoke about Elder Law and Medicaid Planning. Olivetti, McCray & Withrow's paralegal Kathryn Kowal was also a guest at our meeting.

HHLSP's March meeting will be hosted by Liberty Oak Law Firm on Hilton Head Island.

We look forward to seeing everyone again in Greenville in April. We wish everyone a happy, healthy, and blessed spring



Legal Staff Professionals of the Lowcountry
Cheryl LeGrand

The year 2021 flew by, and we are hopeful the year 2022 has brighter things in store. For Legal Staff Professionals of the Lowcountry (LSPL), we are regrouping after the holiday break and are in the process of discussions and deciding on next steps for the upcoming year.

We would like to welcome Melissia Ford of Veritext as a new member of our local chapter! We also look forward to having her visit us and present some CLE presentations in the upcoming year.

In October 2021, the infamous Howard Yates presented a CLE entitled “Documents for Estate Planning: Wills, Powers of Attorneys, Living Wills - A Matter of Life or Death.” The attendees from our local chapter and the visitors from LSPSC thoroughly enjoyed his presentation, as it was interesting and very informative. He discussed the probate legal process and documents, as well as various issues that may arise when dealing with estate matters and probate court. As usual, Mr. Yates always has something up his sleeve as a way of making sure everyone is awake and listening!



Howard Yates present estate planning CLE

Our chapter has also been involved in a marketing project with a PowerPoint presentation that highlights the advantages of being a member of National Association of Legal Support Professionals (NALS), Legal Staff Professionals of South Carolina (LSPSC) and Legal Staff Professionals of The Lowcountry (LSPL). This presentation has been uploaded to the LinkedIn website and has received over 800 views to date. Our chapter is considering applying for a grant from the NALS Foundation for purposes of marketing mailings to local law firms to solicit new membership and interest.

Legal Staff Professionals of the Midlands
Traci B. Wolfe, PP, President

In a post-COVID-19 world, many organizations will be vulnerable to disruptions. Legal Staff Professionals of the Midlands have gone to great lengths to shift meetings to help our organization stay alert and flexible. Our monthly meeting is being offered in person and virtual to accommodate our members.

Our meetings and CPEs are held on the second Tuesday of each month except for April and December. Odd months they are at 1:00 p.m. and even months they are at 6:00 p.m. Please feel free to join us, we would love to have you.

During my installation, I challenged our members to recruit 1 new member during my term, to double our membership. I can say, they have stepped up to that challenge, to date, we have had 11 new members join LSPM. Despite the continued challenges our local chapter continues to grow, and we are excited for our recent new member: Glenda Montgomery, with Burnette Shutt McDaniel, PA. Welcome Glenda! We are excited you are here.

On Saturday, March 26, 2022, LSPM will once again participate in Midlands’s heart Walk 5k. This year, the event will be held at Segra Park in Columbia. We would love to have you join us. Award winning t-shirts will be available to purchase. Please sign up on our website with your team and join us.

Lastly, please follow up on Facebook, Twitter and Instagram. We also now have a website. Please visit <https://lspmprofessional.com> and check us out.

“Be yourself; everyone else is already taken.”
— Oscar Wilde

Thank you for allowing me to be your leader in 2021-2022.

Congratulations Mario Pacella!
Boss of the Year
Legal Staff Professionals of the Midlands

LSP-Midlands congratulates attorney Mario Pacella, who was chosen as Boss of the Year. Mr. Pacella was nominated by Stephanie Jones. Annually, members of LSP-Midlands nominate attorneys that they work with closely and the essays are judged anonymously . . . without the name of the attorney or who nominated them anywhere in the essay.

We were honored to have the following judges review the essays and choose a winner: Dr. April Taylor, Dean of the College of Arts and Science, South University, and Catherine Boette, Director of Professional Programs, Nelson Mullins Law Firm. Dr. Taylor and Ms. Boette indicated had a very difficult time choosing a winner! Thanks to both for their time given to our association.

The award ceremony was held Wednesday, February 16, at Strom Law Firm, Columbia, SC.

Congratulations, Mr. Pacella!



Boss of the Year, attorney Mario Pacella, nominated by Stephanie Jones

Legal Staff Professionals of Orangeburg
Sonia L. Hunt - President

We had five members attend the Winter Membership Meeting either virtually or in person, Michael Howell, Jr., Kristen Barry, Mikki Hancock, Sonia Hunt and Lauritza Hill.

Legal Staff Professionals of Orangeburg gained another new member in November—Keshia Shuler-Johnson who is employed with South Carolina Legal Services.

In November we completed our Thanksgiving Blessing Project by providing toys, personal hygiene items and a meal to the women and children housed by CASA Family Systems. We also finalized plans for our Annual Christmas Party which was held at Lauritza's home. We had a good time enjoying the food each member brought and participating in our "Right/Left Gift Exchange Story".

Our speaker had to cancel at the last minute for our January meeting, but we still met and were able to make plans for February, March and April. We will have a Paparazzi Jewelry Consultant visiting with us in February. Our March meeting has been set aside for election of officers for the 2022-2023 year and April will be our Officer Installation.

We look forward to having members attend the Annual Meeting in Greenville.



Scanning from your phone (Continued from Page 1)

document to Google drive. You will then have other options to crop, rotate or adjust the color.

Tap the Save button when you're done.

Adobe Scan

Adobe Scan is available as a free app for both iPhones and Android devices. It has more function ability than most apps. You will need to register for a free account with Adobe to use this app.

After downloading, open the app, hold it above your document, and wait for the capture.

The app automatically will scan

Follow the on-screen hints. The app uses auto-crop and image cleaning, so once you are ready to save, just hit Save.

The app uses auto-cropping and image cleaning, so—some argue—creates a higher-quality scan than the native apps. The app has a text-recognition (OCR) feature built-in, particularly useful if you're scanning filings for your court filing, which must be text-searchable. It will automatically store your scans in the Adobe Document Cloud, so this is a particularly convenient option if your firm uses the desktop Adobe Acrobat software.

The app automatically takes more scans if necessary. If you don't want the app to take more automatic scans you can tap the scan's thumbnail to display the edit and saving options. When ready, tap save PDF at the upper right hand corner of the screen to save. The more icon gives more options for saving to Google Drive, etc.

Microsoft Lens

If you spend more of your time working in the Microsoft Office suite than in Acrobat, then Microsoft Lens might be a better choice. Like Adobe Scan, it's free to download on both iPhones and Android devices.

After downloading the app, open it up, and point it at the document that you need to scan.

As in the other apps, you'll have the chance to crop, rotate, resize, and so on.

When you're ready, you will see a range of export options in addition to PDF, including Word or PowerPoint.

If you're using OneDrive or Office365 you'll be invited to connect your account to store your scans in the cloud. As with Adobe Scan, the app also comes with text recognition capability as standard.

Getting the document from your phone to your computer

Often you'll need to get your freshly scanned document from your phone to your computer. To do this, either save the document in the cloud (i.e., Adobe Document Cloud, Google Drive, iCloud, OneDrive) directly from the app and then access it from the browser on your computer. If you'd prefer not to put the document in the cloud, you could email it or send it to yourself using a messenger tool like Slack or Teams.

Excerpts from :

Lifewire-How to scan documents with your IOS or Android Device; By: Renee Lynn Midrack—Updated July 16, 2021



Winter Membership Meeting



Winter Membership Meeting Continued





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A publication of Legal Staff Professionals of South Carolina

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* 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: **Cassandra Furtick**
LSPSC Functional Director of Membership/Marketing
Solomon Law Group
3501 N. Main St.
Columbia, SC 29203
Phone: (803) 509-7055
E-mail: cassandra@solomonlaw.sc.com

Payment Enclosed: \$ _____

Visit our website at LSPSC.org

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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: cassandra@solomonlaw.sc.com
2. Submit payment and this form by mail to: Cassandra Furtick
LSPSC Functional Director of Membership/Marketing
Solomon Law Group
3501 N. Main St.
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3. Deadline for Happy Grams: June 21, 2022

Thanks for making someone's day a happy one.

Name: _____

Chapter: _____

Email: _____

Size: _____

Enclosed Payment: _____

May spring visit your life with
messages of peace and moments of
happiness!

Hilton Head
Legal Staff Professionals

Happy Spring.



Thank You To Our 2021-2022 LSPSC Board



Left to Right-Katherine Helms-President Elect; Lois Belle-Secretary; Stacy Russo Strobel, President; Tara Jean Brown-Treasurer; Cassandra Furtick-FD-Membership/Marketing; Traci Wolfe,-FD Education/Certification

If your contact information has changed,
don't forget to let us know!



STAY CONNECTED TO LSPSC . . .



www.lspsc.org

www.lspg.org (Greenville chapter)

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**LEGAL STAFF PROFESSIONALS OF SOUTH CAROLINA
MINUTES OF THE 2021-2022 WINTER MEMBERSHIP MEETING
South Carolina State Museum " 301 Gervais Street " Columbia, SC
Saturday, February 5, 2022
1:45 p.m.**

The Winter Membership Meeting of Legal Staff Professionals of South Carolina for the year 2021-2022 was held on Saturday, February 5, 2022, at the South Carolina State Museum, 301 Gervais Street, Columbia, SC.

CALL TO ORDER: President Stacy Russo Strobel, PP, PLS, called the meeting of Legal Staff Professionals of South Carolina to order at 1:45 p.m. She reminded everyone to check in with Naomi W. Nation, PP, PLS, CLA, SCCP, Chairperson for Credentials. She also reminded everyone to please silence all electronic devices while in the meeting room.

President Stacy Russo Strobel, PP, PLS, asked that all officers, chairpersons, and members giving reports and addressing the meeting to please stand, give their name, certification, and chapter. She also asked that they please speak loud and clear to ensure proper identification in the minutes of the meeting. President Stacy Russo Strobel, PP, PLS, introduced herself to the membership as the LSPSC President for 2021-2022.

THOUGHT FOR THE DAY: Sonia L. Hunt, from Legal Staff Professionals of Orangeburg, gave the thought for the day. She read a poem entitled "Drinking from My Saucer Because My Cup Is Overflowed."

PLEDGE OF ALLEGIANCE AND CODE OF ETHICS: President Stacy Russo Strobel, PP, PLS, asked attendees to rise for the Pledge of Allegiance and remain standing for the NALS Code of Ethics. Cassandra Furtick, Functional Director of Membership and Marketing led the Pledge of Allegiance, and the NALS Code of Ethics was presented by Traci Wolfe, PP, Functional Director of Education and Certification.

WELCOME: President Stacy Russo Strobel, PP, PLS, welcomed everyone to the 2021-2022 Winter Membership Meeting. President Strobel welcomed first time member attendee, Terry Rouse from Legal Staff Professionals of Greenville. The President also recognized nine LSPSC Past Presidents in attendance.

INTRODUCTION OF LSPSC OFFICERS FOR 2021-2022: President, Stacy Russo Strobel, PP, PLS, introduced the officers of LSPSC for 2021-2022 as follows:

- President-Elect Katherine R. Helms, PP, SCCP (Midlands)
- Secretary Lois J. Belle, CLP (Greenville) not in attendance
- Treasurer Tara Jean Brown, PP, PLS, SCCP (Greenville)
- Functional Director – Membership and Marketing... Cassandra Furtick (Midlands)
- Functional Director – Education and Certification ... Traci B. Wolfe, PP (Midlands)
- Immediate Past President Meredith Lazarski, ACP, SCCP (Hilton Head)
not in attendance

PRESIDENT’S REMARKS: President Stacy Russo Strobel, PP, PLS, reminded the membership of the Member Rewards Program and prizes, including the 4th prize for anyone who participates and achieves 100 or more points throughout the year.

BUSINESS MEETING: President Stacy Russo Strobel, PP, PLS, reminded members that any member of LSPSC may offer motions, second motions, and enter into discussions. All motions should be reduced to writing and to see President-Elect Katherine R. Helms, PP, SCCP for these forms as Meredith Lazarski, ACP, SCCP, Immediate Past President/Parliamentarian, was not in attendance.

ROLL CALL: Naomi W. Nation, PP, PLS, CLA, SCCP, credentials chairperson provided us with roll call attendance. Naomi reported that there were 17 members present and 9 represented a quorum, which is one member over one-half. Two-thirds of the members present was 11.

OLD BUSINESS: President Stacy Russo Strobel, PP, PLS, stated that member, Jamie I. Early, PP, PLS -SC Corporate, SCCP, had previously requested that former LSPSC Member and former NALS President, Elaine D. Sumerel PLS, be admitted as an LSPSC Honorary Member. President Strobel announced that the request had been approved by the board.

CONSENT AGENDA: President Stacy Russo Strobel, PP, PLS, stated that members were provided with information in the Consent Agenda packet for review. The board approved the following items at its meeting on Friday, February 4, 2022: 2021-2022 Second Period Treasurer's Report, Minutes from the Summer Membership Meeting (and were published in the December 2021 *Spotlight*), Minutes from the Summer Board Meeting (posted on the Member's Only page at www.lspsc.org). Members also received the Committee Reports packet at the beginning of this meeting. President Stacy Russo Strobel, PP, PLS, asked if there were any comments or questions regarding the items approved by the board. Jamie I. Early, PP, PLS-SC Corporate, SCCP, had questions regarding the Winter Membership Meeting Expenses on the Disbursement Sheet. After discussion, the above items were approved by consent.

Our first incentive drawing was won by Michael Howell of Legal Staff Professionals of Orangeburg.

REPORTS FROM ELECTED OFFICERS:

President: Stacy Russo Strobel, PP, PLS, reminded members if they were not receiving their electronic publications The NALS Legal News Brief, @Law, NALS Docket, or *Spotlight*, to make sure that their profile is updated on the NALS website (www.NALS.org) in the member log-in section. The deadline for the March issue of the *Spotlight* is February 15, 2022, and President Strobel requested that everyone please submit their reports by the deadline. President Strobel also encouraged everyone to submit ads, Happy Grams and sponsorships for the upcoming Annual Conference.

President Strobel thanked the membership for allowing her to attend the NALS Annual Conference in Detroit and noted that her report was in the *Spotlight*.

President Strobel reminded the membership of NALS' rebranding and the request that state and local chapter names become more synonymous with the NALS name. The membership was notified that at the current time, the board had decided to not change the state chapter's name.

President Strobel also reminded the membership of the upcoming NALS elections that would be conducted from February 1-15 and that our member, Tara Jean Brown, PP, PLS, SCCP, was on the roster for the Board of Directors position.

President-Elect: Katherine R. Helms, PP, SCCP, again encouraged members to volunteer for a 2022-2023 board position or committee. Local chapters were reminded to request assistance from the board with any marketing, membership, etc., requests. She announced that officer visitation had been completed with all local chapters. Katherine also thanked the membership for allowing her to attend the NALS National Conference in Detroit, MI. Katherine also noted that her report was in the *Spotlight*.

Secretary: Lois J. Belle, CLP, was unable to attend. However, President-Elect Katherine R. Helms, PP, SCCP, reminded members that they are to send (scan and email) their signed and dated original reports to Lois J. Belle, CLP, for the permanent records. Tara Jean Brown, PP, PLS, SCCP, also requested that all reports have a heading indicating the name of the committee. Katherine also stated that the minutes from the Summer 2021 Board Meeting were posted to the website under the Members' Only Page and the member approved Summer 2021 Membership Meeting Minutes would be signed, scanned, posted on our website and saved into the permanent records. Katherine noted that the deadline for Committee Reports for the upcoming Annual Meeting is April 20, 2022.

Treasurer: Tara Jean Brown, PP, PLS, SCCP, reported that the 2021-2022 2nd Period Treasurer's Report was included in the Consent Agenda.

Immediate Past President/Parliamentarian: Since Meredith Lazarski, ACP, SCCP, was unable to attend, President Stacy Russo Strobel, PP, PLS, announced the vote for the proposed changes to the Standing Rules so that the deadlines for Award of Excellence mirrored Scholarship. Sonia Hunt made a motion, Jamie I. Early, PP, PLS, SC-Corp, SCCP, seconded the motion, and the motion was carried by the membership.

The second cash incentive drawing was won by Sonia Hunt of Legal Staff Professionals of Orangeburg.

Functional Directors: President Stacy Russo Strobel, PP, PLS, stated that Functional Director reports will be given with the Committee Reports.

COMMITTEE REPORTS: President Stacy Russo Strobel, PP, PLS, asked that persons giving reports for the 2021-2022 LSPSC committees please stand and give their reports as they are called:

Annual Meeting 2022: Tara Jean Brown, PP, PLS, SCCP and Lois J. Belle, CLP. Tara Jean stated that LSPG had been planning the LSPSC 57th Annual meeting scheduled for April 22-24, 2022, at the Hilton Greenville. The room rate was \$129.00 per night with breakfast. Tara Jean encouraged the membership to assist in gaining sponsorships and SWAG.

Award of Excellence: Lauritza S. Hill and Jasmine Y. Williams. Lauritza announced this year's judges, which were approved by the board:

- Thomas Sums, Jr., Paralegal with South Carolina Legal Services;
- Evangle Pendarvis-Snell, Office Manager with Johnson, Toal & Batiste, PA; and
- Tracy E. Conner, Paralegal with Anderson Law Office, PA.

Lauritza encouraged everyone to nominate someone in their chapter deserving of this award.

Certification and Education: Traci Wolfe, PP stated that LSPSC has 3 ALPs, 13 PLSs (CLPs), 15 PPs; 1 SC-Corporate, and 14 SCCPs.

Traci mentioned that if any member had a suggestion for a topic or speaker that they would like to hear at future meetings to please contact her. Traci explained that LSPSC has an online library (free to members) for study materials. If you are interested, please contact Traci for the log-in information. Traci then turned her attention to Jamie I. Early, PP, PLS-SC Corporate, SCCP, who announced that she would be holding in-person study groups again at South University and that there would also be an on-line option for all of our members. If anyone was interested in attending to please reach out to her.

Community Projects: Nicole McCune. Not present. Nicole's report was included in the Committee Reports and thanked the membership for their contributions to benefit Pawmetto Lifeline.

Credentials: Naomi W. Nation, PP, PLS, CLA, SCCP. Naomi stated that she had no report.

Employment: Jan Berger, ALP. Not present. No Report.

Finance: Sonia L. Hunt and Jamie I. Early, PP, PLS-SC Corporate, SCCP. The theme for the Annual Membership Meeting will be in the next issue of the *Spotlight*. Sonia thanked everyone for their participation in the themed auction. Jamie reported that the premium prize for this winter meeting was provided by Legal Staff Professionals of Orangeburg.

Financial Review: Christine Vandenberghe. Christine reported that her report was included in the Committee Reports and that everything was in order.

Handbook: Jamie I. Early, PP, PLS-SC Corporate, SCCP and Meredith Lazarski, ACP, SCCP. Jamie reported that the Handbook was complete and is available on the LSPSC website. Jamie requested that members please update any new contact information with NALS and also with Jamie and Meredith.

Historian: Meredith Lazarski, ACP, SCCP. Not present. No report.

Membership and Marketing: Cassandra Furtick. Cassandra Furtick and Tara Jean Brown, PLS, PP, SCCP, presented to the membership M&Ms (Membership & Marketing) candies with themed quotes and members read quotes out loud. Cassandra noted that we currently have 89 members. Charleston (Lowcountry)-11, Columbia (Midlands)-35, Greenville-23, Hilton Head Island-7, Orangeburg-9, and Members-at-large-4. Cassandra encouraged members to secure ads for the *Spotlight*. She also encouraged those to update their profile page on the NALS website.

NALS Foundation: Cheryl LeGrand. Not present. Cheryl's report was included in the Committee Reports and it was reported that the NALS Foundation had grants available for chapters who submitted an application.

Nominations and Elections: Susan Olmstead, PLS. Susan reported that... the slate was published in the *Spotlight* and that President Stacy will open nominations later in the meeting.

Publication: Susan Church and Meredith Lazarski, ACP, SCCP. Not present. President Stacy Russo Strobel, PP, PLS, notified the membership that the deadline for the March *Spotlight* was February 15, 2022, and she encouraged members to submit their reports to Meredith and Susan on or before the deadline.

Scholarship: Debra H. Bailey, CLP. Debra noted that the scholarship applications were on our website and they had been forwarded to schools with paralegal programs throughout the state. The deadline to submit applications was March 1, 2022.

Scrapbook: Naomi W. Nation, PP, PLS, CLA, SCCP, Paula Taylor, PLS and Chrisanne Porter, PLS. Naomi reminded members to take pictures, post on the Snapfish website, or to send to them by U.S. mail.

Standing Rules and Bylaws: Meredith Lazarski, ACP, SCCP. Not present. President Stacy Russo Strobel, PP, PLS, announced the vote for the proposed changes to the Standing Rules so that the deadlines for Award of Excellence mirrored Scholarship. Sonia Hunt made a motion, Jamie I. Early, PP, PLS, SC-Corp, SCCP, seconded the motion, and the motion was carried by the membership.

Technology: Tara Jean Brown, PP, PLS, SCCP and Katie M. Johnson. Tara Jean reported that the website is updated and current. She asked members to forward her any updates.

Terry Rouse from Legal Staff Professionals of Greenville won the third cash incentive drawing.

President Stacy Russo Strobel, PP, PLS announced the upcoming meetings as follows:

LSPSC Annual Education Conference

April 23-24, 2022

Location: Hilton Greenville, 45 W. Orchard Park Drive, Greenville, SC

Hosting Chapters for Annual Meetings

2023	Hilton Head Legal Staff Professionals
2024	Legal Staff Professionals of Orangeburg
2025	Legal Staff Professionals of the Lowcountry
2026	Legal Staff Professionals of the Midlands

President Stacy Russo Strobel, PP, PLS, announced the Premium Prize for the Annual Membership Meeting on April 23, 2022, will be provided by Legal Staff Professionals of the Lowcountry.

NEW BUSINESS

Elections for 2022-2023 LSPSC Board Officers:

President Stacy Russo Strobel, PP, PLS, stated that after acceptances and declinations along with one resignation and one disqualification, two positions remained vacant for the 2022-2023 LSPSC Board. At that time, the Ballot was as follows:

President-Elect	Traci B. Wolfe, PP
Treasurer	Vacant
Secretary	Jamie I. Early, PP, PLS, SC Corporate, SCCP
Functional Director of Certification/Education	Vacant
Functional Director of Marketing/Membership	Cheryl LeGrand

There being open positions on the board President Strobel asked for any volunteers or nominations from the floor for the position of Treasurer. A motion and second were made to nominate Sonia Hunt and a motion and a second were made to nominate Tara Jean Brown, PP, PLS, SCCP. A motion and a second were made to close the nomination of Functional Director of Certification/Education.

President Strobel asked for any volunteers or nominations from the floor for Functional Director of Certification/Education. A motion and a second were made to nominate Susan Olmstead and Susan accepted. A motion and a second were made to close the nomination of Functional Director of Certification/Education.

A motion and a second were made and the following 2022-2023 LSPSC Board positions were elected by acclamation:

President-Elect	Traci B. Wolfe, PP
Secretary	Jamie I. Early, PP, PLS, SC Corporate, SCCP
Functional Director of Certification/Education	Susan Olmstead
Functional Director of Marketing/Membership	Cheryl LeGrand

A runoff election was to be held for the position of Treasurer. Ballots would be forwarded on February 9, 2022, with a return date of February 16, 2022. Notification of the run-off election results were to be forwarded to the membership on February 25, 2022. President Strobel was to assign 2 additional members to review and tally the ballots.

President Strobel announced that the 2 premium prizes for the Winter Meeting were provided by Legal Staff Professionals of Orangeburg and the extra incentive prize was donated by her.

President Strobel thanked those members who brought items for the Community Service project, Pawmetto Lifeline.

The premium prize for the Annual Membership Meeting was to be provided by Legal Staff Professionals of the Lowcountry.

ADDITIONAL BUSINESS: President Stacy Russo Strobel, PP, PLS, then asked if there was any new business or if any member had anything to share. A member brought it to the membership's attention that Chrisanne Porter has retired.

ADJOURNMENT. There being no further business to come before the meeting, and there being no objection, the 2021-2022 Winter Membership Meeting of Legal Staff Professionals of South Carolina was adjourned by President Strobel at 3:09 p.m.

Respectfully submitted,

Katherine R. Helms, PP, SCCP as Acting Secretary for
Lois J. Belle, CLP
2021-2022 Secretary
Legal Staff Professionals of South Carolina

Approved:

Stacy Russo Strobel, PP, PLS
2021-2022 President
Legal Staff Professionals of South Carolina





NALS AFFINITY PROVIDERS

Benefits For Members

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

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

LSPSC OFFICERS 2021-2022

President	Stacy Russo Strobel, PP, PLS
President-elect	Katherine R. Helms, PP, SCCP
Secretary	Lois J. Belle, CLP
Treasurer	Tara Jean Brown, PP, PLS, SCCP
Functional Director – Certification/ Education	Traci B. Wolfe, PP
Functional Director – Marketing/ Membership	Casandra Furtick
Immediate Past President	Meredith Lazarski, ACP, SCCP

LSPSC COMMITTEE CHAIRS 2021-2022








Annual Meeting	Tara Jean Brown, PP, PLS, SCCP and Lois J. Belle, CLP
Award of Excellence	Lauritza S. Hill and Jasmine Y. Williams
Bar Liaison	Meredith Lazarski, ACP, SCCP
Community Projects	Nicole McCune
Credentials	Naomi W. Nation, PP, PLS, CLA, SCCP
Employment	Jan W. Berger, ALP
Finance	Sonia L. Hunt and Jamie I. Early, PP, PLS-SC Corporate, SCCP
Financial Review	Christine Vandenberghe
Handbook	Jamie I. Early, PP, PLS-SC Corporate, SCCP and Meredith Lazarski, ACP, SCCP
Historian/Standing Rules and ByLaws	Meredith Lazarski, ACP, SCCP
NALS Foundation	Cheryl Legrand
Nominations and Elections	Susan Olmstead, PLS
Publication	Susan Church and Meredith Lazarski, ACP, SCCP
Scholarship	Debra H. Bailey, CLP
Scrapbook	Naomi W. Nation, PP, PLS, CLA, SCCP, Chrisanne T. Porter, PLS and Paula Taylor, PLS
Technology	Tara Jean Brown, PP, PLS, SCCP and Katie M. Johnson





Legal Staff Professionals of South Carolina 2021-2022 Calendar*

*subject to change

<p>May 2021</p> <p>1 Online Exam ALP, PLS/CLP, PP 1 American Bar Association Law Day Theme: "Advancing the Rule of Law Now" 14 Deadline – LSPSC Chapter Rosters to NALS 15 Deadline – NALS Award of Excellence 21 Deadline – LSPSC <i>Spotlight</i> (July)</p>	<p>November 2021</p> <p>1 Online Exam ALP, PLS/CLP, PP 1 Call for Nominations – 2022-2023 LSPSC Officers 15 Close of Nominations – 2022-2023 LSPSC Officers 16 Deadline – LSPSC <i>Spotlight</i> (December) 25 Nominations Acceptance and Qualification forms for 2022-2023 sent to qualifying nominees.</p> 
<p>June 2021</p> <p>1 Online Exam ALP, PLS/CLP, PP 22 Open Registration for NALS 70th Educational Conference and National Forum-Michigan (September 15-18) 22 Deadline – LSPSC <i>Spotlight</i> (July) 30 Deadline – Renew SCCP Accredited Sponsorship</p>	<p>December 2021</p> <p>1 Online Exam ALP, PLS/CLP, PP 5 Deadline to return Nominations Acceptance and Qualification Forms for 2022-2023 LSPSC Nominees</p> 
<p>July 2021</p> <p>1 Online Exam ALP, PLS/CLP, PP 16-18 LSPSC Officer Retreat (Clark's Inn, Santee)</p> 	<p>January 2022</p> <p>1 Online Exam ALP, PLS/CLP, PP 8 Deadline – Registration for LSPSC CLE Seminars and Winter Membership Meeting 21 LSPSC Winter Board Meeting (location TBD) 22 Distribute – 2021-2022 LSPSC Scholarship Award Application 22 Distribute – 2021-2022 LSPSC Award of Excellence Application 22 LSPSC CLE Seminars and Winter Membership Meeting (TBD)</p> 
<p>August 2021</p> <p>1 Online Exam ALP, PLS/CLP, PP 20 LSPSC Summer Board Meeting & Membership Social Santee, SC 21 LSPSC Summer Meeting, Santee, SC</p>	<p>February 2022</p> <p>1 Online Exam ALP, PLS/CLP, PP 5 Prepare official ballots for mailing (If applicable) 15 Deadline to Return/Vote Ballots (if applicable) 15 Deadline – LSPSC <i>Spotlight</i> (March)</p> 
<p>September 2021</p> <p>1 Online Exam ALP, PLS/CLP, PP 15 Deadline – File IRS Form 990N 15-18 NALS 70th Educational Conference and National Forum-Michigan</p>	<p>March 2022</p> <p>1 Online Exam ALP, PLS/CLP, PP 1 Deadline – Submit 2021-2022 LSPSC Scholarship Award Application 1 Deadline – Submit 2021-2022 LSPSC Award of Excellence Application</p>
<p>October 2021</p> <p>1 Online Exam ALP, PLS/CLP, PP 12-16 NALS Court Observance Week Theme: TBD</p> 	<p>April 2022</p> <p>1 Online Exam ALP, PLS/CLP, PP 8 Deadline – Registration for LSPSC 57th Annual Meeting and Educational Conference –Hilton Hotel, Greenville, SC 22 LSPSC Outgoing Board Meeting and Incoming Board Meeting 23 LSPSC 57th Annual Meeting and Educational Conference and 2022-2023 Officer Installation 24 LSPSC Spring Membership Meeting</p> 



Mission: engage | inspire | enhance | promote

- ♦ Engage legal professionals on their terms;
- ♦ Inspire legal professionals to want more;
- ♦ Enhance the careers of legal professionals;
- ♦ Promote legal professionals and the legal support industry.

Vision: NALS...the association for legal professionals is the trendsetter for providing information and education through its worldwide partnership with all related professional associations.

NALS Code of Ethics & Professional Responsibility

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

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



Legal Staff Professionals of South Carolina

NALS



SPOTLIGHT

March 2022

**LEGAL STAFF PROFESSIONALS OF
SOUTH CAROLINA**

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



TO: